

**Companies House Publication Scheme Prepared in Accordance
with
Section 19 of the Freedom of Information Act 2000
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1. Introduction

This is the Companies House publication scheme drawn up under Section 19 of the Freedom of Information Act 2000. The purpose of this publication scheme is to set out:

- Classes of information we commit to publish as a matter of course
- How this information will be published
- Whether the information is available free of charge or on payment.

Information about the Freedom of Information Act is available from the Department for Enterprise and Regulatory Reform (BERR) Information Rights Unit (address at end of this scheme).

Copyright

The material published by Companies House may be split into two categories: that which is on the companies register and held on our database, and that which has been produced by Companies House employees and is therefore subject to Crown Copyright.

Most of the material on the companies register is made available to the public under the statutory obligations of the Registrar of Companies (which is contained in companies legislation) and under section 47 of the Copyright, Designs and Patents Act 1988. This is not subject to Crown copyright and Companies House imposes no rules or requirements on how this information is used, but states that as it may be copyright protected by the third parties who provided it, any authorisation to reproduce such material must be obtained from the copyright holders concerned. It is the responsibility of the individual to take their own legal advice on the requirements of section 47.

All information produced by Companies House (e.g. guidance booklets) is Crown copyright. Any Crown copyright protected material (other than the Royal Arms and departmental or agency logos) may be reproduced free of charge in any format or medium provided it is reproduced accurately and not used in a misleading context. Where any of the Crown copyright items are being republished or copied to others, Companies House must be acknowledged as the source.

Welsh Language Policy

Companies House has adopted a Scheme to enable those of its customers who wish to conduct their business in Welsh to be able to do so. The scheme is available on the Companies House website (www.companieshouse.gov.uk) or a hard copy can be obtained from the Information Rights Team (address below). A hard copy of the Guidance on the use of Welsh for companies whose memoranda and articles of association say that its registered office is to be located in Wales (as opposed to England and Wales) is available in both languages in our guidance booklet "Use of Welsh" GB05 (available on our website or from the Companies House Contact Centre (address at the end of this scheme)). The most commonly used statutory forms are available in bilingual form as part of our Welsh language service, available on our website or from the Companies House Contact Centre. The Companies House Publication Scheme is available in Welsh in hard copy from the Companies House Information Rights Team (address at end of this scheme).

Executive Agency

Companies House is an executive agency of the Department for Enterprise and Regulatory Reform (BERR). The Companies House publication scheme forms part of the BERR publication scheme for the purposes of the Freedom of Information Act. Copies of the central BERR Scheme are available from its website (www.berr.gov.uk) and in paper format from BERR Publications Orderline (address at end of this scheme).

2. How to Access Information

Availability of Companies House Information

Unless otherwise specified in this scheme:

- The classes of information we commit to publishing under this scheme are published both on the Companies House website (www.companieshouse.gov.uk) and in hard copy.
- Hard copy publications are available by request in writing to:
The Information Rights Team, Policy and Planning
Companies House, Crown Way, Cardiff CF14 3UZ.
- The information subject to this scheme is normally available free of charge. Fees for company information are set out in 'Our Prices' on the Companies House website.

Information held by Companies House that is not published under the scheme may be requested under the Code of Practice on Access to Government Information or, as regards personal information, the Data Protection Act 1998. Requests for information should be made in writing to the Information Rights Team (address as above).

Responsibility for the Publication Scheme

The Chief Executive has overall responsibility for the Companies House Publication Scheme. The team responsible for maintaining the Publication Scheme is the Companies House Information Rights Team.

Charges

If a standing charge is applied for a publication, the charge will be permitted by 'Charges for Information: When and How - Guidance for Government Departments and other Crown Bodies' which is available on the HM Treasury website (www.hm-treasury.gov.uk) or in hard copy from The HM Treasury Correspondence & Enquiry Unit (address at end of this scheme).

We indicate for each class of information in our publication scheme whether a charge is likely to apply to information within the class.

