



Companies House
— for the record —

As modified by the Companies Act 2006

Annual Returns

GBA2

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BERR

Department for Business
Enterprise & Regulatory Reform

This guidance is available in alternative formats which include Braille, large print and audio tape. For further details [please see our website](#), email our [enquiries section](#) or telephone our contact centre on 0303 1234 500

When reading these guidance notes, you need to be aware of the following:

Some (but not all) of the provisions in the Companies Act 2006 have come into force. Therefore, some provisions in the Companies Act 1985 remain relevant. We have tried as far as possible to make it clear throughout these notes which Act applies. If you would like to find out more you may wish to visit [our website](#) where you can find out which provisions in the respective Acts are in force. Our website also contains a link to the [BERR](#) (The Department for Business, Enterprise and Regulatory Reform) website where you can find further information. Some provisions in the new Act are subject to transitional arrangements. We will as far as possible explain these in this guidance and give details on our website.

There is one final stage in the implementation of the Companies Act 2006 scheduled for October 2009. We will update any guidance notes affected by those implementations at the time. You may wish also to keep an eye on our website where we will publish more information as the implementation process continues so you can access the most up to date information.

Until October 2009, these guidance notes apply only to companies formed in Great Britain (England, Wales and Scotland). The separate system in Northern Ireland is scheduled to merge into a single system for the whole of the United Kingdom.

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This is a guide only and should be read with the relevant legislation.

- Companies Act 1985 and the Companies Act 1989:
- The Companies Act 2006
- The Companies Act 1985 (Annual Return) and Companies (Principal Business Activities) (Amendment) Regulations 2008

Introduction

This publication tells you about the annual return that a company must deliver every year to Companies House.

An annual return is a snapshot of general information about a company's directors and, registered office address, shareholders and share capital.

The company and its director(s) and secretary can be prosecuted if you file the annual return late, or not at all.

Glossary of terms

In this guidance, the terms listed have the following meanings:

“**non – traded company**” means a company none of whose shares are shares admitted to trading on a regulated market;

“**traded company**” means a company any of whose shares are shares admitted to trading on a regulated market;

“**regulated market**” means a market which appears on the list drawn up by an EEA State pursuant to Article 47 of Directive 2004/39EC of the European Parliamentary and the Council of 21 April 2004 on markets in the financial instruments (Note: AIM is not a regulated market); and

“**return period**”, in relation to an annual return, means the period beginning immediately after the date to which the last return was made up (or, in the case of the first return, with

the incorporation of the company) and ending with the date to which the return is made up.

Chapter 1

Completing an annual return

Please note. The easiest and cheapest way to complete and file your annual return is to use our Software Filing or Webfiling services. You can now file certain documents in Welsh using our Webfiling service. For more information please [visit our website](#).

1. Which companies must send an annual return to Companies House?

Every company must deliver an annual return to Companies House at least once every 12 months. The company's director(s), and where applicable the secretary, are responsible for ensuring that the annual return:

- is delivered to Companies House within 28 days after the anniversary of incorporation or the anniversary of the made-up date of the last annual return; and
- gives a true picture of the management structure and capital (if applicable) of the company at the made-up date.

Remember: It is a criminal offence not to deliver the company's annual return within 28 days of the made-up date, for which company secretaries and directors may be prosecuted.

2. What is an annual return (Form 363)?

An annual return is a snapshot of certain company information at the made-up date ([see question 3](#)). It is separate from a company's annual accounts. An annual return must contain the following information:

- the name of the company;
- its registered number;
- the type of company it is, for example, private or public;
- the registered office address of the company;
- the address where the company keeps certain company registers if not at the registered office;
- the principal business activities of the company ([see Principal Business Activities](#));
- the name and address of the company secretary, where applicable;
- the name, usual residential address, date of birth, nationality and business occupation of all the company's directors;
- the date to which the annual return is made-up (the made-up date).

If the company has share capital, the annual return must also contain:

- Information about the issued share capital; and
- Details of the shareholders.

In some cases, there may be information on related undertakings annexed to the annual return.

3. What is the made-up date?

This is the date at which all the information in an annual return must be correct. The made-up date is usually the anniversary of:

- the incorporation of the company; or
- the made-up date of the previous annual return registered at Companies House.

4. Where do I get an annual return?

Companies House will send a letter to your company's registered office to remind you when your annual return is due. It advises on how to file the form electronically by using our Software Filing or WebFiling services as this is the easiest option.

However, if you do not have the facility to file online you can order a paper copy of the annual return form via our Contact Centre on 0303 1234 500, download a [blank form 363a](#) or pick up a copy if you visit any of our offices in person.

For more information, [please visit our website](#).

Proof is the Registrar's PROOF (PROtected On-line Filing) Scheme. It provides additional security relating to the delivery of directors details and registered office address for documents delivered electronically:

Company directors hold an important position in a company. They have power to make purchases and enter into credit arrangements on behalf of the company. Similarly, the registered office address is important because it is the address to which all official communications will be sent.

