

Information Released under Freedom of Information Act

Subject: Registrar's instructions on the delivery of documents

Date Released: 10 December 2008

Summary of request: Request for the registrars instructions on the delivery of documents using electronic communications and the authentication of documents

Information released:

You ask for all and any directions referred to by section 707B(1) for the delivery of any document to the registrar using electronic means, and all and any directions under section 707B(2) where the document is required to be authenticated and any other requirements that a company must follow to deliver accounts to Companies House using the webfiling service.

Firstly I must explain that I have not enclosed all the directions that you have requested at this present time. There are 22 directions in total concerning the delivery of documents by electronic means and included in these are 7 directions concerning the delivery of accounts by electronic means. Each of these directions contains a large amount of paper.

I have however enclosed the direction for the 'combined web dormant and abbreviated accounts'. I have enclosed this particular direction as I believe it is relevant to your original complaint and I hope that this will provide the information you require.

The direction I have enclosed is the average size of the 22 directions so you will understand that in order to provide you with all the directions you have requested then Companies House may have to charge for the photocopying of this information.

PLEASE NOTE: The directions are available in hard copy only on request, with a possible charge for any photocopying. To request this information please contact the Information Rights Team via the following email address:
informationrights@companieshouse.gov.uk