



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

CHARLES INGHAM  
COMPLETE KOI AND AQUATICS LTD  
11 Holcombe Close  
Althrincham  
Cheshire  
WA14 4XB

Our ref. 12021642 /NEWDIR  
Date 30 May 2019

## Congratulations on becoming a director

You've been appointed as a director of COMPLETE KOI AND AQUATICS LTD.

As a director, you're legally responsible for running the company. You must keep company records and report any changes to us. You'll need to:

- file your confirmation statement
- file your annual accounts
- identify and record your people with significant control (PSC)

It's easier to do this online.

- !** You may be fined, prosecuted or disqualified if you do not meet your responsibilities as a director. If your annual accounts are not delivered on time, your company will get a late filing penalty.

**If you have not agreed to be a director, call us on 0303 1234 500.**

Make sure you know your responsibilities as a director. Go to:

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

Yours sincerely

**John-Mark Frost**  
Director of Operations

Company number  
**12021642**



**It's quicker and easier to file online**

- 1 Go to**  
[www.gov.uk/ch](http://www.gov.uk/ch)
- 2 Choose**
  - > File your statement
  - > File your accounts
  - > Change your details
- 3 File online**  
You'll need an authentication code. Sign up and allow up to 5 working days for it to arrive by post.