



## Filing an annual return

A limited liability company must file an annual return with the Companies Office as required by the Companies Act 1993 and it is an offence not to comply with this.

If an annual return is not filed by the due date, the company risks being removed from the register as the Registrar may be satisfied that the company has ceased to carry on business.

**Note** | An annual return is not a tax return, it is simply an annual requirement for a company to provide certain details to the Companies Office.

## FAQs

### [Annual return reminders](#)

We will send you an annual return reminder each year.

### [How to file](#)

You can start to file an annual return you must be registered to use the website. You must also have authority over that company. If you have already completed those steps, you are ready to file an annual return.

### [Can you get a time extension to file an annual return?](#)

If you are unable to file your annual return by the due date, you can apply for a time extension.

### [Why are annual returns not appearing in My Unfinished Business?](#)

Reminders for annual returns due prior to 31 July 2010 will not appear in the 'My Unfinished Business' tool on your dashboard.

### [When do you need to file an annual return?](#)

Companies must file an annual return with the Companies Office every year. Each company has an allocated filing month. A company is not, however, required to file an annual return in the calendar year of its incorporation.

### [How much does it cost?](#)

It is FREE to file an annual return. You must be logged on as a registered user and have Company Authority for the company.

### [How do you correct mistakes in annual return details?](#)

If, after filing a company's annual return you notice that some of the details are not correct you can update them by updating the company details.

### [What happened to annual return filing lists?](#)

Annual return filing lists have been replaced by the 'My Unfinished Business' tool.

### [Annual returns for overseas companies](#)