

SCHEDULE 2

Regulation 4

THE PERFORMANCE OF FUNCTIONS RELATING TO THE INSPECTION OR PROVISION OF COPIES OF DOCUMENTS KEPT BY THE REGISTRAR

PART 1

INTERPRETATION

Means by which the register may be inspected and copies provided

1. In this Schedule—

“Companies House Contact Centre” and “CHCC” mean a contact centre maintained by or on behalf of the registrar through which a facility is provided for applying by telephone, fax and email for copies of material on the register;

“Companies House Direct” and “CHD” mean the service by which information is accessed by the applicant in Hyper Text Markup Language using a website of the registrar by delivering a non-encrypted access code;

“Companies House Information Centre” and “CHIC” mean an office of the registrar where facilities are made available for applicants to inspect the register and to obtain copies of material on the register and “searchroom terminal” means a computer terminal operated by an applicant at a CHIC;

“Extranet” means the service by which information is accessed by means of the access codes of the applicant in Hyper Text Markup Language using a website of the registrar;

“WebCheck” means the service by which information is accessed by the applicant in Hypertext Markup Language using a website of the registrar with no requirement for the applicant to deliver an access code;

“XML Gateway” and “XML” mean the service by which information is accessed by the applicant in Extensible Markup Language by means of a partially encrypted access code.

Company and limited liability partnership reports

2. In this Schedule—

“company report” means a report containing the information relating to a company set out in Part 3 of this Schedule in so far as recorded by the registrar in records kept by the registrar for the purposes of the 2006 Act;

“limited liability partnership report” means a report containing the information relating to a limited liability partnership set out in Part 4 of this Schedule in so far as recorded by the registrar in records kept by the registrar for the purposes of the 2006 Act as applied to limited liability partnerships, by the LLP Regulations and the Limited Liability Partnerships (Accounts and Audit) (Application of Companies Act 2006) Regulations 2008⁽¹⁾.

Document packages

3. In this Schedule—

a “document package” means in relation to a company, one of the sets of copies of documents relating to a company (in so far as such documents are delivered to the registrar in respect of

(1) [S.I. 2008/1911](#).

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the company) as described in one of the paragraphs in Part 5 of this Schedule and with the maximum number of documents in each package being as specified in Part 2 of this Schedule, with the documents in the package being primarily determinable in reverse order of the dates of delivery to the registrar; and

a “document package” means in relation to a limited liability partnership, one of the sets of copies of documents relating to a limited liability partnership (in so far as such documents are delivered to the registrar in respect of the limited liability partnership) as described in one of the paragraphs in Part 6 of this Schedule and with the maximum number of documents in each package being as specified in Part 2 of this Schedule, with the documents in the package being primarily determinable in reverse order of the dates of delivery to the registrar.

Meaning of “same day delivery” and “same day collection”

4. For the purposes of this Schedule certificates and certified copies are provided for “same day delivery” or “same day collection” if—

- (a) a request for same day delivery or same day collection is received by the registrar before 2.00 pm on the day in question; and
- (b) the appropriate certificate or certified copy is issued to the applicant on that day.

Long list of members

5. Except where expressly provided to the contrary any references in this Schedule to a “document” or to “information” does not include a reference to a “long list of members” and, for the purposes of this Schedule, a “long list of members” has the meaning given to it in paragraph 12.

Enactments and legal entities

6.—(1) Paragraph 1 of Schedule 1 to these Regulations applies to this Schedule as it does to that Schedule.

(2) References to a company in this Schedule include a reference to an overseas company except where express provision is made to the contrary.

PART 2

FEES PAYABLE

Companies House Direct

7. In respect of the performance of the registrar’s functions in relation to the inspection of the register and the provision of copies of material on the register, where an application for inspection or a copy is made by means of CHD, the following fees are payable—

Matter in relation to which fee is payable	Amount of fee
(a) for subscribing to CHD, for each calendar month payable in arrears at the end of that month;	£5.00
(b) for the inspection by means of CHD of particulars of—	
(i) the directors and secretary of a company,	£1.00
(ii) directorships held by a named person,	£1.00

