



# Companies Act 1985

## 1985 CHAPTER 6

### PART XI

#### COMPANY ADMINISTRATION AND PROCEDURE

### CHAPTER IV

#### MEETINGS AND RESOLUTIONS

##### *Meetings*

###### **366 Annual general meeting.**

F1 .....

##### **Textual Amendments**

**F1** [S. 366](#) repealed (1.10.2007) by [Companies Act 2006 \(c. 46\)](#), ss. 1295, 1300, **Sch. 16**; [S.I. 2007/2194, art. 8, Sch. 2 Pt. 1](#) (with art. 12)

###### **366A Election by private company to dispense with annual general meetings.**

F2 .....

##### **Textual Amendments**

**F2** [S. 366A](#) repealed (1.10.2007) by [Companies Act 2006 \(c. 46\)](#), ss. 1295, 1300, **Sch. 16**; [S.I. 2007/2194, art. 8, Sch. 2 Pt. 1](#) (with art. 12)

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### 367 Secretary of State's power to call meeting in default.

F3 .....

#### Textual Amendments

F3 S. 367 repealed (1.10.2007) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1](#) (with art. 12)

### 368 Extraordinary general meeting on members' requisition.

F4 .....

#### Textual Amendments

F4 S. 368 repealed (1.10.2007) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1](#) (with art. 12)

### 369 Length of notice for calling meetings.

F5 .....

#### Textual Amendments

F5 S. 369 repealed (1.10.2007) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1](#) (with art. 12)

### 370 General provisions as to meetings and votes.

F6 .....

#### Textual Amendments

F6 S. 370 repealed (1.10.2007) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1](#) (with art. 12)

### 370A Quorum at meetings of the sole member

F7 .....

#### Textual Amendments

F7 S. 370A repealed (1.10.2007) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1](#) (with art. 12)

### 371 Power of court to order meeting.

F8 .....

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**Textual Amendments**

**F8** S. 371 repealed (1.10.2007) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1](#) (with art. 12)

**372 Proxies.**

**F9** .....

**Textual Amendments**

**F9** S. 372 repealed (1.10.2007) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1](#) (with art. 12)

**373 Right to demand a poll.**

**F10** .....

**Textual Amendments**

**F10** S. 373 repealed (1.10.2007) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1](#) (with art. 12)

**374 Voting on a poll.**

**F11** .....

**Textual Amendments**

**F11** S. 374 repealed (1.10.2007) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1](#) (with art. 12)

**375 Representation of corporations at meetings.**

**F12** .....

**Textual Amendments**

**F12** S. 375 repealed (1.10.2007) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1](#) (with art. 12)

*Resolutions*

**376 Circulation of members' resolutions.**

**F13** .....

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#### Textual Amendments

**F13** S. 376 repealed (1.10.2007) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1](#) (with art. 12)

### 377 In certain cases, compliance with s. 376 not required.

**F14** .....

#### Textual Amendments

**F14** S. 377 repealed (1.10.2007) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1](#) (with art. 12)

### 378 Extraordinary and special resolutions.

**F15** .....

#### Textual Amendments

**F15** S. 378 repealed (1.10.2007) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1](#) (with art. 12)

### 379 Resolution requiring special notice.

**F16** .....

#### Textual Amendments

**F16** S. 379 repealed (1.10.2007) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1](#) (with art. 12)

### [<sup>F17</sup>379A]Elective resolution of private company.

- (1) An election by a private company for the purposes of—
    - (a) section 80A (election as to duration of authority to allot shares),
    - (b) **F18** .....
    - (c) **F18** .....
    - (d) **F18** .....
    - (e) **F18** .....
- shall be made by resolution of the company in general meeting in accordance with this section.

Such a resolution is referred to in this Act as an “elective resolution”.

- (2) An elective resolution is not effective unless—

- (a) at least 21 days’ notice in writing is given of the meeting, stating that an elective resolution is to be proposed and stating the terms of the resolution, and

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- (b) the resolution is agreed to at the meeting, in person or by proxy, by all the members entitled to attend and vote at the meeting.
- [ An elective resolution is effective notwithstanding the fact that less than 21 days' F<sup>19</sup>(2A) notice in writing of the meeting is given if all the members entitled to attend and vote at the meeting so agree.]
- (2B) F<sup>20</sup> .....
- (2C) F<sup>20</sup> .....
- (2D) F<sup>20</sup> .....
- (2E) F<sup>20</sup> .....
- (2F) F<sup>20</sup> .....
- (3) The company may revoke an elective resolution by passing an ordinary resolution to that effect.
- (4) An elective resolution shall cease to have effect if the company is re-registered as a public company.
- (5) An elective resolution may be passed or revoked in accordance with this section, and the provisions referred to in [F<sup>21</sup>subsections (1) and (2B) to (2E)] have effect, notwithstanding any contrary provision in the company's articles of association.]
- (5A) F<sup>20</sup> .....

