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STATUTORY INSTRUMENTS

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**2009 No. 2101**

**FEES AND CHARGES**

**The Registrar of Companies (Fees)  
(Companies, Overseas Companies and Limited  
Liability Partnerships) Regulations 2009**

<i>Made</i>	- - - -	<i>30th July 2009</i>
<i>Laid before Parliament</i>		<i>4th August 2009</i>
<i>Coming into force</i>	- -	<i>1st October 2009</i>

The Secretary of State makes the following Regulations in exercise of the powers conferred by sections 243(3), 1063(1) to (3) and 1292(1) of the Companies Act 2006(1).

**Citation and commencement**

1. These Regulations may be cited as the Registrar of Companies (Fees) (Companies, Overseas Companies and Limited Liability Partnerships) Regulations 2009 and come into force on 1st October 2009.

**Interpretation**

2. In these Regulations—

“the 2006 Act” means the Companies Act 2006;

“revoked provisions” means those regulations listed in Schedule 5 to these Regulations; and

“continuing provisions” means the provisions of those regulations excepted from revocation in that Schedule.

**Fees payable in respect of functions relating to the registration of documents by the registrar**

3. Schedule 1 to these Regulations makes provision for the fees that are payable to the registrar in respect of the receipt of documents relating to companies, overseas companies and limited liability partnerships by the registrar and their registration.

### **Fees payable in respect of the inspection or provision of copies of documents kept by the registrar**

4. Schedule 2 to these Regulations makes provision for the fees that are payable to the registrar in respect of the inspection, or provision of copies, of documents kept by the registrar relating to companies, overseas companies and limited liability partnerships.

### **Fees payable in respect of the disclosure of protected information**

5. Schedule 3 to these Regulations makes provision for the fees that are payable to the registrar in respect of the disclosure of protected information relating to directors of companies, directors and permanent representatives of overseas companies and members of limited liability partnerships.

### **Transitional provisions**

6. Where any document delivered to the registrar on or before 30th September 2009 is registered on or after 1st October 2009 the fee prescribed in Schedule 1 to these Regulations in respect of that document shall not apply and any fee payable in respect of that document by virtue of the revoked provisions shall apply.

7. Where any document is delivered to the registrar on or after 1st October 2009 under a provision specified in Schedule 4 to these Regulations in the circumstances specified there the fee prescribed in Schedule 1 to these Regulations shall not apply and any fee payable in respect of that document by virtue of the continuing provisions shall apply.

8. Where any application is made to the registrar on or before 30th September 2009 in respect of the inspection of, or the provision of copies of, material kept by the registrar, the fee prescribed in Schedule 2 to these Regulations or determined by the registrar in the exercise of his power under section 1063(5) of the 2006 Act in respect of that application shall not apply and any fee payable under the revoked provisions shall apply.

### **Revocation**

9. The regulations listed in Schedule 5 to these Regulations are revoked to the extent specified.

30th July 2009

*Ian Lucas*  
Minister for Business and Regulatory Reform,  
Department for Business, Innovation and Skills

## SCHEDULE 1

Regulation 3

### THE PERFORMANCE OF FUNCTIONS RELATING TO THE RECEIPT OF DOCUMENTS BY THE REGISTRAR AND THEIR REGISTRATION

#### PART 1

#### INTERPRETATION

##### **Enactments and legal entities**

1.—(1) In this Schedule the following meanings are given to the enactments referred to and, where relevant, to the legal entities created under them—

the “2000 Act” means the Limited Liability Partnerships Act 2000<sup>(2)</sup> and “limited liability partnership” means a body corporate incorporated under that Act,

the “LLP Regulations” means the Limited Liability Partnerships (Application of Companies Act 2006) Regulations 2009<sup>(3)</sup>,

the “OC Regulations” means the Overseas Companies Regulations 2009<sup>(4)</sup>,

the “OC Charges Regulations” means the Overseas Companies (Execution of Documents and Registration of Charges) Regulations 2009<sup>(5)</sup>.

(2) In paragraph 10(e) in Part 2 of this Schedule, a reference to an “overseas company” includes a reference to any credit or financial institution to which section 1050 of the 2006 Act applies.

