

*Regulations made by the Secretary of State, laid before Parliament under section 708(2) of the Companies Act 1985, for approval by resolution of each House of Parliament within 28 days beginning with the day on which the regulations were made, subject to extension for periods of dissolution, prorogation or adjournment for more than four days.*

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## STATUTORY INSTRUMENTS

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# 1991 No. 1206

# COMPANIES

## The Companies (Fees) Regulations 1991

<i>Made</i>	- - - -	<i>20th May 1991</i>
<i>Laid before Parliament</i>		<i>20th May 1991</i>
<i>Coming into force</i>	- -	<i>1st July 1991</i>

The Secretary of State, in exercise of the powers conferred on him by section 708(1) and (2) of the Companies Act 1985(1) hereby makes the following Regulations:

1. These Regulations may be cited as the Companies (Fees) Regulations 1991 and shall come into force on 1st July 1991.

2. In these Regulations:

“the 1985 Act” means the Companies Act 1985, and any reference to a numbered section is a reference to a section of that Act;

“the register” means the register kept by the registrar of companies for the purposes of the Companies Acts;

“basic set of microfiche copies” means a set of copies of the records relating to one company kept by the registrar of companies in the form of microfiche copies, other than copies of (a) excluded annual returns, (b) excluded accounts, and (c) lists of members consisting of more than 10 pages;

“excluded annual returns” means annual returns and copy annual returns received by the registrar of companies before the last three returns or copy returns received by him;

“excluded accounts” means copy accounts received by the registrar of companies before the last three copy accounts received by him;

“list of members” means a list required by section 364A(4)(2);

“original documents” means the originals of documents delivered to the registrar of companies in legible form;

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(1) 1985 c. 6; section 708(1) has been amended by the Companies Act 1989 (c. 40).

(2) As substituted by the Companies Act 1989.

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“on-line request” means a request made to the registrar of companies by accessing his computer, whether directly or indirectly; and

“the index” means the index kept by the registrar of companies under section 714.

**3.** The Companies (Fees) Regulations 1988<sup>(3)</sup> and the Companies (Fees) (Amendment No. 2) Regulations 1990<sup>(4)</sup> are hereby revoked.

**4.** The fees set out in the second column of the Schedule to these Regulations shall be the fees payable in respect of the matters set out in the first column of that Schedule.

20th May 1991

*John Redwood*  
Minister of State,  
Department of Trade and Industry

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(3) S.I. 1988/887.  
(4) S.I. 1990/1368.

## SCHEDULE

### FEES TO BE PAID TO THE REGISTRAR OF COMPANIES

Matter in respect of which fee is payable	Amount of fee
<b>1.</b> For registration of a company on its formation under the 1985 Act or in pursuance of Chapter II of Part XXII of that Act and for the re-registration of a company under that Act	£50.00
<b>2.</b> For registration of an annual return or copy annual return (delivered otherwise than in compliance with section 699), and for registration of copy accounts of an overseas company	£32.00
<b>3.</b> For entering on the register the name of a company assumed by virtue of a special resolution under section 28	£50.00
<b>4.</b> For the inspection of a basic set of microfiche copies	£3.00
<b>5.</b> For the inspection of the excluded annual returns and excluded accounts of a company recorded and kept by the registrar of companies in the form of a microfiche copy	£3.00
<b>6.</b> For the inspection of a list of members of a company consisting of more than 10 pages, other than an inspection requested on the same occasion as a request to inspect the basic set of microfiche copies relating to that company	£3.00
<b>7.</b> For the inspection on any one occasion of one or more original documents relating to one company where the record kept by the registrar is illegible or unavailable	£1.00
<b>8.</b> For the inspection of entries in the register: for each inspection of the entries relating to one company	£1.00
<b>9.</b> For a basic set of microfiche copies:	
(a) (a) delivered at an office of the registrar	£3.00
(b) (b) delivered by post pursuant to an on-line request	£5.00
(c) (c) delivered by post pursuant to another form of request	£5.50
<b>10.</b> For a microfiche copy of the excluded annual returns and excluded accounts of a company recorded and kept by the registrar in the form of a microfiche copy:	

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Matter in respect of which fee is payable	Amount of fee
(a) (a) delivered at an office of the registrar	£3.00
(b) (b) delivered by post pursuant to an on-line request	£5.00
(c) (c) delivered by post pursuant to another form of request	£5.50
<b>11.</b> For a microfiche copy of a list of members consisting of more than 10 pages:	
(a) (a) delivered at an office of the registrar	
(i) for up to five sheets of microfiche	£3.00
(ii) for each sheet thereafter	00.10p
(b) (b) delivered by post pursuant to an on-line request	£5.00
(c) (c) delivered by post pursuant to another form of request	£5.50
<b>12.</b> For paper copies of records relating to a company, delivered at an office of the registrar:	
(a) (a) if requested on the same occasion as an inspection of the records relating to that company or on the same occasion as a request for a basic set of microfiche copies relating to that company, per page	00.10p
(b) (b) if requested otherwise	£3.00 plus 10p per page
<b>13.</b> For paper copies of records relating to a company, other than a list of members, recorded and kept by the registrar in the form of a microfiche copy, delivered by post:	
(a) (a) pursuant to an on-line request, per document	£6.50
(b) (b) pursuant to another form of request, per document	
<b>14.</b> For paper copies delivered by post of records relating to a company, other than a list of members, not recorded and kept by the registrar in the form of a microfiche copy, per document	
<b>15.</b> For a paper copy of a list of members delivered by post:	
(a) (a) for up to 20 pages	£7.00
(b) (b) for each page thereafter	00.20p