Records held at Companies House are sometimes used to check the legitimacy of a company and its directors before credit or loans are made. Therefore it is important that the records are correct. **Companies are vulnerable to fraud if the wrong people get themselves on record as company directors or a bogus registered office address is filed.**

In order to combat fraudsters posing as legitimate directors, Companies House offers companies a free, fully electronic and secure system for notifying changes of directors and changes to the registered office address. If you opt to only notify these electronically,

they will be protected by electronic codes and we will not accept notices from your company delivered in any other format.

You will need to complete an 'Opt-in' form (PR1) and agree to the terms and conditions so that any change of directors or change of registered office address are **only** accepted by Companies House if they are delivered by the secure electronic method and never on a paper form. The 'Opt-in'; form and terms and conditions are available from our web site or by calling 0303 123 4500. The completed form must be posted back to Companies House. This service is voluntary; you may opt-out at any time and Companies House will revert to accepting notices from your company delivered electronically or on paper forms.

From mid 2009 it is planned this paper based process will be replaced by an electronic system, so that once you have agreed to the terms and conditions of the scheme you can sign up or opt out electronically of Proof within the appropriate web pages of the WebFiling service.

5. Will Companies House pre-print the annual return with the details already filed?

No. Companies House will stop producing a 'shuttle' or pre- printed form 363s for annual returns with a made up date on or after the 1 October 2008. This will no longer be a prescribed form for annual returns after that date.

Instead, the form 363a has been re-prescribed. The new form includes changes to the information that you must give about your shareholders, see question 6.

Annual returns with a made up date before 1 October 2008 must continue to use the current form 363a or 363s.

6. What are the changes to the form 363a?

The new form 363a is only available for companies with an annual return made up to a date on or after 1 October 2008. The form has been changed to include two different shareholder lists;

- **Schedule A** will include the names of the company's shareholders for all private companies and **non-traded public companies**. Addresses must **not** be included on Schedule A; and
- **Schedule B** will include the names and addresses of only those shareholders that held at least 5% of the issued shares of any class of a **traded public company**. No other shareholders details must be included on Schedule B.

The form must also contain confirmation if it was a traded public company at any time during the period of that return.

7. Completing the annual return Form 363a

The form 363a does not include any pre-printed company information.

All the details you give on Form 363a should confirm the company information already held on the Companies House public record at the made-up date - except shareholder information. [Question 2](#) of this guide explains the details you should give. You may only change the details by sending one or more of the following statutory form(s) with the document:

- change of registered office address. Use [Form 287](#);
- appointment of company director or secretary. Use [Form 288a](#);
- change of details, for example, the address of a company officer. Use [Form 288c](#);
- resignation of company officers. Use [Form 288b](#);
- notification or change of address where register of members is kept. Use [Form 353](#);
- notification or change of address of location of register of debenture holders. Use [Form 190](#);
- allotment of new shares. Use [Form 88\(2\)](#);
- change to the company's total share capital. ([See question 9.](#))

[These forms](#) are available via our Software Filing or WebFiling services.

Note: Share capital requirements are explained in questions 8-13.

We will not register an annual return Form 363a if it shows information that differs from the public record (except for changes to the company's principal business activities or shareholder details) unless you have notified us of the change on the appropriate statutory form.

8. What information does Companies House require about share capital?

For every company with share capital please state for each class of issued share:

- the name of the class of each type of share, for example, ordinary or preference shares;
- the total number of shares issued to shareholders at the made-up date of the return; and
- the total nominal value of issued shares of that class at the date of the return.

Note: The total nominal value of the shares is the total nominal or face value of the shares excluding any premium.

If a company has converted shares into stock, give the corresponding information in relation to that stock, stating the amount of stock instead of the number and nominal value of the shares.

9. How do I tell Companies House if the share capital details have changed?

If a company has changed its share capital by:

- altering its structure e.g. consolidation or sub-division; and/or
- increasing its total nominal value,

then you must complete and send the appropriate form from the list below to Companies House with the annual return:

- **Form 88(2)** - Allotment of new shares;
- **Form 122**: Notification of consolidation, division, sub-division, redemption or cancellation of shares, or conversion or re-conversion of stock into shares;
- **Form 123**: Notification of increase in nominal capital; * (this form is available via our Software Filing or WebFiling services)
- **Form 128(1)**: Notification of rights to allotted shares that are not stated in the company's memorandum or articles; *
- **Form 128(3)**: Notification of variation of rights to allotted shares that are not stated in the company's memorandum or articles; *
- **Form 128(4)**: Notification of assigning a new name to any class of share other than by amendment of the company's memorandum or articles; *
- **Form 169**: Return by company purchasing its own shares.

* A copy of the appropriate company resolution authorising the change is also required.

If you need further information about the circumstances in which you should send these forms (and others) to Companies House, telephone 0303 1234 500

10. When do I have to list all company shareholders?

A private company and non-traded public company with share capital must provide a 'full list' of all its shareholders on:

- its first annual return following incorporation; and
- every third annual return after it has provided a full list.

The intervening two annual returns need only report changes to shareholder information that have taken place during that year (the return period) - that is, shares transferred and particulars relating to shareholders who have become shareholders or ceased to be shareholders.