(3) Words and expressions used in the enactments set out in sub-paragraph (1) have the same meaning when used in this Schedule as they have in those enactments.

##### **Meaning of “relevant documents”**

2.—(1) For the purposes of paragraphs 7(e), 9(b) and 10(e) a “relevant document” is any document required or authorised to be delivered to the registrar in respect of a company, limited liability partnership or overseas company, as the case may be, by or under any provision of—

- (a) the 2006 Act, or
- (b) the 2000 Act, or
- (c) the OC Regulations, or
- (d) the LLP Regulations,

other than a document specified in sub-paragraph (2) below.

(2) A document is not a relevant document if—

- (a) a fee is specified in this Schedule in relation to the registration of a document, or the performance by the registrar of a function, under any particular provision of the enactments listed in sub-paragraph (1) above; or
- (b) that document is required or authorised to be delivered to the registrar by or under an excluded provision; and, for these purposes, an excluded provision is any provision of the enactments listed in sub-paragraph (1) above which is specified in Part 3 of this Schedule.

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(2) 2000 c.12.  
(3) S.I. 2009/1804.  
(4) S.I. 2009/1801.  
(5) S.I. 2009/1917.

**Meaning of “relevant period”**

3.—(1) In this Schedule in relation to a company or a limited liability partnership a “relevant period” means one of the following periods—

- (a) the period beginning with its incorporation and ending immediately after the delivery to the registrar of its first annual return; or
- (b) a period beginning immediately after the delivery to the registrar of an annual return and ending immediately after the delivery to the registrar of the next annual return.

(2) In this Schedule in relation to an overseas company a “relevant period” means one of the following periods—

- (a) the period beginning with the registration of the documents required to be delivered to the registrar under Part 2 of the OC Regulations in respect of the opening of an establishment in the United Kingdom and ending immediately after the first delivery to the registrar of its accounting documents or, as the case may be, its annual accounts; or
- (b) a period beginning immediately after a delivery of accounting documents or annual accounts to the registrar and ending immediately after delivery to the registrar of the next accounting documents or annual accounts.

**Meaning of “same day registration”**

4. For the purposes of this Schedule documents are delivered for “same day registration” if—

- (a) a request for same day registration and all documents required to be delivered to the registrar in connection with that registration are received by the registrar before 3.00 pm on the day in question; and
- (b) the registration is completed on that day.

**General**

5. Where, in relation to any matter in respect of which a fee is payable under this Schedule, the means of delivery to the registrar of the documents required to be delivered in relation to that matter, or the form of those documents are not specified, that fee is payable only in respect of documents that are delivered in hard copy form.

6. Where, in relation to any matter in respect of which a fee is payable under this Schedule, no provision is made for same day registration of the documents required to be delivered to the registrar in relation to that matter, that fee is only payable in respect of the delivery of documents other than for same day registration.

**PART 2**

**FEES PAYABLE**

**Companies**

7. Subject to paragraph 8, in respect of the performance by the registrar of his functions in relation to the registration of documents delivered to him in respect of companies, the fee specified in relation to each matter below is payable on the registration of the documents so delivered relating to that matter except as provided in sub-paragraphs (e) and (h)—

Matter in relation to which fee is payable	Amount of fee
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(a) for the registration of a company under section 14 of the 2006 Act—	
(i) where the required documents are delivered in hard copy form for same day registration,	£50.00
(ii) where the required documents are delivered in hard copy form other than for same day registration,	£20.00
(iii) where the required documents are delivered by electronic means for same day registration,	£30.00
(iv) where the required documents are delivered by electronic means other than for same day registration;	£15.00
(b) for the re-registration of a company under Part 7 of the 2006 Act—	
(i) where the required documents are delivered for same day registration,	£50.00
(ii) where the required documents are delivered other than for same day registration;	£20.00
(c) for the re-registration of a company as a private company under section 651 of the 2006 Act—	
(i) where the required documents are delivered for same day registration,	£50.00
(ii) where the required documents are delivered other than for same day registration;	£20.00
(d) for the re-registration of a company as a private company under section 665 of the 2006 Act—	
(i) where the required documents are delivered for same day registration,	£50.00
(ii) where the required documents are delivered other than for same day registration;	£20.00
(e) for the registration of all relevant documents in respect of a company delivered during a relevant period payable at the end of that period on the registration of the annual return of the company under section 854 of the 2006 Act—	
(i) where the annual return is delivered in hard copy form,	£30.00
(ii) where the annual return is delivered by electronic means,	£15.00
(iii) where the annual return of a company is delivered in hard copy form with the exception of a list of members of that company exceeding 49 pages, and that list is delivered in electronic form other than by electronic means;	£30.00
(f) for the registration of a change of name of a company under section 80 of the 2006 Act (other than a change made in response to a direction of the Secretary of State under section 64 or 67 of the 2006 Act, a determination by a company names adjudicator or a court under section 73(5) or 74(5) of that Act or on the restoration of the company to the register under section 1033(2)(a)(i) of that Act)—	
(i) where the required documents are delivered for same day registration,	£50.00
(ii) where the required documents are delivered other than for same day registration;	£10.00

