

## **Maintain details of a company**

Each year you are required to file an annual return. In addition it is required you update company information including director, shareholder and address details if they change during the course of a year.

### **[File an annual return](#)**

As a limited liability company, a company must file an Annual Return with the Companies Office each year to maintain its registration. If an Annual Return is not filed by the due date, the company risks being removed from the Register.

### **[Update company details](#)**

A company is required to keep the company details held on the Register up to date. This can be done easily by completing the appropriate form.