A traded public company must never give a full list of all of its company shareholders, only those that held at least 5% of the issued shares at any time during the period of the return.

11. What does a 'full list' of shareholders for a private and non traded public company contain?

A 'full list' annual return for a private and non-traded public company must contain the following information about a company's shareholders:

- the name of every shareholder of the company at the made-up date;
- the name of every shareholder who has ceased to be a shareholder since the made-up date of the previous annual return (or in the case of a first return, since the incorporation of the company);
- the number of shares of each class held by each shareholder of the company at the made-up date of the annual return; and
- the date of registration and the number of shares of each class transferred by each shareholder or past shareholder since the made-up date of the previous annual return (or in the case of a first return, since the incorporation of the company).

Companies House will not accept an annual return made up to a date after 30 September 2008 that includes the addresses of all the company's shareholders. We will return the form to the company if the wrong schedule is completed or it contains the incorrect details.

12. What does a list of shareholders for a traded public company contain?

A traded public company must provide a list of all the company's shareholders who held 5% or more of the issued shares during the period of covered by the return. The list must contain the following information about each of these shareholders:

- the name and address;
- the number of shares of each class held at the made-up date of the annual return;
- the date of registration and the number of shares of each class transferred by the shareholder during the period covered by the return; and
- the date of registration and the number of shares of each class transferred to the shareholder during the period covered by the return.

13. Are there other ways of providing individual shareholder details?

Companies may provide shareholder information to Companies House in a format other than on the form provided, for example, on floppy disk or CD-ROM. Private companies and non-traded public companies with a large number of shareholders may find it more convenient to provide a full list of shareholders with each annual return – but the list must **not** include the shareholders' addresses.

If you wish to supply the list of a company's shareholders in a format other than on the schedules provided, please see [chapter 2, question 4](#) for further information

14. When must the annual return be delivered to Companies House?

Companies must deliver annual returns to Companies House within 28 days of the made-up date given on the form. There is an annual document-processing fee of £30 or £15 for users of our Software Filing or WebFiling services which is payable when you file the annual return. Companies that file a paper annual return should make the cheque payable to 'Companies House' and write the company number on the reverse.

Chapter 2 Quality of paper documents

1. What happens to paper documents sent to Companies House?

We scan the documents and forms you deliver to Companies House to produce an electronic image. We then store the original documents, and the electronic image is used as the working document.

When the shareholders of the public view the company record, they see the electronic image reproduced on-line. So it is important not only that the original is legible, but that it can also produce a clear copy.

This chapter lays down a few quality guidelines to follow when preparing a document for filing at Companies House.

2. What happens if my documents do not meet the guidelines?

Section 707B of the Companies Act 1985 allows Companies House to reject documents delivered electronically that it cannot capture electronically, giving a notice saying why they are unacceptable. You must deliver an acceptable copy within 14 days of the notice (otherwise we treat the original as not having been delivered).

3. How should I set documents out?

Every paper document delivered to Companies House must state in a prominent position the registered number of the company, and must comply with any requirements specified by the Registrar relating to the legibility of that document.

Briefly, documents should be on A4 size, plain white paper between 80g/m² and 100 g/m² in weight with a matt finish. Text should be black, clear, legible, and of uniform density. Letters and numbers must not be less than 1.8mm high, with a line width of not less than 0.25mm.

When you fill in a form:

- use black ink or black type;
- use bold lettering (some elegant thin typefaces and pens give poor quality copies);
- don't send a carbon copy;
- don't use a dot matrix printer; and
- remember - photocopies can result in a grey shade that will not scan well.

When you complete other documents, please remember:

- the points already made relating to completing forms;
- to use A4 size paper with a good margin;
- to supply them in portrait format (that is with the shorter edge across the top);
- to include the company number in the top right-hand corner of the first page.

Important: coloured ink can drop out (disappear) when a document is scanned to produce an image. To prevent this - always use black ink to complete and sign all documents.

4. What are the most common problems to avoid?***Glossy accounts***

If you are producing colour-printed glossy accounts, please save them for your shareholders and others who will appreciate them. We still need black on white with a matt finish. A typed unbound version or printer's proof is ideal, provided it has the necessary signatures.

Shareholders' lists

Our requirements on document quality apply equally to the lists of shareholders that accompany annual returns and allotment forms.

If these are computer prints, it is essential that the print quality is good. We have particular problems with lists printed on green-lined computer paper. We can handle shareholders' lists on paper up to 14.5" x 12".

We will accept documents delivered on certain types of computer-generated microfiche (comfiche) on a black master - as an alternative to paper - provided we can duplicate them on our diazo machines.

We accept large shareholders' lists on CD-ROM, DVD-ROM and floppy disk.

Chapter 3 Further information

1. How do I send information to Companies House?

Annual returns and other commonly filed documents may be delivered electronically. As from June 2008, companies will be able to file certain documents in Welsh, using our WebFiling service. For more information on using our Webfiling and Electronic Filing services, [please visit our website](#).