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(g) for the registration of a charge under Part 25 of the 2006 Act;	£13.00
(h) for the striking off the register of a company's name payable on an application under section 1003 of the 2006 Act.	£10.00

8.—(1) The fee specified in paragraph 7(f) is not payable where the change of name relates solely to the indication of the particular type of company that the company whose name is changed becomes on its re-registration under Part 7 of the 2006 Act.

(2) Where a change of name is conditional on the occurrence of an event and that event occurs on or after 1st October 2009 the giving of notice of the event to the registrar, under section 78(3)(b) of the 2006 Act, is the required document for the registration of the change of name for the purposes of this Schedule.

### Limited liability partnerships

9. In respect of the performance by the registrar of his functions in relation to the registration of documents delivered to him in respect of limited liability partnerships the fee specified in relation to each matter set out below is payable on the registration of the documents so delivered relating to that matter except as provided in sub-paragraphs (b) and (e)—

Matter in relation to which fee is payable	Amount of fee
(a) for the registration of a limited liability partnership under section 3 of the 2000 Act <sup>(6)</sup> —	
(i) where the required documents are delivered for same day registration,	£50.00
(ii) where the required documents are delivered other than for same day registration;	£20.00
(b) for the registration of all relevant documents in respect of a limited liability partnership delivered during a relevant period payable at the end of that period on the registration of the annual return of the limited liability partnership under section 854 of the 2006 Act as applied to limited liability partnerships by regulation 30 of the LLP Regulations;	£30.00
(c) for the registration of a change of name of a limited liability partnership under paragraph 5 of the Schedule to the 2000 Act <sup>(7)</sup> (other than a change made in response to a direction of the Secretary of State under section 67 of the 2006 Act as applied by regulation 11 of the LLP Regulations, a determination by a company names adjudicator or a court under section 73(5) or 74(5) of the 2006 Act as applied by regulation 12 of the LLP Regulations or on the restoration of the limited liability partnership to the register under section 1033(2)(a)(i) of the 2006 Act as applied by regulation 58 of the LLP Regulations)—	
(i) where the required documents are delivered for same day registration,	£50.00
(ii) where the required documents are delivered other than for same day registration;	£10.00
(d) for the registration of a charge under Part 25 of the 2006 Act as applied to limited liability partnerships by Part 9 of the LLP Regulations;	£13.00

<sup>(6)</sup> Section 3 was amended by S.I. 2009/1804, Schedule 3, paragraph 2.

<sup>(7)</sup> Paragraph 5 was amended by S.I. 2009/1804, Schedule 3, paragraph 10(4).

(e) for the striking off the register of a limited liability partnership's name payable on an application under section 1003 of the 2006 Act as applied to limited liability partnerships by regulation 51 of the LLP Regulations.	£10.00
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### Overseas companies

**10.** In respect of the performance by the registrar of his functions in relation to the registration of documents delivered to him in respect of overseas companies the fee specified in relation to each matter set out below is payable on the registration of the documents so delivered relating to that matter except as provided in sub-paragraph (e)—

