

Corporate Finance update

Protected Online Filing Services Scheme – “PROOF Scheme”

Any accountants or other third parties undertaking Companies House filings for any company will need to ensure moving forwards that they are equipped to operate under the Companies House PROOF system.

To help companies protect themselves against false filings, Companies House have introduced the Protected Online Filing Scheme (“PROOF Scheme”).

Although this scheme has been around since 2005, it was only in June of this year that companies could sign up for the PROOF scheme whilst doing their online filing (previously a paper form had to be returned to take advantage of the scheme). This therefore means that an increasing number of companies will likely be participating in the PROOF scheme moving forwards.

The scheme protects companies by only allowing certain forms to be filed online using the webfiling login provided to the company. The use of paper forms is not permitted therefore reducing the risk of any fraudulent filings.

The forms that are covered are:

- Appointment of Directors (APo1, APo2, APo3, APo4)
- Officer Terminations (TMo1, TMo2)
- Change of Particulars (Company Officers) (CHo1, CHo2, CHo3, CHo4)
- Change of Registered Office Address (ADo1)
- Location of/Change to SAIL (for which see our earlier briefings) (ADo2, ADo3, ADo4)
- Annual Return

If a Company has opted in for the PROOF Scheme any paper filings for the above forms will be **rejected** by Companies House and returned to you.

To file the documents online you will need the Company’s existing **authentication code**.

This is provided to a Company once they have registered for online webfiling and only one will be produced for the Company. You will need this to log on to the Company’s webfiling. Without this you will be unable to file the documents with Companies House.

You will be able to use the firms webfiling logins but you will need the Companies specific authentication code.

It is important that you are aware if any company you may be dealing with is PROOF registered. If you attempt to file documents following a transaction such as a sale you will not be able to do so if the vendor has not provided the authentication code for their company.

Contact us

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