You may also deliver documents by hand (personally or by courier), including outside office hours, bank holidays and weekends to Cardiff, London and Edinburgh.

Alternatively, you may send documents by post, by the Document Exchange Service (DX) or by Legal Post (LP) in Scotland. If you send documents, please address them to:

For companies incorporated in England & Wales:	For companies incorporated in Scotland:
Companies House Crown Way Cardiff CF14 3UZ DX33050 Cardiff 1	Companies House 4th Floor Edinburgh Quay 2 139 Fountainbridge Edinburgh EH3 9FF DX ED235 Edinburgh 1 or LP-4 Edinburgh 2

If you use our online filing services, you will automatically receive an acknowledgement of receipt via email.

If you are sending documents by post, courier or Document Exchange Service (DX) and would like a receipt, Companies House will provide an acknowledgement if you enclose a copy of your covering letter with a pre-paid addressed return envelope.

We will barcode your copy letter with the date of receipt and return it to you in the envelope provided.

Please note: an acknowledgement of receipt does not mean that Companies House has accepted a document for registration.

Please note: Companies House does not accept accounts or any other statutory documents by fax.

2. Can I file documents in other languages?

Usually, you must file documents sent to Companies House in English. There are exceptions as detailed below. You can draw up and deliver documents relating to Welsh companies in Welsh.

Companies can deliver the following documents in other languages if the document is accompanied by a certified translation into English:

- Resolutions and agreements affecting a company's constitution;
- Contracts relating to the allotment of shares for a consideration other than cash;
- For companies included in accounts of larger EEA or non-EEA groups, the group accounts and parent undertaking annual report; and
- Charge instruments (or copy charge instruments).

In addition, companies may also file voluntary certified translations of any document subject to the First Company Law Directive disclosure requirements. These are:

- Constitutional documents such as the memorandum and articles of association;
- Directors appointments, changes in particulars or terminations;
- Accounts, reports and annual returns;
- Notification of any change in a company's registered office;
- Winding up documents;
- Share capital documents (public companies only);
- Documents relating to mergers and divisions (public companies only); and
- Documents relating to overseas companies.

The voluntary translation must relate to a document delivered to Companies House on or after 1 January 2007. You can only file voluntary translations in an official language of the European Union and must be accompanied by [Form 1106](#).

3. Where do I get forms and guidance?

This is one of a series of Companies House guidance which provides a simple guide to the Companies Act.

[Statutory forms](#) and [guidance](#) are available, free of charge from Companies House. The quickest way to get them is through our [website](#). Alternatively, you can telephone Companies House on 0303 1234 500. <http://www.companieshouse.gov.uk>

Forms can also be obtained from company law stationers, accountants, solicitors and company formation agents - addresses in business phone books.

Principal Business Activities

This classification is based on the UK Standard Industrial Classification (SIC 03) Codes including sub-class revisions effective from 1 January 2003

Trade Code	Group A - Agriculture, Hunting and Forestry
0111	Grow cereals & other crops
0112	Grow vegetables & nursery products
0113	Grow fruit, nuts, beverage & spice crops
0121	Farming of cattle, dairy farming
0122	Farm sheep, goats, horses, etc.
0123	Farming of swine
0124	Farming of poultry
0125	Other farming of animals
0130	Crops combined with animals, mixed farms
0141	Agricultural service activities
0142	Animal husbandry services, not vets
0150	Hunting and game rearing inc. services
0201	Forestry & logging
0202	Forestry & logging related services
Trade Code	Group B - Fishing
0501	Fishing
0502	Operation of fish hatcheries & farms
Trade Code	Group C - Mining & Quarrying
	CA Mining & Quarrying Energy Materials
1010	Mining and agglomeration of hard coal
1020	Mining and agglomeration of lignite
1030	Extraction and agglomeration of peat
1110	Extraction of petroleum & natural gas
1120	Services to oil and gas extraction
1200	Mining of uranium & thorium ores
	CB Mine & Quarry, Not Energy Materials
1310	Mining of iron ores
1320	Mining of non-ferrous metal ores
1411	Quarrying of stone for construction
1412	Quarry of limestone, gypsum & chalk
1413	Quarrying of slate

1421	Operation of gravel and sand pits
1422	Mining of clays and kaolin
1430	Mine chemical & fertilizer minerals
1440	Production of salt
1450	Other mining and quarrying
Trade Code	Group D - Manufacturing
	DA Manufacture of Food; Beverages & Tobacco
1511	Production and preserving of meat
1512	Production & preserve poultry meat
1513	Production meat & poultry products
1520	Process & preserve fish & products
1531	Processing & preserve potatoes
1532	Manufacture of fruit & vegetable juice
1533	Process etc. fruit, vegetables
1541	Manufacture of crude oils and fats
1542	Manufacture of refined oils & fats
1543	Manufacture margarine & similar edible fats
1551	Operation dairies & cheese making
1552	Manufacture of ice cream
1561	Manufacture of grain mill products
1562	Manufacture of starches & starch products
1571	Manufacture of prepared farm animal feeds
1572	Manufacture of prepared pet foods
1581	Manufacture of bread, fresh pastry & cakes
1582	Manufacture biscuits, preserved pastry etc.
1583	Manufacture of sugar
1584	Manufacture cocoa, chocolate, confectionery
1585	Manufacture macaroni & similar farinaceous
1586	Processing of tea and coffee
1587	Manufacture of condiments & seasonings
1588	Manufacture of homogenised & dietetic food
1589	Manufacture of other food products
1591	Manufacture distilled potable alcoholic drinks
1592	Ethyl alcohol fermented materials
1593	Manufacture of wines
1594	Manufacture of cider & other fruit wines