Matter in relation to which fee is payable	Amount of fee
(a) for the registration of documents required to be delivered to the registrar under Part 2 of the OC Regulations in respect of the opening of an establishment in the United Kingdom—	
(i) where the required documents are delivered for same day registration,	£50.00
(ii) where the required documents are delivered other than for same day registration;	£20.00
(b) for the registration of an alteration to the registered particulars of an overseas company under Part 3 of the OC Regulations where the alteration is a change of the name of the overseas company—	
(i) where the required documents are delivered for same day registration,	£50.00
(ii) where the required documents are delivered other than for same day registration;	£10.00
(c) for the registration of an alternative name specified in accordance with section 1048 of the 2006 Act—	
(i) where the required documents are delivered for same day registration,	£50.00
(ii) where the required documents are delivered other than for same day registration;	£10.00
(d) for the registration of a charge under Part 3 of the OC Charges Regulations;	£13.00
(e) for the registration of all relevant documents in respect of an overseas company delivered during a relevant period payable at the end of that period on registration of the accounting documents or, as the case may be, the annual accounts of the overseas company required to be delivered to the registrar under Parts 5 and 6 of the OC Regulations.	£30.00

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(6) Section 3 was amended by [S.I. 2009/1804](#), Schedule 3, paragraph 2.

(7) Paragraph 5 was amended by [S.I. 2009/1804](#), Schedule 3, paragraph 10(4).

## PART 3

### PROVISIONS REFERRED TO IN PARAGRAPH 2(2)(b)

#### Excluded provisions

11. For the purposes of paragraph 2(2)(b) of this Schedule, the excluded provisions are—
- (a) in relation to a company, sections 108, 644, 649, 1024, 1088, 1094 and 1095 of the 2006 Act;
  - (b) in relation to a limited liability partnership, sections 1024, 1088, 1094 and 1095 of the 2006 Act as applied by regulations 56, 66 and 67 of the LLP Regulations; and
  - (c) in relation to an overseas company, sections 1088, 1094 and 1095 of the 2006 Act.

## SCHEDULE 2

Regulation 4

### THE PERFORMANCE OF FUNCTIONS RELATING TO THE INSPECTION OR PROVISION OF COPIES OF DOCUMENTS KEPT BY THE REGISTRAR

## PART 1

### INTERPRETATION

#### Means by which the register may be inspected and copies provided

1. In this Schedule—

“Companies House Contact Centre” and “CHCC” mean a contact centre maintained by or on behalf of the registrar through which a facility is provided for applying by telephone, fax and email for copies of material on the register;

“Companies House Direct” and “CHD” mean the service by which information is accessed by the applicant in Hyper Text Markup Language using a website of the registrar by delivering a non-encrypted access code;

“Companies House Information Centre” and “CHIC” mean an office of the registrar where facilities are made available for applicants to inspect the register and to obtain copies of material on the register and “searchroom terminal” means a computer terminal operated by an applicant at a CHIC;

“Extranet” means the service by which information is accessed by means of the access codes of the applicant in Hyper Text Markup Language using a website of the registrar;

“WebCheck” means the service by which information is accessed by the applicant in Hypertext Markup Language using a website of the registrar with no requirement for the applicant to deliver an access code;

“XML Gateway” and “XML” mean the service by which information is accessed by the applicant in Extensible Markup Language by means of a partially encrypted access code.

#### Company and limited liability partnership reports

2. In this Schedule—

“company report” means a report containing the information relating to a company set out in Part 3 of this Schedule in so far as recorded by the registrar in records kept by the registrar for the purposes of the 2006 Act;

“limited liability partnership report” means a report containing the information relating to a limited liability partnership set out in Part 4 of this Schedule in so far as recorded by the registrar in records kept by the registrar for the purposes of the 2006 Act as applied to limited liability partnerships, by the LLP Regulations and the Limited Liability Partnerships (Accounts and Audit) (Application of Companies Act 2006) Regulations 2008<sup>(8)</sup>.

### **Document packages**

#### **3. In this Schedule—**

a “document package” means in relation to a company, one of the sets of copies of documents relating to a company (in so far as such documents are delivered to the registrar in respect of the company) as described in one of the paragraphs in Part 5 of this Schedule and with the maximum number of documents in each package being as specified in Part 2 of this Schedule, with the documents in the package being primarily determinable in reverse order of the dates of delivery to the registrar; and

a “document package” means in relation to a limited liability partnership, one of the sets of copies of documents relating to a limited liability partnership (in so far as such documents are delivered to the registrar in respect of the limited liability partnership) as described in one of the paragraphs in Part 6 of this Schedule and with the maximum number of documents in each package being as specified in Part 2 of this Schedule, with the documents in the package being primarily determinable in reverse order of the dates of delivery to the registrar.