Matter in respect of which fee is payable	Amount of fee
<b>16.</b> For a paper copy of entries in the register relating to one company:	
(a) (a) delivered at an office of the registrar,	
(i) if requested on the same occasion as a request to inspect the entries in the register relating to that company, per page	00.50p
(ii) otherwise	£1.00 plus 50p per page
(b) (b) delivered by post, per page	£2.00
<b>17.</b> For a paper copy of the index:	
(a) (a) delivered at an office of the registrar, per page	00.50p
(b) (b) delivered by post, per page	£1.00
<b>18.</b> For a microfiche copy of the whole of the index	£35.00
<b>19.</b> For a certified copy of, or extract from, any record:	
(a) (a) where the record is not a list of members which consists of more than 10 pages	£12.00
(b) (b) where the record is a list of members which consists of more than 10 pages;	
(i) for the first 10 pages	£12.00
(ii) for each page thereafter	£1.00
<b>20.</b> For a certificate of the incorporation of a company:	
(a) (a) for the first certificate supplied on any one occasion	£12.00
(b) (b) for each additional certificate supplied on the same occasion	£9.50

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## EXPLANATORY NOTE

*(This note is not part of the Regulations)*

These Regulations supersede the Companies (Fees) Regulations 1988 and the Companies (Fees) (Amendment No. 2) Regulations 1990. The fee for the registration or re-registration of a company is unchanged at £50.00, but with effect from 1st July 1991 these Regulations increase most of the fees prescribed by the 1988 and 1990 Regulations, as follows.

1. The fee for the registration of an annual return or the accounts of an overseas company is increased from £25 to £32.

2. The fee for the registration of a company on a change of name pursuant to a resolution under section 28 of the Companies Act 1985 is increased from £40 to £50.

3. The fee for inspection of records is increased from £2.75 to £3.00. In addition separate fees of £3.00 are made payable (a) for the inspection of old annual returns and accounts which are not included in a company's current basic set of microfiche copies, and (b) for the inspection of a company's list of members, if that list consists of more than 10 pages and if the application for inspection is made separately from a request to inspect the company's basic set of microfiche copies.

4. A separate fee of £6.00 is introduced for the inspection of a company's original documents, if the copy made of them by the registrar of companies is illegible or unavailable.

5. A new fee of £1.00 is introduced for the inspection of the register kept by the registrar of companies.

6. The fee for certified copies is increased from £11.00 to £12.00 per document, and the fee for a certificate of the incorporation of a company is also increased from £11.00 to £12.00. Where the certified copy is a copy of a list of members which consists of more than 10 pages the fee is increased to £12.00 for the first 10 pages, plus £1.00 per page thereafter. The fee for additional certificates of the incorporation of a company is increased from £8.50 to £9.50.

As section 709 of the Companies Act 1985 as substituted by the Companies Act 1989 requires the registrar of companies to provide uncertified copies of his records, new fees are prescribed by these Regulations for such copies, as follows.

1. For a basic set of microfiche copies of a company's documents the fee is £3.00, if delivered at an office of the registrar. If the basic set is delivered by post the fee is £5.00, if it is delivered pursuant to an on-line request: otherwise it is £5.50.

2. For a microfiche copy of the annual returns and accounts of a company which are not included in the basic set of microfiche copies the fee is £3.00, if delivered at an office of the registrar. If the copy is delivered by post the fee is £5.00, if it is delivered pursuant to an on-line request: otherwise it is £5.50.

3. For a microfiche copy of a list of members consisting of more than 10 pages the fee is £3.00 for up to 5 sheets of microfiche, plus 10p for each sheet thereafter, if delivered at an office of the registrar. If the copy is delivered by post the fee is £5.00, if it is delivered pursuant to an on-line request: otherwise it is £5.50.

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4. For paper copies of documents relating to a company delivered at an office of the registrar the fee is 10p per page, if the copy is requested on the same occasion as an inspection or a request for a basic set of microfiche copies. Otherwise it is a flat fee of £3.00 plus 10p per page.

5. For a paper copy of a document relating to a company, other than a list of members, delivered by post the fee depends on whether the original of the document has been filmed and put on microfiche or not. If the original has been filmed and put on microfiche the fee is £6.50 per document, if the request for the copy is made on-line: otherwise it is £7.00. If the original has not been filmed and put on microfiche the fee for a copy delivered by post is £10.00 per document.

6. For a paper copy of a list of members delivered by post the fee is £7.00 for up to 20 pages and 20p for each page thereafter.

7. For a paper copy of the entries relating to one company in the register kept by the registrar of companies for the purposes of the Companies Acts delivered at an office of the registrar the fee is 50p per page, if requested on the same occasion as a request to inspect the entries relating to that company: otherwise it is £1.00 plus 50p per page. For a paper copy of such entries delivered by post the fee is £2.00.

8. For a paper copy of the index of companies and corporate names kept by the registrar of companies the fee is 50p per page if delivered at an office of the registrar: if delivered by post it is £1 per page. The fee for a microfiche copy of the whole index is £35 whether delivered at an office of the registrar or by post.