

Information Released under Freedom of Information Act

Subject: Companies House Post Room procedures for incoming mail and DX mail (document exchange mail)

Date Released: 29 June 2006

Summary of request: Details of the established procedures used by Companies House for incoming mail and DX from point of acceptance to registration

Information released:

A copy of the working procedures for our Postal Services section, which includes procedures for incoming mail, general pre-sort of mail and post opening of mail for DEB section (Document Examination Branch) in Companies House, which is the section that registers accounts, annual returns, etc

Some information is redacted from the procedures because it is exempt from disclosure under section 40 of the Freedom of Information Act as it is personal information.

This document is available in hard copy only.

To obtain a copy of this document please contact The Information Rights Team, Companies House, Crown Way, Cardiff CF14 3UZ and **quote reference Disc Log 14**
Telephone: 02920380616

Email jchainey@companieshouse.gov.uk

charnett@companieshouse.gov.uk