Information subject to this scheme is normally published free of charge on our web site (i.e. there is no charge by us, although the user would have to meet any charges by their Internet service provider, personal printing costs, etc). For those without Internet access, a single printout as on the web site would be available by post from the Information Rights Team (address above). However, requests for multiple printouts, or for archived copies of documents that are no longer available on the web, may attract a charge for the cost of retrieval, photocopy, postage, etc. We would let you know this at the time of your request. Any charges applied would be payable in advance.

Relationship with the Information Asset Register

You may also access information about our Department via the Information Asset Register (IAR). The IAR provides a guide to unpublished information resources held by BERR. Our IAR records can be viewed on the Office of Public Sector Information (OPSI) web site www.opsi.gov.uk.

3. Monitoring Our Publication Scheme

We want our publication scheme to meet the needs of all our stakeholders. Suggestions for particular classes of information to which we might in future commit to publishing under the scheme will be welcomed. Any comments on or complaints about the scheme should be sent to the Information Rights Team.

4. Classes of Information

Who We Are and What We Do

Information Available	Description	How to access this information	£ - indicates that this is chargeable information
Companies House Main Functions and History	A description of the three main functions of Companies House	On line http://www.companieshouse.gov.uk/about/functionsHistory.shtml or Hard copy from The Information Rights Team	
Companies House Organisational structure	Companies House Organisational structure	On line http://www.companieshouse.gov.uk/about/directors.shtml or Hard copy from the Information Rights Team	
Companies House Framework Document	This document sets out the framework policy and accountability within which Companies House operates	On line http://www.companieshouse.gov.uk/about/corporateDocuments.shtml or Hard copy from Companies House Policy & Planning Team	
Companies House Main Board and Steering Board – Terms of reference	The Main Board and Steering Board – Terms of reference	On line http://www.companieshouse.gov.uk/about/boardManagement.shtml or Hard copy from Companies House Policy & Planning Team	
Acts of Parliament, Statutory Instruments, Explanatory Notes to Acts of parliament Office of Public Sector information	Various legislation relevant to the function of Companies House	On line http://www.opsi.gov.uk/ or Hard copy from Office of Public Sector information London Office - OPSI 102 Petty France London SW1H 9AJ	
Companies Act 2006	Details of the Companies Act 2006	On line http://www.companieshouse.gov.uk/companiesAct/companiesAct.shtml or Hard copy from Companies House Policy & Planning Team	
EU Company Law	Details of the EU Company Law	http://www.berr.gov.uk/whatwedo/businesslaw/eu-company-law/directives/page19528.html or	

Directives	Directives	Hard copy from BERR	
Treaties	Text of international treaties, conventions and agreements	On line http://www.fco.gov.uk/en/ or Hard copy from the Foreign and Commonwealth Office King Charles Street London SW1A 2AH Tel: 020 7008 1500.	
Data Protection Policy	The Departments Data Protection Policy	On line http://www.berr.gov.uk/ or Hard copy from BERR	

What We Spend and How We Spend It

Information Available	Description	How to access this information	£ - indicates that this is chargeable information
The Companies House Annual Report and Accounts	The Companies House Annual Report and Accounts	On line http://www.companieshouse.gov.uk/about/corporateDocuments.shtml or Hard copy from Companies House Policy & Planning Team	
Procurement Guidance Framework	Internal guidance embodying Government procurement policy and describing the commercial practices for Companies House	Hard copy from Companies House Procurement Unit	
Procurement and Contracts	Information on how Companies House buys a wide range of goods and specialised services	On line http://www.companieshouse.gov.uk/about/supplyingCh.shtml or Hard copy from Companies House Procurement Unit	
Pay Scales		On line http://www.companieshouse.gov.uk/about/policyDocuments.shtml or	

		Hard copy from Companies House Human Resources	
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What Are Our Priorities and How Are We Doing

