ABC Business Services

PENALTIES · GUIDE 7 OF 9

Penalties, Extensions & Appeals

What late filing costs, how to extend a deadline in advance, and how the appeal process works.

Companies House and HMRC run entirely separate penalty regimes, so a single late year-end can attract charges from both. Companies House penalties are issued automatically the moment accounts are overdue.

Companies House late filing penalties

HOW LATE THE ACCOUNTS ARE	PENALTY — PRIVATE LIMITED COMPANY
Up to 1 month	£150
1 to 3 months	£375
3 to 6 months	£750
More than 6 months	£1,500

> **IT GETS WORSE IF YOU REPEAT IT**
>
> The penalty doubles if your accounts are late two years in a row. Public limited companies face higher penalties. Persistently failing to file accounts or your confirmation statement can lead to the company being struck off and its assets passing to the Crown.

HMRC late filing penalties

HMRC penalties for a late Company Tax Return escalate with time, and separate interest and penalties apply to tax paid late:

- £100 as soon as the return is late, and a further £100 at 3 months.
- At 6 months, HMRC estimates your bill and adds a 10% penalty on the unpaid tax; another 10% at 12 months.
- Returns late three times in a row see the £100 penalties rise to £500 each. See HMRC penalties for late filing.

Extending your accounts deadline — before it passes

If circumstances beyond your control will delay your accounts, you can apply to extend your filing deadline. You must apply *before* the current deadline, give a clear reason, and understand that an extension is discretionary, not automatic.

Appealing a Companies House penalty

You can appeal a late filing penalty by giving a specific reason, including all relevant dates and details, and showing the circumstances were genuinely outside your control (for example, records

destroyed by fire days before the deadline). Companies House pauses collection while it considers your appeal.

Appeals are unlikely to succeed where: these were your first accounts; the company is dormant, a charity or a flat management company; you cannot afford to pay; another director or your accountant was responsible; you did not know how or when to file; the post was delayed; or directors were overseas.

If your appeal is refused

1. Write to the senior casework manager at the relevant Companies House office with any new information.
2. If still refused, ask the independent adjudicators to review the case.
3. As a last step, apply to the Registrar of Companies. You must follow this order, or the registrar will not review it.

OFFICIAL SOURCES CH penalties HMRC penalties Extend deadline Appeal a penalty

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