**Textual Amendments**

- F17 S. 379A inserted by [Companies Act 1989 \(c. 40, SIF 27\), ss. 116\(2\), 213\(2\)](#)
- F18 S. 379A(1)(b)-(e) repealed (1.10.2007) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1](#) (with art. 12)
- F19 S. 379A(2A) inserted (19.6.1996) by [S.I. 1996/1471, art. 2](#)
- F20 S. 379A(2B)-(2F)(5A) repealed (20.1.2007) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2006/3428, art. 7\(b\), Sch. 3 Pt. 1](#) (with arts. 6, 8, Sch. 5 (as amended by [S.I. 2007/3495, art. 11, Sch. 5](#)))
- F21 Words in [s. 379A\(5\)](#) substituted (22.12.2000) by [S.I. 2000/3373, art. 21\(1\)\(3\)](#)

**380 Registration, etc. of resolutions and agreements.**

- (1) A copy of every resolution or agreement to which this section applies shall, within 15 days after it is passed or made, be forwarded to the registrar of companies and recorded by him; and it must be either a printed copy or else a copy in some other form approved by the registrar.
- (2) Where articles have been registered, a copy of [F<sup>22</sup>]every such resolution, and every resolution or agreement to which Chapter 3 of Part 3 of the Companies Act 2006 applies (resolutions and agreements affecting a company's constitution), which is] for the time being in force shall be embodied in or annexed to every copy of the articles issued after the passing of the resolution or the making of the agreement.
- (3) Where articles have not been registered, a printed copy of every such resolution or agreement shall be forwarded to any member at his request on payment of 5 pence or such less sum as the company may direct.

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(4) This section applies to—

- (a) F<sup>23</sup> .....
- (b) F<sup>24</sup> .....
- [F<sup>25</sup>(bb) an elective resolution or a resolution revoking such a resolution;]
- (c) F<sup>23</sup> .....
- (d) F<sup>23</sup> .....
- (e) F<sup>23</sup> .....
- (f) F<sup>23</sup> .....
- (g) F<sup>23</sup> .....
- (h) F<sup>23</sup> .....
- (j) F<sup>23</sup> .....
- (k) F<sup>23</sup> .....
- (l) F<sup>23</sup> .....
- (m) F<sup>23</sup> .....

[F<sup>26</sup>(4ZA) This section does not, despite paragraphs (a) to (c) of subsection (4), apply to any resolution of a company which is—

- (a) registered as a company in Scotland, and
- (b) entered in the Scottish Charity Register,

where that resolution is of either of the types mentioned in section 56(5) of the Charities and Trustee Investment (Scotland) Act 2005 (asp 10).]

[F<sup>27</sup>(4A) For the purposes of this section, references to a member of a company do not include the company itself where it is such a member by virtue only of its holding shares as treasury shares, and accordingly, in such circumstances, the company is not, for those purposes, to be treated as a member of any class of the company's shareholders.]

- (5) If a company fails to comply with subsection (1), the company and every officer of it who is in default is liable to a fine and, for continued contravention, to a daily default fine.
- (6) If a company fails to comply with subsection (2) or (3), the company and every officer of it who is in default is liable to a fine.
- (7) For purposes of subsections (5) and (6), a liquidator of a company is deemed an officer of it.

#### Textual Amendments

- F22 Words in s. 380(2) substituted (6.4.2008) by [The Companies Act 2006 \(Consequential Amendments etc\) Order 2008 \(S.I. 2008/948\)](#), arts. 2(2), 3(1), Sch. 1 para. 81 (with arts. 6, 11, 12)
- F23 S. 380(4)(a)(c)-(m) repealed (1.10.2007) by [Companies Act 2006 \(c. 46\)](#), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1 (with art. 12) (as substituted by S.I. 2007/2607, art. 4(2)(a))
- F24 S. 380(4)(b) repealed (6.4.2008) by [Companies Act 2006 \(c. 46\)](#), ss. 1295, 1300, Sch. 16; S.I. 2007/3495, art. 8(a), Sch. 2 Pt. 1 (with arts. 7, 12)
- F25 S. 380(4)(bb) inserted by [Companies Act 1989 \(c. 40, SIF 27\)](#), ss. 116(3), 213(2)
- F26 S. 380(4ZA) inserted (S.) (1.4.2006) by [Charities and Trustee Investment \(Scotland\) Act 2005 \(asp 10\)](#), ss. 104, 107(2), Sch. 4 para. 6; S.S.I. 2006/189, art. 2(1), Sch. Pt. 1 (with art. 3(1)(2))
- F27 S. 380(4A) inserted (1.12.2003) by [The Companies \(Acquisition of Own Shares\)\(Treasury Shares\) Regulations 2003 \(S.I. 2003/1116\)](#), reg. 4, {Sch. para. 25}