1595	Manufacture other non-distilled fermented drinks
1596	Manufacture of beer
1597	Manufacture of malt
1598	Produce mineral water, soft drinks
1600	Manufacture of tobacco products
	DB Manufacture of Textiles & Textile Products
1711	Prepare & spin cotton-type fibres
1712	Prepare & spin woollen-type fibres
1713	Prepare & spin worsted-type fibres
1714	Preparation & spin flax-type fibres
1715	Throw & prepare silk, synthetic etc.
1716	Manufacture of sewing threads
1717	Preparation & spin of other textiles
1721	Cotton-type weaving
1722	Woollen-type weaving
1723	Worsted-type weaving
1724	Silk-type weaving
1725	Other textile weaving
1730	Finishing of textiles
1740	Manufacture made-up textiles, not apparel
1751	Manufacture of carpet & rugs
1752	Manufacture cordage, rope, twine & netting
1753	Manufacture non-wovens & goods, not apparel
1754	Manufacture of other textiles
1760	Manufacture of knitted & crocheted fabrics
1771	Manufacture of knitted & crocheted hosiery
1772	Manufacture knit & crocheted pullovers, etc.
1810	Manufacture of leather clothes
1821	Manufacture of work-wear
1822	Manufacture of other outerwear
1823	Manufacture of underwear
1824	Manufacture other wearing apparel etc.
1830	Dress & dye fur; manufacture fur articles
	DC Manufacture of Leather & Leather Products
1910	Tanning and dressing of leather
1920	Manufacture of luggage & the like, saddlery

1930	Manufacture of footwear
	DD Manufacture of Wood & Wood Products
2010	Sawmill, plane, impregnation wood
2020	Manufacture of veneer sheets, plywood, etc.
2030	Manufacture builders' carpentry & joinery
2040	Manufacture of wooden containers
2051	Manufacture of other products of wood
2052	Manufacture of articles of cork, straw etc.
	DE Manufacture Paper; Publishing; Printing
2111	Manufacture of pulp
2112	Manufacture of paper & paperboard
2121	Manufacture of cartons, boxes & cases of corrugated paper & paperboard
2122	Manufacture of household & toilet goods
2123	Manufacture of paper stationery
2124	Manufacture of wallpaper
2125	Manufacture of paper & paperboard goods
2211	Publishing of books
2212	Publishing of newspapers
2213	Publish journals & periodicals
2214	Publishing of sound recordings
2215	Other publishing
2221	Printing of newspapers
2222	Printing not elsewhere classified
2223	Bookbinding and finishing
2224	Pre-press activities
2225	Ancillary operations related to printing
2231	Reproduction of sound recording
2232	Reproduction of video recording
2233	Reproduction of computer media
	DF Manufacture Coke, Petroleum Products & Nuclear
2310	Manufacture of coke oven products
2320	Manufacture of refined petroleum products
2330	Processing of nuclear fuel
	DG Manufacture Chemicals, Prods & Man-Made
2411	Manufacture of industrial gases
2412	Manufacture of dyes and pigments

2413	Manufacture other inorganic basic chemicals
2414	Manufacture other organic basic chemicals
2415	Manufacture fertilizers, nitrogen compounds
2416	Manufacture of plastics in primary forms
2417	Manufacture synthetic rubber primary forms
2420	Manufacture of pesticides & agro-chemicals
2430	Manufacture of paints, print ink & mastics etc.
2441	Manufacture of basic pharmaceutical prods
2442	Manufacture of pharmaceutical preparations
2451	Manufacture soap & detergents, polishes etc.
2452	Manufacture perfumes & toilet preparations
2461	Manufacture of explosives
2462	Manufacture of glues and gelatines
2463	Manufacture of essential oils
2464	Manufacture photograph chemical material
2465	Manufacture of prepared unrecorded media
2466	Manufacture of other chemical products
2470	Manufacture of man-made fibres
	DH Manufacture of Rubber & Plastic Products
2511	Manufacture of rubber tyres & tubes
2512	Retread & rebuild rubber tyres
2513	Manufacture of other rubber products
2521	Manufacture of plastic plates, sheets, etc.
2522	Manufacture of plastic packing goods
2523	Manufacture of builders' ware of plastic
2524	Manufacture of other plastic products
	DI Manufacture Other Non-Metal Mineral Products
2611	Manufacture of flat glass
2612	Shaping & process of flat glass
2613	Manufacture of hollow glass
2614	Manufacture of glass fibres
2615	Manufacture other glass inc. technical
2621	Manufacture of ceramic household etc. goods
2622	Manufacture of ceramic sanitary fixtures
2623	Manufacture of ceramic insulators etc.
2624	Manufacture other technical ceramic goods