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(iii) the members of a limited liability partnership,	£1.00
(iv) memberships of limited liability partnerships held by a named person;	£1.00
(c) for a copy provided by means of CHD of a company report or a limited liability partnership report;	£1.00
(d) for the inspection by means of CHD of a statement of particulars of a charge registered in respect of a company or a limited liability partnership;	£1.00
(e) for a copy provided by means of CHD (without prior inspection) of a document in respect of a company or a limited liability partnership;	£1.00
(f) for the inspection and provision of a copy of a document, by means of CHD, in respect of a company or a limited liability partnership;	£4.00
(g) for the delivery by post in hard copy form of any document specified in sub-paragraphs (c), (e) and (f) above applied for by means of CHD;	£3.00
(h) for the delivery by post in hard copy form of a document package of up to 50 documents applied for by means of CHD;	£20.00
(i) for the provision by means of CHD of a document package of up to 50 documents;	£4.00
(j) for a copy of a document or extract from a document in hard copy form, certified under section 1091 of the 2006 Act in relation to companies, and under that provision as applied to limited liability partnerships by regulation 66 of the LLP Regulations, applied for by means of CHD—	
(i) where that copy is delivered by post by same day delivery,	£50.00
(ii) where that copy is delivered by post other than by same day delivery,	£15.00
(iii) where that copy is made available for collection at a CHIC other than same day collection,	£15.00
(iv) where that copy is made available for collection at a CHIC for same day collection;	£50.00
(k) for a copy certificate of incorporation in hard copy form under section 1065 of the 2006 Act, in relation to companies other than overseas companies, and under that provision as applied to limited liability partnerships by regulation 61 of the LLP Regulations, applied for by means of CHD—	
(i) where that certificate is delivered by post and it is the first certificate relating to that body corporate provided to an applicant on any one occasion,	£15.00
(ii) where it is an additional certificate delivered by post relating to the same body corporate provided to an applicant on the same occasion,	£10.00
(iii) where any certificate is delivered by post by same day delivery;	£50.00
(l) for a copy certificate of incorporation of the type referred to in sub-paragraph (k) applied for by means of CHD and made available for collection at a CHIC—	

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(i) where it is the first certificate relating to that body corporate provided to an applicant on any one occasion,	£15.00
(ii) where it is an additional certificate relating to the same body corporate provided to that applicant on the same occasion,	£10.00
(iii) where any certificate is made available for same day collection.	£50.00

Extranet

8. In respect of the performance of the registrar's functions in relation to the inspection of the register and the provision of copies of material on the register, where the application for inspection or a copy is made by means of Extranet, the following fees are payable—

Matter in relation to which fee is payable	Amount of fee
(a) for subscribing to Extranet, for each calendar month payable in arrears at the end of that month;	£5.88
(b) for the inspection by means of Extranet of particulars of—	
(i) the directors and secretary of a company,	£1.00
(ii) directorships held by a named person,	£1.00
(iii) the members of a limited liability partnership,	£1.00
(iv) memberships of limited liability partnerships held by a named person;	£1.00
(c) for a copy provided by means of Extranet of a company report or a limited liability partnership report;	£1.00
(d) for the inspection by means of Extranet of a statement of particulars of a charge registered in respect of a company, or a limited liability partnership;	£1.00
(e) for a copy provided by means of Extranet (without prior inspection) of a document in respect of a company or a limited liability partnership;	£1.00
(f) for the inspection and provision of a copy of a document by means of Extranet in respect of a company or a limited liability partnership;	£4.00
(g) for the provision by means of Extranet of a document package of up to 50 documents.	£4.00

WebCheck

9. In respect of the performance of the registrar's functions in relation to the provision of copies of material on the register, where the application for a copy is made by means of WebCheck, the following fees are payable—

Matter in relation to which fee is payable	Amount of fee
(a) for a copy provided by means of WebCheck (without prior inspection) of a document in respect of a company or a limited liability partnership;	£1.00
(b) for a copy provided by means of WebCheck of a company report or a limited liability partnership report.	£1.00

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XML

10. In respect of the performance of the registrar's functions in relation to the inspection of the register and the provision of copies of material on the register, where the application for inspection or a copy is made by means of XML, the following fees are payable—

Matter in relation to which fee is payable	Amount of fee
(a) for subscribing to XML, for each calendar month payable in arrears at the end of that month;	£5.88
(b) for the inspection by means of XML of particulars of—	
(i) the directors and secretary of a company,	£1.00
(ii) directorships held by a named person,	£1.00
(iii) the members of a limited liability partnership,	£1.00
(iv) memberships of limited liability partnerships held by a named person;	£1.00
(c) for a copy provided by means of XML (without prior inspection) of a document in respect of a company or a limited liability partnership.	£1.00