### **Meaning of “same day delivery” and “same day collection”**

**4.** For the purposes of this Schedule certificates and certified copies are provided for “same day delivery” or “same day collection” if—

- (a) a request for same day delivery or same day collection is received by the registrar before 2.00 pm on the day in question; and
- (b) the appropriate certificate or certified copy is issued to the applicant on that day.

### **Long list of members**

**5.** Except where expressly provided to the contrary any references in this Schedule to a “document” or to “information” does not include a reference to a “long list of members” and, for the purposes of this Schedule, a “long list of members” has the meaning given to it in paragraph 12.

### **Enactments and legal entities**

**6.—(1)** Paragraph 1 of Schedule 1 to these Regulations applies to this Schedule as it does to that Schedule.

(2) References to a company in this Schedule include a reference to an overseas company except where express provision is made to the contrary.

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<sup>(8)</sup> S.I. 2008/1911.

## PART 2

### FEES PAYABLE

#### Companies House Direct

7. In respect of the performance of the registrar's functions in relation to the inspection of the register and the provision of copies of material on the register, where an application for inspection or a copy is made by means of CHD, the following fees are payable—

Matter in relation to which fee is payable	Amount of fee
(a) for subscribing to CHD, for each calendar month payable in arrears at the end of that month;	£5.00
(b) for the inspection by means of CHD of particulars of—	
(i) the directors and secretary of a company,	£1.00
(ii) directorships held by a named person,	£1.00
(iii) the members of a limited liability partnership,	£1.00
(iv) memberships of limited liability partnerships held by a named person;	£1.00
(c) for a copy provided by means of CHD of a company report or a limited liability partnership report;	£1.00
(d) for the inspection by means of CHD of a statement of particulars of a charge registered in respect of a company or a limited liability partnership;	£1.00
(e) for a copy provided by means of CHD (without prior inspection) of a document in respect of a company or a limited liability partnership;	£1.00
(f) for the inspection and provision of a copy of a document, by means of CHD, in respect of a company or a limited liability partnership;	£4.00
(g) for the delivery by post in hard copy form of any document specified in sub-paragraphs (c), (e) and (f) above applied for by means of CHD;	£3.00
(h) for the delivery by post in hard copy form of a document package of up to 50 documents applied for by means of CHD;	£20.00
(i) for the provision by means of CHD of a document package of up to 50 documents;	£4.00
(j) for a copy of a document or extract from a document in hard copy form, certified under section 1091 of the 2006 Act in relation to companies, and under that provision as applied to limited liability partnerships by regulation 66 of the LLP Regulations, applied for by means of CHD—	
(i) where that copy is delivered by post by same day delivery,	£50.00
(ii) where that copy is delivered by post other than by same day delivery,	£15.00
(iii) where that copy is made available for collection at a CHIC other than same day collection,	£15.00
(iv) where that copy is made available for collection at a CHIC for same day collection;	£50.00

(k)	for a copy certificate of incorporation in hard copy form under section 1065 of the 2006 Act, in relation to companies other than overseas companies, and under that provision as applied to limited liability partnerships by regulation 61 of the LLP Regulations, applied for by means of CHD—	
(i)	where that certificate is delivered by post and it is the first certificate relating to that body corporate provided to an applicant on any one occasion,	£15.00
(ii)	where it is an additional certificate delivered by post relating to the same body corporate provided to an applicant on the same occasion,	£10.00
(iii)	where any certificate is delivered by post by same day delivery;	£50.00
(l)	for a copy certificate of incorporation of the type referred to in subparagraph (k) applied for by means of CHD and made available for collection at a CHIC—	
(i)	where it is the first certificate relating to that body corporate provided to an applicant on any one occasion,	£15.00
(ii)	where it is an additional certificate relating to the same body corporate provided to that applicant on the same occasion,	£10.00
(iii)	where any certificate is made available for same day collection.	£50.00

