

HM Revenue & Customs office address  
and date of issue

CAR Personal Tax International  
 St John's House  
 Merton Road  
 Liverpool  
 L75 1BB  
 United Kingdom

Tax reference

Phone (+44) 151 472 6208/6209

## Please read this page first

This notice requires the company, by law, to send us a tax return, and any documents we request, for the year from 6 April 2010 to 5 April 2011. The tax return, and any documents we request, must reach us by:

- **31 October 2011** if you want us to calculate the tax, or
- **31 January 2012** at the latest.

If the tax return is not received by 31 January 2012, an automatic penalty of £100 will be charged. Make sure payment of any tax the company owes reaches us by 31 January 2012, or the company will have to pay interest and possibly a late payment penalty. Any tax return may be checked. There are penalties for supplying false information.

## Company and correspondence details

Has either the correspondence or Registered Office address been changed? Put 'X' in the appropriate box

Yes  No

If 'Yes', please enter the correct address in box 1.1 stating which address requires changing. If both addresses are incorrect enter the correspondence address in box 1.1, and the Registered Office in the 'Additional information' box, box 10.1, on page 10.

**1.1** Change of address details


Please give a daytime phone number; this will help us if we need to contact you about the tax return.

**1.2** Your phone number

**1.3** Your adviser's phone number. Please give your adviser's name, address and reference in the 'Additional information' box 10.1, on page 10

**1.4** Company's Registered Office address


Please enter the names and addresses of the directors in the boxes overleaf. If there are more than two directors, please give details of the others in the 'Additional information' box, box 10.1 on page 10.

## Company and correspondence details, *continued*

<p><b>1.5 First director</b></p> <table border="1" style="width: 100%; height: 80px;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					<p><b>1.6 Second director</b></p> <table border="1" style="width: 100%; height: 80px;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>				

## UK property income

<p>Was the company in receipt of rental income? <i>Put 'X' in the appropriate box</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes', fill in the return. If 'No', do not fill in the return. Instead, put a note in box 10.1. See page 12 of the guide.</p> <p>If letting activities started between 6 April 2010 and 5 April 2011, please complete the first box.</p> <p>If letting activities finished between 6 April 2010 and 5 April 2011, please complete the second box.</p> <p>Date letting began</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> </tr> </table> <p>Date letting finished</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> </tr> </table>																	<p>Was the company a member of a partnership? <i>Put 'X' in the appropriate box</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes', please give the name(s) and address(es) of the partnership(s) and their Unique Taxpayer Reference(s) in box 10.1</p> <p>Does the company own any units in a unit trust? <i>Put 'X' in the appropriate box</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes', please give the name and address of the unit trust in box 10.1</p> <p>Is the company's income from furnished holiday lettings? <i>Put 'X' in the appropriate box</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes', please fill in boxes 2.1 to 2.23.</p>

## Furnished holiday lettings

<p><b>2.1</b> Income from furnished lettings</p> <p>£ <table border="1" style="width: 100%;"> <tr> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> </tr> </table> . 00</p> <p><b>Expenses (furnished holiday lettings only)</b></p> <p><b>2.2</b> Rents, rates, insurance, ground rents, etc.</p> <p>£ <table border="1" style="width: 100%;"> <tr> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> </tr> </table> . 00</p> <p><b>2.3</b> Repairs, maintenance and renewals</p> <p>£ <table border="1" style="width: 100%;"> <tr> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> </tr> </table> . 00</p> <p><b>2.4</b> Interest and alternative finance payments</p> <p>£ <table border="1" style="width: 100%;"> <tr> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> </tr> </table> . 00</p> <p><b>2.5</b> Other finance charges</p> <p>£ <table border="1" style="width: 100%;"> <tr> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> </tr> </table> . 00</p>																																																			<p><b>2.6</b> Legal and professional costs</p> <p>£ <table border="1" style="width: 100%;"> <tr> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> </tr> </table> . 00</p> <p><b>2.7</b> Cost of services provided, including wages</p> <p>£ <table border="1" style="width: 100%;"> <tr> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> </tr> </table> . 00</p> <p><b>2.8</b> Other expenses</p> <p>£ <table border="1" style="width: 100%;"> <tr> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> </tr> </table> . 00</p> <p><b>2.9</b> Total of boxes 2.2 to 2.8</p> <p>£ <table border="1" style="width: 100%;"> <tr> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> </tr> </table> . 00</p> <p><b>2.10</b> Net profit <i>Box 2.1 minus box 2.9. If a loss put a minus sign (-) in the box next to the £ sign</i></p> <p>£ <table border="1" style="width: 100%;"> <tr> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> </tr> </table> . 00</p>																																																		







## Adjustments to arrive at taxable profit or loss

<p><b>3.10</b> Basis period start date</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<p><b>3.18</b> Loss - relief to be calculated by reference to earlier years</p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/></p>
<p><b>3.11</b> Basis period end date</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<p><b>3.19</b> Loss to carry forward (that is allowable loss not claimed in any other way)</p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/></p>
<p><b>3.12</b> Overlap profit brought forward</p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/></p>	<p><b>3.20</b> Losses brought forward from last year</p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/></p>
<p><b>3.13</b> Deduct overlap relief used this year</p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/></p>	<p><b>3.21</b> Losses brought forward from last year used this year</p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/></p>
<p><b>3.14</b> Overlap profit carried forward</p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/></p>	<p><b>3.22</b> Taxable profit after losses brought forward <i>Box 3.15 minus box 3.21</i></p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/></p>
<p><b>3.15</b> Net profit for 2010-11 (if loss, enter '0')</p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/></p>	<p><b>3.23</b> Any other business income received in 2010-11</p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/></p>
<p><b>3.16</b> Allowable loss for 2010-11</p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/></p>	<p><b>3.24</b> Total taxable profits from this business <i>Box 3.22 + box 3.23</i></p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/></p>
<p><b>3.17</b> Loss offset against other income for 2010-11 <i>include in box 5.2 if you are calculating the company's tax</i></p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/></p>	

## Other UK income

Other UK income (for example, royalties, income from trusts)

<p><b>4.1</b> Net income</p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/></p>	<p><b>4.3</b> Gross income <i>Box 4.1 + box 4.2</i></p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/></p>
<p><b>4.2</b> Income Tax</p> <p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/></p>	<p><b>4.4</b> Source of other UK income</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>





## Acquisitions and disposals

**Did the company acquire any properties in the year?**

8.1 If 'No' put 'X' in the box

8.2 If 'Yes', put 'X' in the box and provide details in box 10.1 overleaf

**Did the company sell any properties in the year?**

8.3 If 'No', put 'X' in the box and confirm in box 10.1 overleaf whether you expect to hold any properties in the UK in the future

8.4 If 'Yes', put 'X' in the box and provide details in box 10.1 overleaf

**Does the company now hold any properties?**

8.5 If 'No', put 'X' in the box and confirm in box 10.1 overleaf whether you expect to hold any properties in the UK in the future

8.6 If 'Yes' put 'X' in the box

## Declaration

Before sending back the completed tax return sign the statement below. If the company gives false information or conceals any part of its income it could be liable to financial penalties and/or it could be prosecuted.

9.1 I declare to the best of my knowledge and belief, the information in this tax return is correct and complete and includes all the income on which the company may be charged tax.

Signature

Print name in full

Date

9.2 Please enter the capacity in which you are signing (for example, as a director or company secretary, etc.). A photocopy of a signature is not acceptable.

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## Additional information

10.1 Please give any other information in this space