Companies House Information Centre

11. In respect of the performance of the registrar's functions in relation to the inspection of the register and the provision of copies of material on the register, where the application for inspection or a copy is made at a CHIC, the following fees are payable—

Matter in relation to which fee is payable	Amount of fee
(a) for the inspection by means of a search room terminal of particulars of—	
(i) the directors and secretary of a company,	£1.00
(ii) directorships held by a named person,	£1.00
(iii) the members of a limited liability partnership,	£1.00
(iv) memberships of a limited liability partnership held by a named person;	£1.00
(b) for the inspection by means of a searchroom terminal of a statement of particulars of a charge registered in respect of a company or a limited liability partnership;	£1.00
(c) for the inspection by means of a searchroom terminal of a company report or a limited liability partnership report;	£1.00
(d) for the provision of a document package of up to 25 documents applied for at a CHIC or by means of a searchroom terminal and made available for collection in hard copy form at a CHIC;	£7.00
(e) for the inspection of a document, by means of a searchroom terminal, in respect of a company or a limited liability partnership;	£2.00
(f) for a copy, in hard copy form, provided by means of a searchroom terminal, (without prior inspection) of a document in respect of a company or a limited liability partnership and made available for collection at a CHIC;	£1.00

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(g)	for a copy of any document specified in sub-paragraphs (a) to (c) and (e) above applied for at a CHIC and made available for collection at a CHIC;	£3.00
(h)	for the inspection, at a CHIC, of an original document delivered to the registrar in hard copy form in respect of a company or a limited liability partnership when the record of the contents kept by the registrar is illegible or unavailable;	£6.00
(i)	for the inspection and for a copy in hard copy form of a document of the type specified in sub-paragraph (h) above;	£9.00
(j)	for a copy in hard copy form of a screen of information in respect of a company or a limited liability partnership displayed on a searchroom terminal and made available for collection at a CHIC;	£0.10
(k)	for a copy in hard copy form of a document or extract from a document certified under section 1091 of the 2006 Act in relation to companies, and under that provision as applied to limited liability partnerships by regulation 66 of the LLP Regulations, applied for at a CHIC and delivered to the applicant by post—	
(i)	where the copy consists of up to 10 pages (including the tenth page),	£15.00
(ii)	for each subsequent page of the copy,	£1.00
(iii)	where any copy is delivered by same day delivery;	£50.00
(l)	for a copy in hard copy form of a document or extract from a document certified under section 1091 of the 2006 Act in relation to companies, and under that provision as applied to limited liability partnerships by regulation 66 of the LLP Regulations, applied for at a CHIC and made available for collection at a CHIC—	
(i)	where the copy consists of up to 10 pages (including the tenth page),	£15.00
(ii)	for each subsequent page of the copy,	£1.00
(iii)	where the copy is made available for same day collection;	£50.00
(m)	for a copy certificate of incorporation in hard copy form under section 1065 of the 2006 Act, in relation to companies other than overseas companies, and under that provision as applied to limited liability partnerships by regulation 61 of the LLP Regulations, applied for at a CHIC—	
(i)	where that certificate is delivered by post and it is the first certificate relating to that body corporate provided to an applicant on any one occasion,	£15.00
(ii)	where it is an additional certificate delivered by post relating to the same body corporate provided to that applicant on the same occasion,	£10.00
(iii)	where any certificate is delivered by post by same day delivery;	£50.00
(n)	for a copy certificate of incorporation, in hard copy form, of the type referred to in sub-paragraph (m) above applied for at a CHIC and made available for collection at a CHIC—	
(i)	where it is the first certificate relating to that body corporate provided to an applicant on any one occasion,	£15.00

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(ii) where it is an additional certificate relating to the same body corporate provided to that applicant on the same occasion,	£10.00
(iii) where any certificate is made available for same day collection.	£50.00

Companies House Contact Centre

12. In respect of the performance of the registrar's functions in relation to provision of copies of material on the register, where the application for a copy is made by means of a CHCC, the following fees are payable—