### Extranet

8. In respect of the performance of the registrar's functions in relation to the inspection of the register and the provision of copies of material on the register, where the application for inspection or a copy is made by means of Extranet, the following fees are payable—

Matter in relation to which fee is payable	Amount of fee
(a) for subscribing to Extranet, for each calendar month payable in arrears at the end of that month;	£5.88
(b) for the inspection by means of Extranet of particulars of—	
(i) the directors and secretary of a company,	£1.00
(ii) directorships held by a named person,	£1.00
(iii) the members of a limited liability partnership,	£1.00
(iv) memberships of limited liability partnerships held by a named person;	£1.00
(c) for a copy provided by means of Extranet of a company report or a limited liability partnership report;	£1.00
(d) for the inspection by means of Extranet of a statement of particulars of a charge registered in respect of a company, or a limited liability partnership;	£1.00
(e) for a copy provided by means of Extranet (without prior inspection) of a document in respect of a company or a limited liability partnership;	£1.00
(f) for the inspection and provision of a copy of a document by means of Extranet in respect of a company or a limited liability partnership;	£4.00

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(g) for the provision by means of Extranet of a document package of up to 50 documents.	£4.00
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### WebCheck

9. In respect of the performance of the registrar's functions in relation to the provision of copies of material on the register, where the application for a copy is made by means of WebCheck, the following fees are payable—

Matter in relation to which fee is payable	Amount of fee
(a) for a copy provided by means of WebCheck (without prior inspection) of a document in respect of a company or a limited liability partnership;	£1.00
(b) for a copy provided by means of WebCheck of a company report or a limited liability partnership report.	£1.00

### XML

10. In respect of the performance of the registrar's functions in relation to the inspection of the register and the provision of copies of material on the register, where the application for inspection or a copy is made by means of XML, the following fees are payable—

Matter in relation to which fee is payable	Amount of fee
(a) for subscribing to XML, for each calendar month payable in arrears at the end of that month;	£5.88
(b) for the inspection by means of XML of particulars of—	
(i) the directors and secretary of a company,	£1.00
(ii) directorships held by a named person,	£1.00
(iii) the members of a limited liability partnership,	£1.00
(iv) memberships of limited liability partnerships held by a named person;	£1.00
(c) for a copy provided by means of XML (without prior inspection) of a document in respect of a company or a limited liability partnership.	£1.00

### Companies House Information Centre

11. In respect of the performance of the registrar's functions in relation to the inspection of the register and the provision of copies of material on the register, where the application for inspection or a copy is made at a CHIC, the following fees are payable—

Matter in relation to which fee is payable	Amount of fee
(a) for the inspection by means of a search room terminal of particulars of —	
(i) the directors and secretary of a company,	£1.00
(ii) directorships held by a named person,	£1.00
(iii) the members of a limited liability partnership,	£1.00

(iv)	memberships of a limited liability partnership held by a named person;	£1.00
(b)	for the inspection by means of a searchroom terminal of a statement of particulars of a charge registered in respect of a company or a limited liability partnership;	£1.00
(c)	for the inspection by means of a searchroom terminal of a company report or a limited liability partnership report;	£1.00
(d)	for the provision of a document package of up to 25 documents applied for at a CHIC or by means of a searchroom terminal and made available for collection in hard copy form at a CHIC;	£7.00
(e)	for the inspection of a document, by means of a searchroom terminal, in respect of a company or a limited liability partnership;	£2.00
(f)	for a copy, in hard copy form, provided by means of a searchroom terminal, (without prior inspection) of a document in respect of a company or a limited liability partnership and made available for collection at a CHIC;	£1.00
(g)	for a copy of any document specified in sub-paragraphs (a) to (c) and (e) above applied for at a CHIC and made available for collection at a CHIC;	£3.00
(h)	for the inspection, at a CHIC, of an original document delivered to the registrar in hard copy form in respect of a company or a limited liability partnership when the record of the contents kept by the registrar is illegible or unavailable;	£6.00
(i)	for the inspection and for a copy in hard copy form of a document of the type specified in sub-paragraph (h) above;	£9.00
(j)	for a copy in hard copy form of a screen of information in respect of a company or a limited liability partnership displayed on a searchroom terminal and made available for collection at a CHIC;	£0.10
(k)	for a copy in hard copy form of a document or extract from a document certified under section 1091 of the 2006 Act in relation to companies, and under that provision as applied to limited liability partnerships by regulation 66 of the LLP Regulations, applied for at a CHIC and delivered to the applicant by post—	
(i)	where the copy consists of up to 10 pages (including the tenth page),	£15.00
(ii)	for each subsequent page of the copy,	£1.00
(iii)	where any copy is delivered by same day delivery;	£50.00
(l)	for a copy in hard copy form of a document or extract from a document certified under section 1091 of the 2006 Act in relation to companies, and under that provision as applied to limited liability partnerships by regulation 66 of the LLP Regulations, applied for at a CHIC and made available for collection at a CHIC—	
(i)	where the copy consists of up to 10 pages (including the tenth page),	£15.00
(ii)	for each subsequent page of the copy,	£1.00
(iii)	where the copy is made available for same day collection;	£50.00