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**Modifications etc. (not altering text)**

- C1 S. 380 applied (E.W.) (1.9.1992) by [Charities Act 1992 \(c. 41\), s. 5\(2\); S.I. 1992/1900, art. 2\(1\), Sch. 1](#).  
S. 380 applied (E.W.) (1.8.1993) by [1993 c. 10, ss. 7\(2\), 99\(1\)](#)  
C2 S. 380(6) extended (12.2.1992) by [S.I. 1992/225, regs. 77\(2\), 89\(4\).](#)

**381 Resolution passed at adjourned meeting.**

F28

**Textual Amendments**

- F28 S. 381 repealed (1.10.2007) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1](#) (with art. 12)

*Written resolutions of private companies*

**381A Written resolutions of private companies.**

F29

**Textual Amendments**

- F29 S. 381A repealed (1.10.2007) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1](#) (with art. 12)

**381B Duty to notify auditors of proposed written resolution**

F30

**Textual Amendments**

- F30 S. 381B repealed (1.10.2007) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1](#) (with art. 12)

**381C Written resolutions: supplementary provisions.**

F31

**Textual Amendments**

- F31 S. 381C repealed (1.10.2007) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1](#) (with art. 12)

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### *Records of proceedings*

#### **382 Minutes of meetings.**

F32 .....

##### **Textual Amendments**

F32 S. 382 repealed (1.10.2007) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1](#) (with art. 12)

#### **382A Recording of written resolutions.**

F33 .....

##### **Textual Amendments**

F33 S. 382A repealed (1.10.2007) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1](#) (with art. 12)

#### **382B Recording of decisions by the sole member**

F34 .....

##### **Textual Amendments**

F34 S. 382B repealed (1.10.2007) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1](#) (with art. 12)

#### **383 Inspection of minute books.**

F35 .....

##### **Textual Amendments**

F35 S. 383 repealed (1.10.2007) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1](#) (with art. 12)

### *I<sup>F36</sup> Appointment of auditors*

##### **Textual Amendments**

F36 New ss. 384–388A inserted (subject to the savings and transitional provisions in [S.I. 1990/355, arts. 4, 10, Sch. 4](#)) by [Companies Act 1989 \(c. 40, SIF 27\), ss. 118, 119\(1\), 213\(2\)](#), (as part of the text inserted to replace Chapter V as mentioned in s. 118 of the 1989 Act)

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### **384 Duty to appoint auditors.**

F37 .....

#### **Textual Amendments**

F37 S. 384 repealed (1.10.2007 with application to private companies) by Companies Act 2006 (c. 46), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1 (with art. 12)

### **385 Appointment at general meeting at which accounts laid.**

F38 .....

#### **Textual Amendments**

F38 S. 385 repealed (1.10.2007 with application to private companies) by Companies Act 2006 (c. 46), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1 (with art. 12)

### **385A Appointment by private company which is not obliged to lay accounts.**

F39 .....

#### **Textual Amendments**

F39 S. 385A repealed (1.10.2007) by Companies Act 2006 (c. 46), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1 (with art. 12)

### **386 Election by private company to dispense with annual appointment.**

F40 .....

#### **Textual Amendments**

F40 S. 386 repealed (1.10.2007) by Companies Act 2006 (c. 46), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1 (with art. 12)

### **387 Appointment by Secretary of State in default of appointment by company.**

F41 .....

#### **Textual Amendments**

F41 S. 387 repealed (1.10.2007 with application to private companies) by Companies Act 2006 (c. 46), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1 (with art. 12)

### **388 Filling of casual vacancies.**

F42 .....

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#### Textual Amendments

F42 S. 388 repealed (1.10.2007 with application to private companies) by Companies Act 2006 (c. 46), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1 (with art. 12)

### 388A Certain companies exempt from obligation to appoint auditors

F43 . . . . . ]

#### Textual Amendments

F43 S. 388A repealed (1.10.2007 with application to private companies) by Companies Act 2006 (c. 46), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1 (with art. 12)

F44 389 . . . . .

