

## SCHEDULE 2

Regulation 4

### THE PERFORMANCE OF FUNCTIONS RELATING TO THE INSPECTION OR PROVISION OF COPIES OF DOCUMENTS KEPT BY THE REGISTRAR IN RELATION TO EEIGS

#### 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 or e-mail for copies of material on the register;

“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;

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

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

2. For the purposes of this Schedule 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 2.00pm on the day in question; and
- (b) the appropriate certified copy is issued to the applicant on that day.

#### PART 2

#### FEES PAYABLE

##### Companies House Direct

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

Matter in relation to which the 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 a statement of particulars of a charge registered in respect of an EEIG;	£1.00

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<b>Matter in relation to which the fee is payable</b>	<b>Amount of fee</b>
(c) for a copy provided by means of CHD (without prior inspection) of a document in respect of an EEIG;	£1.00
(d) for the inspection and provision of a copy of a document, by means of CHD in respect of an EEIG;	£4.00
(e) for the delivery by post in hard copy form of any document specified in sub-paragraphs (c) and (d) above applied for by means of CHD;	£3.00
(f) for a copy of a document, or extract from a document, in hard copy form, certified under section 1091 of the 2006 Act(1) in relation to EEIGs, applied for by means of CHD–	
(i) where that copy or extract is delivered by post by same day delivery,	£50.00
(ii) where that copy or extract is delivered by post other than by same day delivery,	£15.00
(iii) where that copy or extract is made available for collection at a CHIC other than for same day collection,	£15.00
(iv) where that copy or extract is made available for collection at a CHIC for same day collection.	£50.00

### Extranet

4. In respect of the performance of the registrar’s functions in relation to the inspection of material kept by the registrar and the provision of copies of material kept by the registrar in respect of EEIGs, where an application for inspection or a copy is made by means of Extranet, the following fees are payable–

<b>Matter in relation to which the fee is payable</b>	<b>Amount of fee</b>
(a) for subscribing to Extranet, for each calendar month payable in arrears at the end of that month;	£5.88
(b) for the inspection and provision of a copy of a document by means of Extranet in respect of an EEIG;	£4.00
(c) for a copy provided by means of Extranet (without prior inspection) of a document in respect of an EEIG.	£1.00

### WebCheck

5. In respect of the performance of the registrar’s functions in relation to the provision of copies of material kept by the registrar in respect of EEIGs, where the application for a copy is made by means of WebCheck, the following fee is payable–

<b>Matter in relation to which the fee is payable</b>	<b>Amount of fee</b>
(a) for a copy provided by means of WebCheck (without prior inspection) of a document in respect of an EEIG.	£1.00

(1) Section 1091 was applied with adaptations by paragraph 35 of Schedule 4 to the European Economic Interest Grouping (Amendment) Regulations 2009 (S.I. 2009/2399).

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## XML

6. In respect of the performance of the registrar's functions in relation to the provision of copies of material kept by the registrar in respect of EEIGs, where the application for a copy is made by means of XML, the following fee is payable—

<b>Matter in relation to which the fee is payable</b>	<b>Amount of fee</b>
(a) for subscribing to XML, for each calendar month payable in arrears at the end of that month;	£5.88
(b) for a copy provided by means of XML (without prior inspection) of a document in respect of an EEIG.	£1.00

## Companies House Information Centre

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

<b>Matter in relation to which the fee is payable</b>	<b>Amount of fee</b>
(a) for the inspection by means of a searchroom terminal of a statement of particulars of a charge registered in respect of an EEIG;	£1.00
(b) for the inspection of a document by means of a searchroom terminal in respect of an EEIG;	£2.00
(c) for a copy, in hard copy form, provided by means of a searchroom terminal (without prior inspection) of a document in respect of an EEIG;	£1.00
(d) for a copy of any document specified in sub-paragraphs (a) and (b) above, applied for at a CHIC and made available at a CHIC;	£3.00
(e) for the inspection, at a CHIC, of an original document delivered to the registrar in hard copy form in respect of an EEIG;	£6.00
(f) for the inspection and for a copy, in hard copy form of a document of the type specified in sub-paragraph (e) above;	£9.00
(g) for a copy in hard copy form of a screen of information in respect of an EEIG displayed on a searchroom terminal and made available for collection at a CHIC;	£0.10
(h) 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 an EEIG, applied for at a CHIC and delivered to the applicant by post—	
(i) where the copy or extract consists of up to 10 pages (including the tenth page),	£15.00
(ii) for each subsequent page of the copy or extract,	£1.00
(iii) where any copy or extract is delivered by same day delivery;	£50.00
(i) for a copy, in hard copy form, of a document or an extract from a document certified under section 1091 of the 2006 Act in relation to an EEIG, applied for at a CHIC and made available for collection at a CHIC—	

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<b>Matter in relation to which the fee is payable</b>	<b>Amount of fee</b>
(i) where the copy or extract consists of up to 10 pages (including the tenth page),	£15.00
(ii) for each subsequent page of the copy or extract,	£1.00
(iii) where the copy or extract is made available for same day collection.	£50.00

### **Companies House Contact Centre**

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

<b>Matter in relation to which the fee is payable</b>	<b>Amount of fee</b>
(a) for a copy, in hard copy form provided on application to a CHCC, of a statement of particulars of a charge registered in respect of an EEIG delivered by post;	£3.00
(b) for a copy provided on application to a CHCC, of a statement of particulars of a charge registered in respect of an EEIG delivered by e-mail;	£3.00
(c) for a copy, in hard copy form, provided on application to a CHCC of a document in respect of an EEIG delivered by post;	£3.00
(d) for a copy, provided on application to a CHCC of a document in respect of an EEIG delivered by e-mail;	£3.00
(e) for a copy, provided on application to a CHCC of an original document delivered to the registrar and kept by the registrar in hard copy form in respect of an EEIG and delivered by post;	£9.00
(f) for a copy, in hard copy form, provided on application to a CHCC, of a document or extract from a document, certified under section 1091 of the 2006 Act in relation to an EEIG—	
(i) where that copy or extract is delivered by post other than by same day delivery,	£15.00
(ii) where that copy or extract is delivered by post by same day delivery;	£50.00
(g) for a copy, in hard copy form, provided on application to a CHCC, of a document or extract from a document of the type specified in subparagraph (f) above and made available for collection at a CHIC—	
(i) where that copy or extract is made available for collection other than by same day collection,	£15.00
(ii) where that copy or extract is made available for same day collection.	£50.00