Information Available	Description	How to access this information	£ - indicates that this is chargeable information
Companies House Business Plan Summary	Companies House plans and targets. (Current Summary available)	On line http://www.companieshouse.gov.uk/about/corporateDocuments.shtml or Hard copy from Companies House Policy & Planning Team	
Companies House Strategic Direction	Development plan detailing the current position; customer profile and expectations; strategic aims; lever and risks and longer-term strategy. (Current Plan available)	On line http://www.companieshouse.gov.uk/about/corporateDocuments.shtml or Hard copy from Companies House Policy & Planning Team	
Companies House Code of Compliance	Information about the standard of service you can expect from Companies House, and what to do if you need to complain	On line http://www.companieshouse.gov.uk/about/pdf/codeCompliance.pdf or Hard copy from Companies House Policy & Planning Team	
The Companies House Annual Report and Accounts	The Companies House Annual Report and Accounts	On line http://www.companieshouse.gov.uk/about/corporateDocuments.shtml or Hard copy from Companies House Policy & Planning Team	
Companies House Internal Audit Annual Report and Internal Audit Plan	Companies House Internal Audit Annual Report and Internal Audit Plan	On line http://www.companieshouse.gov.uk/about/corporateDocuments.shtml or Hard copy from Companies House Policy & Planning Team	

Companies House Monthly Statistics	Current statistics on new incorporations, liquidations, dissolutions etc for England, Wales and Scotland	On line http://www.companieshouse.gov.uk/about/businessRegisterStat.shtml or Hard Copy from Companies House Management Information Unit	
Companies Register Activities	Annual statistics on companies register activities	On line http://www.companieshouse.gov.uk/about/companiesRegActivities.shtml or Hard Copy from Companies House Management Information Unit	
Archive of DTI/BERR Annual Report on Companies	DTI/BERR annual reports on companies from 2002 to 2006	On line http://www.companieshouse.gov.uk/about/dtiReports.shtml or Hard Copy from Companies House Management Information Unit	
Companies House Welsh Language Scheme	The Companies House Welsh Language Scheme	On line http://www.companieshouse.gov.uk/about/policyDocuments.shtml or Hard copy from Companies House Policy & Planning Team	

How We Make Decisions

Information Available	Description	How to access this information	£ - indicates that this is chargeable information
Companies House Examination Procedures	Internal guidance for staff for examining documents prior to filing on the register	Available in Hard copy only from Companies House Policy & Planning Team	
Companies House Project Management Guidelines	Internal guidance to staff – on Project management guidelines	Hard copy from Companies House Policy & Planning Team	
The legal admissibility of company documents supplied as electronic	The legal admissibility of company documents supplied as electronic	On line http://www.companieshouse.gov.uk/about/policyDocuments.shtml or Hard copy from Companies House Policy & Planning Team	

images or on microfiche	images or on microfiche???		
Document Signatures	Document signatures – reviewed policy on the acceptance of signatures on documents delivered to Companies House for filing	On line http://www.companieshouse.gov.uk/about/policyDocuments.shtml or Hard copy from Companies House Policy & Planning Team	
Removal of documents from the public register	Companies House policy on removal of documents from the public register	On line http://www.companieshouse.gov.uk/about/policyDocuments.shtml or Hard copy from Companies House Policy & Planning Team	
Administration of the Freedom of Information Act	General internal guidance on administering the Freedom of Information Act 2000	On line www.berr.gov.uk or Hard copy from BERR Information Rights Unit	
Administration of the Environmental Information Regulations (EIRs) 2003	General internal guidance on administering the Environmental Information Regulations (EIRs) 2003	On line www.berr.gov.uk or Hard copy from BERR Information Rights Unit	
Administering the Data Protection Act 1998	General internal guidance on administering the Data Protection Act 1998	On line www.berr.gov.uk or Hard copy from BERR Information Rights Unit	
Decisions made by the Information Commissioner in relation to Companies House responses to requests made under the Freedom of Information Act 2000	Decisions made by the Information Commissioner in relation to Companies House responses to requests made under the Freedom of Information Act 2000	On line http://www.ico.gov.uk/tools_and_resources/decision_notices.aspx or Hard copy from Companies House Information Rights Team	
Decisions	Decisions	No current decisions	