2625	Manufacture of other ceramic products
2626	Manufacture of refractory ceramic products
2630	Manufacture of ceramic tiles & flags
2640	Manufacture of bricks, etc. in baked clay
2651	Manufacture of cement
2652	Manufacture of lime
2653	Manufacture of plaster
2661	Manufacture concrete goods for construction
2662	Manufacture plaster goods for construction
2663	Manufacture of ready-mixed concrete
2664	Manufacture of mortars
2665	Manufacture of fibre cement
2666	Manufacture other articles of concrete, etc.
2670	Cutting, shaping & finish stone
2681	Production of abrasive products
2682	Manufacture other non-metal mineral
	DJ Basic Metals & Fabricated Products
2710	Manufacture of basic iron & steel & of Ferro-alloys
2721	Manufacture of cast iron tubes
2722	Manufacture of steel tubes
2731	Cold drawing
2732	Cold rolling of narrow strips
2733	Cold forming or folding
2734	Wire drawing
2741	Precious metals production
2742	Aluminium production
2743	Lead, zinc and tin production
2744	Copper production
2745	Other non-ferrous metal production
2751	Casting of iron
2752	Casting of steel
2753	Casting of light metals
2754	Casting of other non-ferrous metals
	Manufacture Fabricated Metal, Not Machines
2811	Manufacture metal structures & parts
2812	Manufacture builders' carpentry of metal

2821	Manufacture tanks, etc. & metal containers
2822	Manufacture central heating rads & boilers
2830	Manufacture steam generators, not boilers
2840	Forge press stamp & roll form metal
2851	Treatment and coat metals
2852	General mechanical engineering
2861	Manufacture of cutlery
2862	Manufacture of tools
2863	Manufacture of locks and hinges
2871	Manufacture steel drums, similar containers
2872	Manufacture of light metal packaging
2873	Manufacture of wire products
2874	Manufacture fasteners, screw, chains etc.
2875	Manufacture other fabricated metal products
	DK Manufacture of Machinery & Equipment
2911	Manufacture engines, not aircraft, etc.
2912	Manufacture of pumps & compressors
2913	Manufacture of taps and valves
2914	Manufacture bearings, gears, gear etc.
2921	Manufacture of furnaces & furnace burners
2922	Manufacture of lift & handling equipment
2923	Manufacture non-domestic ventilation
2924	Manufacture of other general machinery
2931	Manufacture of agricultural tractors
2932	Manufacture other agric. & forestry machines
2941	Manufacture of portable hand held power tools
2942	Manufacture of metalworking tools
2943	Manufacture of other machine tools not elsewhere classified
2951	Manufacture of machinery for metallurgy
2952	Manufacture machines for mining, quarry etc.
2953	Manufacture for food, beverage & tobacco
2954	Manufacture for textile, apparel & leather
2955	Manufacture machinery for paper & board
2956	Manufacture other special purpose machine
2960	Manufacture of weapons & ammunition
2971	Manufacture of electric domestic appliances

2972	Manufacture non-electric domestic appliances
	DL Manufacture Electrical & Optical Equipment
	Manufacture of Office Machinery & Computers
3001	Manufacture of office machinery
3002	Manufacture computers & process equipment
	Manufacture of Electrical Machinery etc.
3110	Manufacture electric motors, generators etc.
3120	Manufacture electricity distribution etc.
3130	Manufacture of insulated wire & cable
3140	Manufacture of accumulators, batteries etc.
3150	Manufacture lighting equipment & lamps
3161	Manufacture electric equipment, engines etc.
3162	Manufacture other electrical equipment
	Manufacture of Radio, TV & Equipment
3210	Manufacture of electronic components
3220	Manufacture TV transmitters, telephony etc.
3230	Manufacture TV & radio, sound or video etc.
	Manufacture Medical & Precision Instruments
3310	Manufacture medical, orthopaedic etc. equipment
3320	Manufacture instruments for measuring etc.
3330	Manufacture indust process control equipment
3340	Manufacture optical, photographic etc. equipment
3350	Manufacture of watches and clocks
	DM Manufacture of Transport Equipment
3410	Manufacture of motor vehicles
3420	Manufacture motor vehicle bodies etc.
3430	Manufacture motor vehicle & engine parts
	Manufacture of Other Transport Equipment
3511	Building and repairing of ships
3512	Build & repair pleasure & sport boats
3520	Manufacture of railway locomotives & stock
3530	Manufacture of aircraft & spacecraft
3541	Manufacture of motorcycles
3542	Manufacture of bicycles
3543	Manufacture of invalid carriages
3550	Manufacture other transport equipment

