



Companies House

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CRAIG TAYLOR
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Our ref. 11288177/NEWDIR
Date 04 April 2018

Dear CRAIG TAYLOR

Congratulations on being appointed as a director of ENGAGE IT 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 confirmation statement for your company

It's your responsibility, as a director, to ensure these documents are delivered to us on time. Failure to do so is a criminal offence. If the annual accounts aren't delivered on time, your company will receive a late filing penalty. For more information on your annual responsibilities as a director visit www.companieshouse.gov.uk/director.

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, 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's also lots of helpful information on GOV.UK.

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

Yours sincerely

Companies House