made by the Information Commissioner in relation to Companies House Data Protection Act 1998 responses to requests	made by the Information Commissioner in relation to Companies House Data Protection Act 1998 responses to requests		
Decisions made by the Information Commissioner in relation to the Environmental Information Regulations (EIRs) 2003	Decisions made by the Information Commissioner in relation to the Environmental Information Regulations (EIRs) 2003	No current decisions	
Decisions made by the Parliamentary Ombudsman in relation to the Code of Practice on Access to Government Information	Decisions made by the Parliamentary Ombudsman in relation to the Code of Practice on Access to Government Information	No current decisions	
Companies House Consultation on Registrar's Rules	Consultation document on the registrar's rules and related provisions which will apply under the Companies Act 2006	On line http://www.companieshouse.gov.uk/companiesAct/publications.shtml or Hard copy from Companies House Policy & Planning Team	
Companies House Consultation on Late Filing Penalties (Companies Act 2006)	Response to the consultation on late filing penalties: implementation of S453 of the Companies Act 2006	On line http://www.companieshouse.gov.uk/companiesAct/publications.shtml or Hard copy from Companies House Policy & Planning Team	
Consultations in relation to the Companies Act 2006	Consultations by BERR in relation to the Companies Act 2006	On line http://www.berr.gov.uk/whatwedo/businesslaw/co-act-2006/index.html or Hard copy from BERR	

Companies House Senior Board Meetings	Details of Companies House Senior Board	On line http://www.companieshouse.gov.uk/about/boardManagement.shtml or Hard copy from Companies House Policy & Planning Team	
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Our Policies and Procedures

Information Available	Description	How to access this information	£ - indicates that this is chargeable information
Companies House Enforcement Strategy Policy Document	The Companies House policy to ensure compliance with regulatory requirements	On line http://www.companieshouse.gov.uk/about/policyDocuments.shtml or Hard copy from Companies House Policy & Planning Team	
Companies House Equal Opportunities Policy	Companies House Equal Opportunities Policy	On line http://www.companieshouse.gov.uk/about/policyDocuments.shtml or Hard copy from Companies House Human Resources Department	
Equal Pay Audit Summary	Equal Pay Audit Summary	On line http://www.companieshouse.gov.uk/about/policyDocuments.shtml or Hard copy from Companies House Policy & Planning Team	
Companies House Probation Policy	Internal guidance to staff in relation to Companies House's Probation Policy	On line http://www.companieshouse.gov.uk/about/policyDocuments.shtml or Hard copy from Companies House Human Resources Department	
Companies House Health & Safety Policy	Companies House Health & Safety Policy	On line http://www.companieshouse.gov.uk/about/policyDocuments.shtml or Hard copy from Companies House Human Resources Department	
Companies House Diversity Statement	Companies House Diversity Statement	On line http://www.companieshouse.gov.uk/careers/diversity.shtml or Hard copy from Companies House Human Resources Department	
Companies House Smoking	Internal guidance to staff in	Hard copy from Companies House Human Resources Department	