	DN Manufacturing nec
3611	Manufacture of chairs and seats
3612	Manufacture other office & shop furniture
3613	Manufacture of other kitchen furniture
3614	Manufacture of other furniture
3615	Manufacture of mattresses
3621	Striking of coins and medals
3622	Manufacture of jewellery & related
3630	Manufacture of musical instruments
3640	Manufacture of sports goods
3650	Manufacture of games and toys
3661	Manufacture of imitation jewellery
3662	Manufacture of brooms and brushes
3663	Other manufacturing
	Recycling
3710	Recycling of metal waste and scrap
3720	Recycling non-metal waste & scrap
Trade Code	Group E - Electricity, Gas and Water Supply
4011	Production of electricity
4012	Transmission of electricity
4013	Distribution & trade in electricity
4021	Manufacture of gas
4022	Distribution & trade of gaseous fuels through mains
4030	Steam and hot water supply
4100	Collection, purify etc. of water
Trade Code	Group F - Construction
4511	Demolition buildings; earth moving
4512	Test drilling and boring
4521	General construction & civil engineering
4522	Erection of roof covering & frames
4523	Construction roads, airfields etc.
4524	Construction of water projects
4525	Other special trades construction
4531	Installation electrical wiring etc.
4532	Insulation work activities
4533	Plumbing

4534	Other building installation
4541	Plastering
4542	Joinery Installations
4543	Floor and wall covering
4544	Painting and glazing
4545	Other building completion
4550	Rent construction equipment with operator
Trade Code	Group G - Wholesale, Retail; Certain Repair
5010	Sale of motor vehicles
5020	Maintenance & repair of motors
5030	Sale of motor vehicle parts etc.
5040	Sale, repair etc. m'cycles & parts
5050	Retail sale of automotive fuel
	Wholesale, Commission, Not Motors
5111	Agents agricultural & textile raw materials
5112	Agents in sale of fuels, ores, etc.
5113	Agents in building materials
5114	Agents in industrial equipment, etc.
	Wholesale, Retail; Certain Repair (cont.)
5115	Agents in household goods, etc.
5116	Agents in textiles, footwear etc.
5117	Agents in food, drink & tobacco
5118	Agents in particular products
5119	Agents in sale of variety of goods
5121	Wholesale of grain, animal feeds
5122	Wholesale of flowers and plants
5123	Wholesale of live animals
5124	Wholesale hides, skins and leather
5125	Wholesale of un-manufactured tobacco
5131	Wholesale of fruit and vegetables
5132	Wholesale of meat and meat products
5133	Wholesale of dairy products
5134	Wholesale of alcohol and other drinks
5135	Wholesale of tobacco products
5136	Wholesale sugar, chocolate etc.
5137	Wholesale coffee, tea, cocoa etc.

5138	Wholesale other food inc fish, etc.
5139	Non-specialised wholesale food, etc.
5141	Wholesale of textiles
5142	Wholesale of clothing and footwear
5143	Wholesale electric household goods
5144	Wholesale of china, wallpaper etc.
5145	Wholesale of perfume and cosmetics
5146	Wholesale of pharmaceutical goods
5147	Wholesale of other household goods
5151	Wholesale fuels & related products
5152	Wholesale of metals and metal ores
5153	Wholesale wood, construction etc.
5154	Wholesale hardware, plumbing etc.
5155	Wholesale of chemical products
5156	Wholesale other intermediate goods
5157	Wholesale of waste and scrap
5181	Wholesale of machine tools
5182	Wholesale of mining, construction & civil engineering machinery
5183	Wholesale of machinery for the textile industry, & of sewing & knitting machines
5184	Wholesale of computers, computer peripheral equipment & software
5185	Wholesale of other office machinery & equipment
5186	Wholesale of other electronic parts & equipment
5187	Wholesale of other machinery for use in industry, trade & navigation
5188	Wholesale of agricultural machinery & accessories & implements, including tractors
5190	Other wholesale
	Retail Trade, Not Motors; Repairs
5211	Retail in non-specialised stores holding an alcohol licence, with food, beverages or tobacco predominating, not elsewhere classified
5212	Other retail non-specialised stores
5221	Retail of fruit and vegetables
5222	Retail of meat and meat products
5223	Retail of fish, crustaceans etc.
5224	Retail bread, cakes, confectionery
5225	Retail alcoholic & other beverages
5226	Retail sale of tobacco products
5227	Other retail food etc. specialised

5231	Dispensing chemists
5232	Retail medical & orthopaedic goods
5233	Retail cosmetic & toilet articles
5241	Retail sale of textiles
5242	Retail sale of clothing
5243	Retail of footwear & leather goods
5244	Retail furniture household etc.
5245	Retail electric h'hold, etc. goods
5246	Retail hardware, paints & glass
5247	Retail books, newspapers etc.
5248	Other retail specialised stores
5250	Retail other second-hand goods
5261	Retail sale via mail order houses
5262	Retail sale via stalls and markets
5263	Other non-store retail sale
5271	Repair boots, shoes, leather goods
5272	Repair electrical household goods
5273	Repair of clocks & jewellery
5274	Repair not elsewhere classified
Trade Code	Group H - Hotels and Restaurants
5510	Hotels & Motels with or without restaurant
5521	Youth hostels and mountain refuges
5522	Camp sites, including caravan sites
5523	Other provision of lodgings
5530	Restaurants
5540	Bars
5551	Canteens
5552	Catering
Trade Code	Group I - Transport, Storage & Communication
6010	Transport via railways
6021	Other sched passenger land transport
6022	Taxi operation
6023	Other passenger land transport
6024	Freight transport by road
6030	Transport via pipelines
	Water Transport