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(m) for a copy certificate of incorporation in hard copy form under section 1065 of the 2006 Act, in relation to companies other than overseas companies, and under that provision as applied to limited liability partnerships by regulation 61 of the LLP Regulations, applied for at a CHIC—	
(i) where that certificate is delivered by post and it is the first certificate relating to that body corporate provided to an applicant on any one occasion,	£15.00
(ii) where it is an additional certificate delivered by post relating to the same body corporate provided to that applicant on the same occasion,	£10.00
(iii) where any certificate is delivered by post by same day delivery;	£50.00
(n) for a copy certificate of incorporation, in hard copy form, of the type referred to in sub-paragraph (m) above applied for at a CHIC and made available for collection at a CHIC—	
(i) where it is the first certificate relating to that body corporate provided to an applicant on any one occasion,	£15.00
(ii) where it is an additional certificate relating to the same body corporate provided to that applicant on the same occasion,	£10.00
(iii) where any certificate is made available for same day collection.	£50.00

### Companies House Contact Centre

12. In respect of the performance of the registrar's functions in relation to provision of copies of material on the register, where the application for a copy is made by means of a CHCC, the following fees are payable—

Matter in relation to which fee is payable	Amount of fee
(a) for a copy, provided on an application to a CHCC, of a page of the registrar's index of company names kept under section 1099 of the 2006 Act delivered by post;	£2.00
(b) for a copy of the type specified in sub-paragraph (a) above, provided on an application to a CHCC, delivered by email;	£2.00
(c) for a copy, in hard copy form, provided on an application to a CHCC, of the particulars of the directors and secretary of a company or the members of a limited liability partnership delivered by post;	£3.00
(d) for a copy, provided on an application to a CHCC, of the particulars of the directors and secretary of a company or the members of a limited liability partnership delivered by email;	£3.00
(e) for a copy, provided on an application to a CHCC, of a statement of particulars of a charge registered in respect of a company or a limited liability partnership delivered by post;	£3.00
(f) for a copy, provided on an application to a CHCC, of a statement of particulars of a charge registered in respect of a company or a limited liability partnership delivered by email;	£3.00

(g)	for a copy, in hard copy form, provided on an application to a CHCC, of a company report or a limited liability partnership report delivered by post;	£3.00
(h)	for a copy, provided on an application to a CHCC, of a company report or a limited liability partnership report delivered by email;	£3.00
(i)	for a copy, in hard copy form, provided on an application to a CHCC, of a document in respect of a company or a limited liability partnership delivered by post;	£3.00
(j)	for a copy, provided on an application to a CHCC, of a document in respect of a company or a limited liability partnership delivered by email;	£3.00
(k)	for a copy, provided on an application to a CHCC, of an original document delivered to the register before 1st January 1978 and kept by the registrar in hard copy form, in respect of a company and delivered by post;	£9.00
(l)	for a copy, in hard copy form, of a long list of members of a company, other than an overseas company, provided on an application to a CHCC, delivered by post—	
(i)	for the first 50 pages of the copy,	£12.50
(ii)	for each additional page of the copy;	£0.20
(m)	for a copy, in hard copy form, provided on an application to a CHCC, of a document or extract from a document, certified under section 1091 of the 2006 Act in relation to companies, and under that provision as applied to limited liability partnerships by regulation 66 of the LLP Regulations—	
(i)	where that copy is delivered by post other than by same day delivery,	£15.00
(ii)	where that copy is delivered by same day delivery;	£50.00
(n)	for a copy, in hard copy form, provided on an application to a CHCC of a document or extract from a document of the type specified in subparagraph (m) above and made available for collection at a CHIC—	
(i)	where that copy is made available for collection other than by same day collection,	£15.00
(ii)	where that copy is made available for same day collection;	£50.00
(o)	for a copy certificate of incorporation provided on an application to a CHCC, in hard copy form, under section 1065 of the 2006 Act, in relation to companies other than overseas companies, and under that provision as applied to limited liability partnerships by regulation 61 of the LLP Regulations—	
(i)	where that certificate is delivered by post and is the first certificate relating to that body corporate provided to an applicant on any one occasion,	£15.00
(ii)	where it is an additional certificate delivered by post relating to the same body corporate provided to that applicant on the same occasion,	£10.00

