



# Companies House

Companies House  
Crown Way  
Cardiff  
CF14 3UZ

T 0303 1234 500  
E [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)  
Twitter @CompaniesHouse

DX 33050 Cardiff

[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

FAN SERVICES LTD  
33 Ridgebrook Road  
Blackheath  
London United Kingdom SE3 9QL

Our Ref: 09863266/NEWDIR  
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Dear GHAITH ZEN ALABDEEN.

Congratulations you have recently been appointed as a director of FAN SERVICES LTD.

As a company director there are certain duties you must fulfil to ensure your company complies with the law. These include:

- filing the annual accounts for your company
- filing the annual return for your company

It is your responsibility as a director to ensure that these documents are delivered to us on time. Failure to do so is a criminal offence. If the annual accounts are not delivered on time your company will also receive a late filing penalty.

You must also tell us about any changes in your company such as:

- the appointment of a director or the termination of an appointment
- a change to your company's registered office address

To help you fulfil these obligations, we recommend using our online service. Registration is quick and easy and will allow you to check your filing deadlines and company data. Sign up now and allow 5 working days for your authentication code to arrive by post to your registered office address.

More information about your director duties can be found in the enclosed leaflet but there is also lots of helpful information on [GOV.UK](http://GOV.UK).

We run a number of seminars across the country to explain your responsibilities - find out if there's one near you: [www.companieshouse.gov.uk/events](http://www.companieshouse.gov.uk/events).

Want to ask us a quick question? Tweet us @CompaniesHouse

Yours faithfully

Companies House

