

Update to Email Deadline Reminders:

To support the upcoming Companies House changes under ECCTA (effective **18th November**), we've introduced updates to email deadline reminders:

New UID Deadline Prompt

- Navigate to **My Office > Staff > Staff Details**.
- Click on the green edit pencil next to the staff members name and tick the option to be prompted about the **Companies House UID (personal code) notification deadline**.

The screenshot shows a configuration page for a staff member. At the top, there are two radio button options: "Match on the three 'non-specific' company references only" (selected) and "Match on the three 'non-specific' company references only". Below this is a section titled "EVENTS TO BE PROMPTED FOR" with a list of 11 items, each with a checked checkbox: Confirmation Statement filing date, Accounts filing date (Companies House), Confirmation Statement preparation date, Accounts preparation date (Companies House), AGM, Accounts filing date (HMRC), Accounts preparation date (HMRC), Corporation Tax payment, VAT payment, Client meeting, and Companies House UID (Personal Code) notification deadlines. To the left of this list is the label "Tick those required". Below this is a section titled "E-FILING NOTIFICATION EMAILS" with the instruction "Send notification emails to this staff member when their e-filing submissions are acknowledged." and three radio button options: "Email not required, the results are on the e-filing pages anyway." (selected), "Rejected submissions should be notified", and "All responses should be notified". To the left of this section is the label "When Companies House respond to a submission". Below this is a section titled "ACCESS RIGHTS" with a lightbulb icon and the word "Details". To the left of this section is the label "Access rights". Below the "ACCESS RIGHTS" section is a dropdown menu showing "6. (Administrator) All privileges of lower levels and can also configure staff and settings". At the bottom of the page are two buttons: "Save" and "Cancel".

Customisable Notice Period

- Go to **My Office > Settings > Details and Options**.
- Scroll down to **Deadline Notice Period**.
- Under **UIDs Required**, set the number of days in advance you wish to be notified.

Confirmation Statement preparation	60	<input type="checkbox"/> Auto-add to workflow
Accounts preparation for Companies House	60	<input type="checkbox"/> Auto-add to workflow
AGM	60	<input type="checkbox"/> Auto-add to workflow
Accounts filing at HMRC	60	<input type="checkbox"/> Auto-add to workflow
Accounts preparation for HMRC	60	<input type="checkbox"/> Auto-add to workflow
Corporation Tax payment	60	<input type="checkbox"/> Auto-add to workflow
VAT return	60	<input type="checkbox"/> Auto-add to workflow
Client meeting	60	<input type="checkbox"/> Auto-add to workflow
UIDS required	120	<input type="checkbox"/> Auto-add to workflow

Save
Cancel

Enhanced Reminder Emails

- Deadline reminder emails will now also display which **Directors and PSCs** are still awaiting UIDs, along with their respective deadline dates.

Large Cossec Practice LLP (Penney Price)

Dear Penney

A reminder from The Cossec House that the following companies may have important filing deadlines at Companies House.

Update: Companies House Filing Requirements under ECCTA
 Effective 18 November, new rules apply to all Companies House filings as part of the Economic Crime and Corporate Transparency Act (ECCTA):

- Identity Verification: All Directors, Persons with Significant Control (PSCs), and Members of LLPs must complete identity checks.
- Unique Identifier Requirement: Each individual must provide their Personal Code / Unique Identifier (UID) issued by Companies House.
- Filing Process:
- Directors and LLP Members: The UID must be submitted when filing forms CS01 and IN01.
- PSCs: The UID must be provided within 14 days of filing the CS01.

Please ensure these requirements are met to avoid rejection or delays in your Companies House filings.

Due today

Bogan Homes Limited	Confirmation Statement Director UID (Personal Code) Required Director Benjamin Bogan has not supplied Personal Code Director Christopher Bogan has not supplied Personal Code Director Heather Bogan has not supplied Personal Code	9 Sep
Marquardt Services Limited	Confirmation Statement Director UID (Personal Code) Required Director Robert William Marquardt has not supplied Personal Code	9 Sep

Arriving on the one day notice list

Johnson Services Limited	Confirmation Statement Director UID (Personal Code) Required Director Roderick Donald Johnson has not supplied Personal Code Director Sarah Jane Johnson has not supplied Personal Code	10 Sep
Padberg Company Limited	Confirmation Statement Director UID (Personal Code) Required	10 Sep

	Director UID (Personal Code) Required	
Upton Advisors Limited	Director Karl William Abbott has not supplied Personal Code	
	Director Cameron Jack Hayes has not supplied Personal Code	
	Confirmation Statement	16 Sep
	Director UID (Personal Code) Required	
	Director Kenneth Paul Cyril Greenholt has not supplied Personal Code	
	Director Jason Brian Upton has not supplied Personal Code	
	Director Albert Henry Greenfelder has not supplied Personal Code	
	Director Ian Stark has not supplied Personal Code	
	Director Simon Fahey has not supplied Personal Code	
<u>Arriving on 75 day notice for Confirmation Statement</u>		
Cassin Consultants Limited		23 Nov
	Director UID (Personal Code) Required	
	Director Matthew Grendon Herzog has not supplied Personal Code	
	Director David Edwin Cassin has not supplied Personal Code	
	Director Andrew Eric Little has not supplied Personal Code	
Mertz Company Ltd		23 Nov
	Director UID (Personal Code) Required	
	Director Neil Anthony Mertz has not supplied Personal Code	
<u>Arriving on 120 day notice for UID (Personal Code) Notification Dates</u>		
Kemmer Services Limited		
	PSC Peter Graham Pollich has not supplied Personal Code	7 Jan
Reynolds Services Limited		
	PSC Jeremy Reynolds has not supplied Personal Code	7 Jan
Wiza Company Limited		
	Director Paul Michael Wiza has not supplied Personal Code	7 Jan
	Director Mathias Helmut Rodriguez has not supplied Personal Code	7 Jan
	Director Kenneth Durgan has not supplied Personal Code	7 Jan
	Director Uwe Schmitt has not supplied Personal Code	7 Jan

You are receiving this email because we have incorporated the above companies or you have downloaded the companies into our Coscec company secretarial web service.

[Sign in to your account](#)