Policy	relation to Companies House Smoking Policy		
Companies House Stress Management Policy	Internal guidance to staff in relation to Companies House Stress Management Policy	On line http://www.companieshouse.gov.uk/about/policyDocuments.shtml or Hard copy from Companies House Human Resources Department	
Companies House Records Management Policy	Internal guidance to staff - Companies House Records Management Policy	On line http://www.companieshouse.gov.uk/about/policyDocuments/chRecordsManagementPolicy.shtml or Hard copy from Companies House Records Manager	
Company Policy Changes	Guidance on various company policy changes	On line http://www.companieshouse.gov.uk/about/accountPolicyChange.shtml or Hard copy from Companies House Policy & Planning Team	
Companies House Information Security/Assurance	Companies House policy on protection of restricted information	On line http://www.companieshouse.gov.uk/about/policyDocuments.shtml or Hard copy from Companies House IT Security	
Companies House Information Security Policy	Companies House policy for managers staff and contractors to ensure the security of information	On line http://www.companieshouse.gov.uk/about/policyDocuments.shtml or Hard copy from Companies House IT Security	
Companies House Information Charter	Companies House Information Charter	On line http://www.companieshouse.gov.uk/about/policyDocuments.shtml or Hard copy from Companies House Policy & Planning Team	
International relations	Details of Worldwide Registries	On line http://www.companieshouse.gov.uk/about/internationalRelations.shtml or Hard copy from Companies House International Advisory Manager	
Companies House and the Euro	Information on the delivery of accounts in euros	On line http://www.companieshouse.gov.uk/about/policyDocuments.shtml or Hard copy from Companies House Policy & Planning Team	
Complaints	Our General	On line	

	procedure for making and handling complaints and appeals	http://www.companieshouse.gov.uk/about/tellUs_complaints.shtml or Hard copy from Companies House Policy & Planning Team	
Annual Report by the Independent Adjudicator to Companies House	Annual Report by the Independent Adjudicator to Companies House	On line http://www.companieshouse.gov.uk/about/corporateDocuments.shtml or Hard Copy from Companies House Policy & Planning Team	
Complaints in relation to the Code of Practice on Access to Government Information	The procedure for making a complaint in the context of the Code of Practice on Access to Government Information	On line http://www.berr.gov.uk/ or Hard copy from BERR Information Rights Unit	

Lists and Registers

Information Available	Description	How to access this information	£ - indicates that this is chargeable information
Disqualified Directors Register	Information on the Register of Disqualified Directors	On line http://www.companieshouse.gov.uk/ddir/ or Hard copy from Companies House Customer Services	
Company Information – the public register	Information on all the companies on the public register	On line www.companieshouse.gov.uk or Hard copy from Companies House Contact Centre	£
Information Asset Register	Companies House Information Asset Register	On line http://www.companieshouse.gov.uk/iar or Hard copy from Companies House Information Rights Team	
Disclosure Log/Information released	Information released under the Freedom of Information Act	On line http://www.companieshouse.gov.uk/freedomInformation/infoReleased.shtml or Hard copy from Companies House Information Rights Team	

The Services We Offer

Information Available	Description	How to access this information	£ - indicates that this is chargeable information
WebCheck Service	The WebCheck service is an index with basic company detail and chargeable documents and reports	On line http://www.companieshouse.gov.uk/ or Hard copy from Companies House Marketing Section	£
How to find information on a company	Details on the various ways of accessing company information on the register	On line http://www.companieshouse.gov.uk/toolsToHelp/ourServices.shtml or Hard copy from Companies House Contact Centre	£
How to file information at Companies House	Details on the ways to file company information	On line http://www.companieshouse.gov.uk/toolsToHelp/ourServices.shtml or Hard copy from Companies House Contact Centre	£
Companies House Direct	Companies House Direct is our premier search tool for accessing and downloading company information	On line http://direct.companieshouse.gov.uk/ or Hard copy from Companies House Contact Centre	£
Companies House various services	Companies House offers a wide range of Services - further information on these services	On line http://www.companieshouse.gov.uk/toolsToHelp/ourServices.shtml or Hard copy from Companies House Contact Centre	£
Companies House Prices	List of all prices for Companies House Products and services	On Line http://www.companieshouse.gov.uk/toolsToHelp/ourPrices.shtml or Hard copy from Companies House Contact Centre	
Information available in other languages	Information and guidance on information in	On line http://www.companieshouse.gov.uk/infoAndGuide/langGuidance.shtml or	

