

Penalty notice enquiry pack

For UK company directors

Received a Companies House late-accounts penalty notice? Use this checklist to organise the facts before deciding your next step. If the sender is HMRC, a court or a debt collector, identify that first: the procedure may be different.

Check these six things

☐ Confirm who sent it

Read the sender and notice title. Verify contact details through GOV.UK or the official company register, not an unfamiliar payment link. Choose 'not sure' if you cannot identify the notice.

☐ Record the dates exactly

Keep the issue date, accounting period, filing deadline and any response or payment date shown. Do not assume every notice allows 14, 28 or 30 days. Ask the issuing authority if the deadline is unclear.

☐ Check the filing position

Keep any filing receipt, rejection message and later acceptance. A submission attempt is not the same as accepted accounts. Check the official company record; do not treat a calculator result as proof of compliance.

☐ Prepare a short factual timeline

Note what happened, when it happened and how it affected filing. List the supporting records you already have. Keep originals privately. Do not invent dates or describe uncertain facts as confirmed.

☐ Consider whether review is appropriate

Companies House may consider exceptional circumstances or an error. Relying on an accountant, being dormant or having difficulty paying is not, on its own, a reliable basis for cancellation. No adviser can guarantee the decision.

☐ Identify anything needing prompt attention

If a stated deadline is close or has passed, contact the issuing authority or an appropriate adviser promptly. Court papers, insolvency, dissolution and proposed strike-off need separate assessment. Do not wait for a marketing email.

Keep the enquiry separate from the official process

Sending this worksheet to Fileminder is not an appeal, filing or payment. It does not extend a deadline, suspend collection or mean we have accepted an engagement. Follow the notice and official guidance while you seek advice.

Your enquiry worksheet

Complete only what you know. 'Not sure' is useful. Send a short summary first; keep the original notice and supporting documents private until an appropriate transfer method is agreed.

Company name and public company number

Optional at first contact

Sender and exact notice title

Companies House / HMRC / other / not sure

Issue date and accounting period

As printed, or not sure

Response or payment deadline

As printed, or no date found

Accounts filing position

Not filed / submitted / accepted / rejected / not sure

Previous contact or appeal

None / sent / response received / not sure

Three facts to explain your situation

What happened and when

What you have already done

What you would like help understanding

Leave these out of your first message

Passwords, Companies House authentication or personal codes, UTRs, National Insurance numbers, identity documents, full bank statements and medical evidence. Do not attach a complete notice containing personal details. We can agree what is needed and how to provide it later.

Ask Fileminder about a review

Tell us the sender, the date shown and your main question. We will discuss whether we can help and agree scope and fees before any paid work. No response time or outcome is promised.

[Contact Fileminder](#) [Privacy policy](#) support@fileminder.co.uk

Official guidance

[Companies House late-filing guidance](#)

[Companies House appeal service](#)

[HMRC Company Tax Return penalties](#)