
A Complete Guide To Confirmation Statements

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TL;DR

- You must file a Confirmation Statement once every 12 months
- It is filed directly with Companies House
- It costs £50 per year for electronic filing
- If nothing has changed, it usually takes under 5 minutes
- You do not need an accountant to file it
- You may be asked to complete a Companies House ID check during filing

What is a Confirmation Statement?

A Confirmation Statement is an annual check-in with Companies House to confirm that the information they hold for your company is correct. Every UK limited company must file one every 12 months, including dormant companies. If nothing has changed, you are simply confirming existing details. You are not submitting accounts, figures or tax information (so naturally, you don't need to be an accountant to do this!).

What information does it confirm?

You will be asked to confirm details such as:

- Directors and company officers
- Shareholders and People with Significant Control (PSC)
- Registered office address
- SIC codes (what your business does)
- Share structure

However, Companies House will already have this information on record, so if nothing has changed with your business, it will be simply confirming the details are correct.

How to file your Confirmation Statement

You file your Confirmation Statement using [Companies House WebFiling](#).

1. Sign in to your Companies House account (your WebFiling account should have been created when you first incorporated your business, but if you don't have one, you can [register online here](#)).
2. Select your company
3. Click **"File confirmation statement"**

4. Work through each section
5. Pay the **£50** fee
6. Submit

If your details are already up to date, this is mostly a case of clicking "Next" and "Confirm".

Before you start

Before filing, check whether any company details need updating. If there have been changes, update these first in WebFiling, then return to file the Confirmation Statement.

Common updates include:

Directors or company secretaries

- New appointments
- Resignations
- Name changes

People with Significant Control (PSC)

Anyone who:

- Owns more than 25% of shares
- Controls more than 25% of voting rights
- Can appoint or remove the majority of directors

Registered office address

This must be kept current, as statutory post is sent here. If changes are needed and not updated, the Confirmation Statement will be incorrect.

What you will be asked to confirm

During the filing process, Companies House will guide you through several short sections:

SIC codes

These describe your company's activities. You can amend or add codes if needed.

Statement of capital

This confirms the number, type, and value of shares issued by your company.

Trading status of shares

You will be asked whether your shares are traded on a stock exchange. For Mighty clients, this will be a 'no'.

Shareholders and PSCs

You will confirm who owns and controls the company.

Registered email address

Companies House now requires a registered email address if one has not already been provided.

If nothing has changed, confirm each section and continue.

Companies House ID checks

When filing your Confirmation Statement, Companies House may also require you to complete an ID check.

This applies to:

- Directors
- People with Significant Control

For most Mighty clients, this will just be you.

If required, Companies House will automatically prompt you during the Confirmation Statement process and take you to a separate screen to complete the ID check.

Once completed, you will be issued a Companies House personal ID code, which will be linked to your company.

Your Confirmation Statement is not fully submitted until the ID check has been completed, so make sure you follow all on-screen steps through to the end.

What happens if you file late?

Companies House introduced new penalties in October 2024.

If your Confirmation Statement is late:

- A warning notice is issued first
- If you file within 28 days of the notice, no penalty applies
- Penalties apply if the filing is significantly late

There is some flexibility, but it is best to file on time and avoid unnecessary follow-ups.

Need help?

If something does not look right, or you are unsure whether updates are needed, email support@mightyaccounting.com and we will help you get unstuck.

Related guides

- [How To Change Your Address With HMRC & Companies House](#)

Read this guide online (always the latest version): <https://app.mightyaccounting.com/Knowledge/article/confirmation-statement>