6110	Sea and coastal water transport
6120	Inland water transport
	Air Transport
6210	Scheduled air transport
6220	Non-scheduled air transport
6230	Space transport
	Support Transport; Travel Agencies
6311	Cargo handling
6312	Storage & warehousing
6321	Other supporting land transport
6322	Other supporting water transport
6323	Other supporting air transport
6330	Travel agencies etc; tourist
6340	Other transport agencies
	Post and Telecommunications
6411	National post activities
6412	Courier other than national post
6420	Telecommunications
Trade Code	Group J - Financial Intermediation
6511	Central banking
6512	Other monetary intermediation
6521	Financial leasing
6522	Other credit granting
6523	Other financial intermediation
	Insurance, Pension not comp soc sec
6601	Life insurance/reinsurance
6602	Pension funding
6603	Non-life insurance/reinsurance
	Activities Aux to Financial Intern
6711	Administration of financial markets
6712	Security broking & fund management
6713	Auxiliary financial intermed
6720	Auxiliary insurance & pension fund
Trade Code	Group K - Real Estate, Renting & Business
7011	Development & sell real estate
7012	Buying & sell own real estate

7020	Letting of own property
7031	Real estate agencies
7032	Manage real estate, fee or contract
	Renting Equipment Without Operator
7110	Renting of automobiles
7121	Rent other land transport equipment
7122	Rent water transport equipment
7123	Renting of air transport equipment
7131	Rent agricultural machinery & equipment
7132	Rent civil engineering machinery
7133	Rent office machinery inc. computers
7134	Rent other machinery & equipment
7140	Rent personal & household goods
	Computer and Related Activities
7210	Hardware consultancy
7221	Software publishing
7222	Other software consultancy and supply
7230	Data processing
7240	Data base activities
7250	Maintenance office & computing machinery
7260	Other computer related activities
	Research and Development
7310	R & D on nat sciences & engineering
7320	R & D on soc sciences & humanities
	Other Business Activities
7411	Legal activities
7412	Accounting, auditing; tax consult
7413	Market research, opinion polling
7414	Business & management consultancy
7415	Holding Companies including Head Offices
7420	Architectural, technical consult
7430	Technical testing and analysis
7440	Advertising
7450	Labour recruitment
7460	Investigation & security
7470	Other cleaning services

7481	Portrait photographic activities, other specialist photography, film processing
7482	Packaging activities
7485	Secretarial & translation activities
7486	Call centre activities
7487	Other business activities
7499	Non-trading company
Trade Code	Group L - Public Administration & Defence
7511	General (overall) public service
7512	Regulation health, education, etc.
7513	Regulation more efficient business
7514	Support services for government
7521	Foreign affairs
7522	Defence activities
7523	Justice and judicial activities
7524	Public security, law & order
7525	Fire service activities
7530	Compulsory social security
Trade Code	Group M - Education
8010	Primary education
8021	General secondary education
8022	Technical & vocational secondary
8030	Higher education
8041	Driving school activities
8042	Adult and other education
Trade Code	Group N - Health and Social Work
8511	Hospital activities
8512	Medical practice activities
8513	Dental practice activities
8514	Other human health activities
8520	Veterinary activities
8531	Social work with accommodation
8532	Social work without accommodation
Trade Code	Group O - Other Social & Personal Services
9001	Collection & treatment of sewage
9002	Collection & treatment of other waste
9003	Sanitation, remediation & similar activities

	Membership Organisations
9111	Business & employers organisations
9112	Professional organisations
9120	Trade unions
9131	Religious organisations
9132	Political organisations
9133	Other membership organisations
	Recreational, Cultural & Sporting
9211	Motion picture and video production
9212	Motion picture & video distribution
9213	Motion picture projection
9220	Radio and television activities
9231	Artistic & literary creation
9232	Operation of arts facilities
9233	Fair and amusement park activities
9234	Other entertainment activities
9240	News agency activities
9251	Library and archives activities
9252	Museum & preservation of history
9253	Botanical, zoos & nature reserves
9261	Operate sports arenas & stadiums
9262	Other sporting activities
9271	Gambling and betting activities
9272	Other recreational activities nec
	Other Service Activities
9301	Wash & dry clean textile & fur
9302	Hairdressing & other beauty treatment
9303	Funeral and related activities
9304	Physical well-being activities
9305	Other service activities
Trade Code	Group P - Private Households with Employees
9500	Private households with employees
	Miscellaneous
9600	Undifferentiated goods producing activities of private households for own use
9700	Undifferentiated services producing activities of private households for own use
9800	Residents property management

9999	Dormant company
Trade Code	Group Q - Extra-Territorial Organisations
9900	Extra-territorial organisations

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