#### Textual Amendments

F44 S. 389 repealed (01.10.1991) by Companies Act 1989 (c. 40, SIF 27), ss. 212, 213(2), Sch. 24; S.I. 1991/1996, art. 2(1)(c)(i).

#### *Rights of auditors*

### 389A Rights to information.

F45 . . . . .

#### Textual Amendments

F45 S. 389A repealed (6.4.2008) by Companies Act 2006 (c. 46), ss. 1295, 1300, Sch. 16; S.I. 2007/3495, art. 8(a), Sch. 2 Pt. 1 (with arts. 7, 12, Sch. 4 paras. 11(2)(3), 12(2)(4), 13(2), 14(2), 15(2))

### 389B Offences relating to the provision of information to auditors

F46 . . . . .

#### Textual Amendments

F46 S. 389B repealed (6.4.2008) by Companies Act 2006 (c. 46), ss. 1295, 1300, Sch. 16; S.I. 2007/3495, art. 8(a), Sch. 2 Pt. 1 (with arts. 7, 12, Sch. 4 paras. 11(2)(3), 12(2)(4), 13(2), 14(2), 15(2))

### 390 Right to attend company meetings, &c.

F47 . . . . .

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#### **Textual Amendments**

- F47 S. 390 repealed (6.4.2008) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/3495, art. 8\(a\), Sch. 2 Pt. 1](#) (with arts. 7, 12, Sch. 4 paras. 11(2)(3), 12(2)(4), 13(2), 14(2), 15(2))

*Remuneration of auditors*

### **390A Remuneration of auditors.**

F48 .....

#### **Textual Amendments**

- F48 S. 390A repealed (6.4.2008) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/3495, art. 8\(a\), Sch. 2 Pt. 1](#) (with arts. 7, 12, Sch. 4 paras. 11(2)(3), 12(2)(4), 13(2), 14(2), 15(2))

### **390B Disclosure of services provided by auditors or associates and related remuneration**

F49 .....

#### **Textual Amendments**

- F49 S. 390B repealed (6.4.2008) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/3495, art. 8\(a\), Sch. 2 Pt. 1](#) (with arts. 7, 12, Sch. 4 paras. 11(2)(3), 12(2)(4), 13(2), 14(2), 15(2))

*Removal, resignation, &c. of auditors*

### **391 Removal of auditors.**

F50 .....

#### **Textual Amendments**

- F50 S. 391 repealed (6.4.2008) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/3495, art. 8\(a\), Sch. 2 Pt. 1](#) (with arts. 7, 12, Sch. 4 paras. 11(2)(3), 12(2)(4), 13(2), 14(2), 15(2))

### **391A Rights of auditors who are removed or not re-appointed.**

F51 .....

#### **Textual Amendments**

- F51 S. 391A repealed (6.4.2008) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/3495, art. 8\(a\), Sch. 2 Pt. 1](#) (with arts. 7, 12, Sch. 4 paras. 11(2)(3), 12(2)(4), 13(2), 14(2), 15(2))

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## 392 Resignation of auditors.

F52 .....

### Textual Amendments

F52 S. 392 repealed (6.4.2008) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/3495, art. 8\(a\), Sch. 2 Pt. 1](#) (with arts. 7, 12, Sch. 4 paras. 11(2)(3), 12(2)(4), 13(2), 14(2), 15(2))

## 392A Rights of resigning auditors.

F53 .....

### Textual Amendments

F53 S. 392A repealed (6.4.2008) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/3495, art. 8\(a\), Sch. 2 Pt. 1](#) (with arts. 7, 12, Sch. 4 paras. 11(2)(3), 12(2)(4), 13(2), 14(2), 15(2))

## 393 Termination of appointment of auditors not appointed annually.

F54 .....

### Textual Amendments

F54 S. 393 repealed (1.10.2007) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/2194, art. 8, Sch. 2 Pt. 1](#) (with art. 12)

## 394 Statement by person ceasing to hold office as auditor.

F55 .....

### Textual Amendments

F55 S. 394 repealed (6.4.2008) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/3495, art. 8\(a\), Sch. 2 Pt. 1](#) (with arts. 7, 12, Sch. 4 para. 16(2))

## 394A Offences of failing to comply with s. 394.

F56 .....

### Textual Amendments

F56 S. 394A repealed (6.4.2008) by [Companies Act 2006 \(c. 46\), ss. 1295, 1300, Sch. 16; S.I. 2007/3495, art. 8\(a\), Sch. 2 Pt. 1](#) (with arts. 7, 12, Sch. 4 para. 16(2))

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