
STATUTORY INSTRUMENTS

2008 No. 3006

The Companies (Company Records) Regulations 2008

PART 3

INSPECTION OF COMPANY RECORDS

Inspection: private company

4.—(1) A private company shall make its company records available for inspection by a person on a day which has been specified by that person (“the specified day”) provided that—

- (a) the specified day is a working day; and
- (b) that person gives the company the required notice of the specified day.

(2) The required notice is at least 2 working days’ notice of the specified day if the notice is given—

- (a) during the period of notice for a general meeting or a class meeting; or
- (b) where the company circulates a written resolution, during the period provided for in section 297(1) of the Act,

provided that the notice given both begins and ends during the period referred to in sub-paragraph (a) or (b) (as the case may be).

(3) In all other cases the required notice is at least 10 working days’ notice of the specified day.

(4) When the person gives notice of the specified day he shall also give notice of the time on that day at which he wishes to start the inspection (which shall be any time between 9 am and 3 pm) and the company shall make its company records available for inspection by that person for a period of at least 2 hours beginning with that time.

Inspection: public company

5. A public company shall make its company records available for inspection for at least 2 hours between 9 am and 5 pm on each working day.

Inspection: general

6.—(1) A company is not required for the purposes of inspection of a company record to present information in that record in a different order, structure or form from that set out in that record.

(2) A company shall permit a person to make a copy of the whole or any part of a company record in the course of inspection at—

- (a) the location at which the record is made available for inspection; and
- (b) any time during which the record is made available for inspection,

but a company is not required to assist that person in making his copy of that record.