Matter in relation to which fee is payable	Amount of fee
(a) for a copy, provided on an application to a CHCC, of a page of the registrar's index of company names kept under section 1099 of the 2006 Act delivered by post;	£2.00
(b) for a copy of the type specified in sub-paragraph (a) above, provided on an application to a CHCC, delivered by email;	£2.00
(c) for a copy, in hard copy form, provided on an application to a CHCC, of the particulars of the directors and secretary of a company or the members of a limited liability partnership delivered by post;	£3.00
(d) for a copy, provided on an application to a CHCC, of the particulars of the directors and secretary of a company or the members of a limited liability partnership delivered by email;	£3.00
(e) for a copy, provided on an application to a CHCC, of a statement of particulars of a charge registered in respect of a company or a limited liability partnership delivered by post;	£3.00
(f) for a copy, provided on an application to a CHCC, of a statement of particulars of a charge registered in respect of a company or a limited liability partnership delivered by email;	£3.00
(g) for a copy, in hard copy form, provided on an application to a CHCC, of a company report or a limited liability partnership report delivered by post;	£3.00
(h) for a copy, provided on an application to a CHCC, of a company report or a limited liability partnership report delivered by email;	£3.00
(i) for a copy, in hard copy form, provided on an application to a CHCC, of a document in respect of a company or a limited liability partnership delivered by post;	£3.00
(j) for a copy, provided on an application to a CHCC, of a document in respect of a company or a limited liability partnership delivered by email;	£3.00
(k) for a copy, provided on an application to a CHCC, of an original document delivered to the register before 1st January 1978 and kept by the registrar in hard copy form, in respect of a company and delivered by post;	£9.00

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(l) for a copy, in hard copy form, of a long list of members of a company, other than an overseas company, provided on an application to a CHCC, delivered by post—	
(i) for the first 50 pages of the copy,	£12.50
(ii) for each additional page of the copy;	£0.20
(m) for a copy, in hard copy form, provided on an application to a CHCC, of a document or extract from a document, certified under section 1091 of the 2006 Act in relation to companies, and under that provision as applied to limited liability partnerships by regulation 66 of the LLP Regulations—	
(i) where that copy is delivered by post other than by same day delivery,	£15.00
(ii) where that copy is delivered by same day delivery;	£50.00
(n) for a copy, in hard copy form, provided on an application to a CHCC of a document or extract from a document of the type specified in subparagraph (m) above and made available for collection at a CHIC—	
(i) where that copy is made available for collection other than by same day collection,	£15.00
(ii) where that copy is made available for same day collection;	£50.00
(o) for a copy certificate of incorporation provided on an application to a CHCC, in hard copy form, under section 1065 of the 2006 Act, in relation to companies other than overseas companies, and under that provision as applied to limited liability partnerships by regulation 61 of the LLP Regulations—	
(i) where that certificate is delivered by post and is the first certificate relating to that body corporate provided to an applicant on any one occasion,	£15.00
(ii) where it is an additional certificate delivered by post relating to the same body corporate provided to that applicant on the same occasion,	£10.00
(iii) where any certificate is delivered by post by same day delivery;	£50.00
(p) for a copy certificate of incorporation of the type referred to in subparagraph (o) above, provided on an application to a CHCC, and made available for collection at a CHIC—	
(i) where it is the first certificate relating to that body corporate provided to an applicant on any one occasion,	£15.00
(ii) where it is an additional certificate relating to the same body corporate provided to that applicant on the same occasion,	£10.00
(iii) where any certificate is made available for same day collection.	£50.00

and, for the purposes of this paragraph a “long list of members” means a list of members delivered to the registrar under section 856A or 856B(2) of the 2006 Act in relation to companies which exceeds 49 pages and which is delivered in hard copy form.

(2) Sections 856A and 856B were inserted by [S.I. 2008/3000](#).

PART 3

CONTENTS OF COMPANY REPORT

Companies register information

13. Information relating to the company including its registered number, its date of incorporation, its name and the number of registered charges.

14. Any previous names of the company during the period of 20 years prior to the date to which the company report is made up.

15. A list of dates including those relating to latest annual accounts and annual returns and dates for the next such documents to be delivered to the registrar.

Appointments and charges

16. At the option of the applicant, either or both of the following sets of particulars—

(a) particulars of the directors and secretary of the company;

(b) particulars of charges registered in respect of the company;

except that an applicant using WebCheck can not elect to have only the particulars under subparagraph (b).

Recent filing history

17. List of documents delivered to the registrar during the previous 18 months up to a maximum of 100 documents listed in the reverse order of the dates of delivery excluding returns of allotments unless requested by the applicant.

PART 4

CONTENTS OF LIMITED LIABILITY PARTNERSHIP REPORT

Limited liability partnership register information

18. Information relating to a limited liability partnership including its registered number, its date of incorporation, its name and the number of registered charges.

19. Any previous names of a limited liability partnership.

20. A list of dates including those relating to latest annual accounts and annual returns and dates for the next such documents to be delivered to the registrar.

