



## Companies House Customer Notice

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**Our ref:** Notice/TS/SW  
**Date:** 6th November 2006

Dear Customers,

### CHANGES TO DESPATCH OF STATUTORY FORMS

I am writing to inform you of a change in procedures when dealing with requests for the despatch of Companies House forms.

As you are aware, we have for some years now been satisfying customer requests, for large orders of Companies House statutory forms via the ordering facility on the Companies House Website or by telephone /email request to our Contact Centre.

We have decided to withdraw this facility as it is no longer cost effective to produce, maintain and despatch such large volumes of paper. The withdrawal of this facility will take effect from 4th December 2006. Leading up to this date Companies House will have limited stocks of forms available for procurement. As a result, restrictions have been introduced on the number of forms we can despatch per order.

We strongly recommend that customers file information with us electronically where possible. Our WebFiling service offers you and your customers a superior alternative to our most commonly used forms, including change of address, change of directors' details, change of accounting reference date and dormant company accounts. WebFiling offers speed, ease of use, guaranteed delivery and the security that comes from an electronic password.

Companies House forms will also continue to be available to download from our Website ([www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)).

We do appreciate that there will be circumstances when customers do not have the ability to either download forms from our Website or file online through our WebFiling service. In such circumstances customers will have the option to order single forms via our Contact Centre on 0870 33 33 636.

Yours faithfully,

Tom Smith  
Director of Customer Delivery