	other languages	Hard copy from Companies House Contact Centre	
Disqualified Directors Register	Information on the Register of Disqualified Directors	On line http://www.companieshouse.gov.uk/ddir/ or Hard copy from Companies House Customer Services	
Press Notices	Various Press Notices	On line http://www.companieshouse.gov.uk/pressDesk/introduction.shtml or Hard copy from Companies House Press Officer	
Guidance Booklets	Guidance booklets for companies and company officers, including legal obligations under the Companies Act and other services provided by Companies House	On line http://www.companieshouse.gov.uk/about/guidance.shtml or Hard copy from Companies House Policy & Planning Team	
Statutory Forms	List of all statutory forms required for filing on the public register	On line http://www.companieshouse.gov.uk/forms/formsOnline.shtml or Hard copy form Companies House Contact Centre	
Paper Forms Guidance	Guidance for customers on paper forms	On line http://www.companieshouse.gov.uk/forms/formsOnlineGuide.shtml or Hard copy form Companies House Contact Centre	
Limited Liability Partnership Guidance	Description of Limited Liability Partnerships: Act; advice on information, administration and management, winding up	On line http://www.companieshouse.gov.uk/about/guidance.shtml or Hard copy from Companies House Policy & Planning Team	
Frequently Asked Questions	Frequently asked questions on all aspects of Companies house	On line http://www.companieshouse.gov.uk/infoAndGuide/faq/fullList.shtml or Hard copy from Companies House Policy & Planning Team	
Events	Details on Companies	On line http://www.companieshouse.gov.uk/about/chEvents.shtml	

	House Events	or Hard copy from Companies House Marketing Section	
Principle Business Activities – SIC Codes	Annual return guidance booklet containing the list of all Principle Business Activities – SIC Codes	On line http://www.companieshouse.gov.uk/about/pdf/gba2.pdf or Hard copy from Companies House Policy & Planning Team	
Company and Business Names (Chamber of Commerce etc) Guidance	Company and Business Names (Chamber of Commerce etc) Guidance	On line http://www.companieshouse.gov.uk/about/policyDocuments.shtml or Hard copy from Companies House Policy & Planning Team	
Delivery of Documents to Companies House	Delivery of documents to Companies House: guidance on delivery of accounts	On line http://www.companieshouse.gov.uk/about/policyDocuments.shtml or Hard copy from Companies House Contact Centre	
The Register	Companies House's customer magazine	On line http://www.companieshouse.gov.uk/registermagazine/ or Hard copy from Companies House Marketing Section	
Companies House Information Centres	Details of Companies House Information Centres	On line http://www.companieshouse.gov.uk/toolsToHelp/infoCent.shtml or Hard copy from Companies House Contact Centre	

5. Contact Addresses

Companies House by post

Cardiff: Companies House Crown Way Cardiff CF14 3UZ DX 33050

Edinburgh: Companies House 4th Floor Edinburgh Quay 2 139 Fountainbridge Edinburgh EH3 9FF

London: Companies House Executive Agency 21 Bloomsbury Street London WC1B 3XD

Companies House Contact Centre

Tel +44 (0)303 1234 500,

Minicom - 02920 381245 or by email at enquiries@companies-house.gov.uk

Lines are open 08:30 - 18:00 UK time Monday to Friday, except national holidays.

Companies House Information Rights Team

Information Rights Team

Policy and Planning Section

Companies House Crown Way Cardiff CF14 3UZ.

Tel: 02920 380616

Email: informationrights@companieshouse.gov.uk

BERR Information Rights Unit

Information Rights Unit

Bay 317

1 Victoria Street

London

SW1H 0ET

Tel: 020 7215 5000

or 020 7215 6740 (Minicom)

Fax: 020 7215 0105

E-mail: foi.requests@berr.gsi.gov.uk

BERR Publications Orderline

Tel: 0845 015 0010

Fax: 0845 015 0020.

Minicom: 0845 015 0030

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Fax: 020 7270 4861