Appointments and charges

21. At the option of the applicant, either or both of the following sets of particulars—

(a) particulars of the members of a limited liability partnership;

(b) particulars of charges registered in respect of a limited liability partnership;

except that an applicant using WebCheck can not elect to have only the particulars under subparagraph (b).

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Recent filing history

22. List of documents delivered to the registrar during the previous 18 months up to a maximum of 100 documents listed in the reverse order of the dates of delivery.

PART 5

DOCUMENT PACKAGES FOR COMPANIES

Listed below are the document packages and the documents included in each package:

23. General package

Incorporation documents and name change documents.

Resolutions and memorandum and articles of association.

Any documents relating to strike-off.

Latest annual accounts or, as the case may be, accounting documents and notices specifying accounting reference date or extending the period allowed for laying and delivering accounts and reports.

Latest annual return.

Notification of change among directors or in secretary or their particulars and changes in registered office in each case since the date to which the latest annual return was made up.

(at the option of the applicant) Returns of allotments of shares delivered to the registrar since the date to which the latest annual return giving full particulars of the members is made up.

(long list of members not available).

24. Current package

Latest annual accounts or, as the case may be, accounting documents and notices specifying accounting reference date or extending the period allowed for laying and delivering accounts and reports.

Latest annual return.

Notification of change among directors or in secretary or their particulars and changes in registered office in each case since the date to which the latest annual return was made up.

Any documents relating to strike-off.

(at the option of the applicant) Returns of allotments of shares delivered to the registrar since the date to which the latest annual return giving full particulars of the members is made up.

(long list of members not available).

25. Charges package

Charge related documents since incorporation.

The company report containing the particulars in paragraph 16(b) above but not the particulars in paragraph 16(a).

26. Insolvency package

Company voluntary arrangements, administration, receivership, winding up, dissolution and strike-off related documents delivered to the registrar since April 1995.

27. Accounts package

Annual accounts, or as the case may be, accounting documents and notices specifying accounting reference date or extending the period allowed for laying and delivering accounts and reports delivered to the registrar over the previous 5 years.

The company report.

28. Constitution package

The most recently delivered to the registrar of any of the documents specified below—

The certificate of incorporation where issued on incorporation, a change of name or re-registration.

The articles of association, or in the case of an existing company, the memorandum and articles of association.

Any resolutions and agreements affecting a company's constitution.

The statement of capital contained in the most recent annual return, or, where no annual return has been delivered, the statement of capital required by section 10 of the 2006 Act.

Any statement of capital delivered to the registrar under any of the following provisions of the 2006 Act—

Sections 108, 555, 619, 621, 625, 627, 644, 649, 663, 689, 708 and 730.

For the purposes of this paragraph an “existing company” is a company to which section 28 of the 2006 Act applies and a “statement of capital” is one delivered to the registrar under any of the provisions listed in respect of statements of capital above.

29. Package of documents delivered in a calendar year selected by the applicant

Documents delivered to the registrar by the company in a calendar year selected by the applicant (not available for years prior to 2003).

PART 6

DOCUMENT PACKAGES FOR LIMITED LIABILITY PARTNERSHIPS

Listed below are the document packages and the documents included in each package:

30. General package

Incorporation document and name change documents.

Any documents relating to strike-off.

Latest annual accounts and notices specifying accounting reference date or extending the period allowed for delivering the accounts and the auditor's report.

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Latest annual return.

Notification of change among members or their particulars and changes in registered office in each case since the date to which the latest annual return was made up.

31. Current package

Latest annual accounts and notices specifying accounting reference date or extending the period allowed for delivering the accounts and the auditor's report.

Latest annual return.

Notification of change among members or their particulars and changes in registered office in each case since the date to which the latest annual return was made up.

Any documents relating to strike-off.

32. Charges package

Charge related documents since incorporation.

The limited liability partnership report containing the particulars in paragraph 21(b) above but not the particulars in paragraph 21(a).

33. Insolvency package

Limited liability partnership voluntary arrangements, administration, receivership, winding up, dissolution and strike-off related documents delivered to the registrar since April 2001.

34. Accounts package

Annual accounts and notices specifying accounting reference date or extending the period allowed for delivering the accounts and the auditor's report delivered to the registrar over the previous 5 years.

The limited liability partnership report.

35. Package of documents delivered in a calendar year selected by the applicant

Documents delivered to the registrar of companies by the limited liability partnership in a calendar year selected by the applicant (not available for years prior to 2003).