(iii) where any certificate is delivered by post by same day delivery;	£50.00
(p) for a copy certificate of incorporation of the type referred to in sub-paragraph (o) above, provided on an application to a CHCC, and made available for collection at a CHIC—	
(i) where it is the first certificate relating to that body corporate provided to an applicant on any one occasion,	£15.00
(ii) where it is an additional certificate relating to the same body corporate provided to that applicant on the same occasion,	£10.00
(iii) where any certificate is made available for same day collection.	£50.00

and, for the purposes of this paragraph a “long list of members” means a list of members delivered to the registrar under section 856A or 856B(9) of the 2006 Act in relation to companies which exceeds 49 pages and which is delivered in hard copy form.

## PART 3

### CONTENTS OF COMPANY REPORT

#### Companies register information

**13.** Information relating to the company including its registered number, its date of incorporation, its name and the number of registered charges.

**14.** Any previous names of the company during the period of 20 years prior to the date to which the company report is made up.

**15.** A list of dates including those relating to latest annual accounts and annual returns and dates for the next such documents to be delivered to the registrar.

#### Appointments and charges

**16.** At the option of the applicant, either or both of the following sets of particulars—

- (a) particulars of the directors and secretary of the company;
- (b) particulars of charges registered in respect of the company;

except that an applicant using WebCheck can not elect to have only the particulars under sub-paragraph (b).

#### Recent filing history

**17.** List of documents delivered to the registrar during the previous 18 months up to a maximum of 100 documents listed in the reverse order of the dates of delivery excluding returns of allotments unless requested by the applicant.

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(9) Sections 856A and 856B were inserted by S.I. 2008/3000.

## PART 4

### CONTENTS OF LIMITED LIABILITY PARTNERSHIP REPORT

#### Limited liability partnership register information

**18.** Information relating to a limited liability partnership including its registered number, its date of incorporation, its name and the number of registered charges.

**19.** Any previous names of a limited liability partnership.

**20.** A list of dates including those relating to latest annual accounts and annual returns and dates for the next such documents to be delivered to the registrar.

#### Appointments and charges

**21.** At the option of the applicant, either or both of the following sets of particulars—

(a) particulars of the members of a limited liability partnership;

(b) particulars of charges registered in respect of a limited liability partnership;

except that an applicant using WebCheck can not elect to have only the particulars under subparagraph (b).

#### Recent filing history

**22.** List of documents delivered to the registrar during the previous 18 months up to a maximum of 100 documents listed in the reverse order of the dates of delivery.

## PART 5

### DOCUMENT PACKAGES FOR COMPANIES

Listed below are the document packages and the documents included in each package:

#### **23. General package**

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Incorporation documents and name change documents.

Resolutions and memorandum and articles of association.

Any documents relating to strike-off.

Latest annual accounts or, as the case may be, accounting documents and notices specifying accounting reference date or extending the period allowed for laying and delivering accounts and reports.

Latest annual return.

Notification of change among directors or in secretary or their particulars and changes in registered office in each case since the date to which the latest annual return was made up.

(at the option of the applicant) Returns of allotments of shares delivered to the registrar since the date to which the latest annual return giving full particulars of the members is made up.

(long list of members not available).

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#### **24. Current package**

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**Status:** This is the original version (as it was originally made). UK  
Statutory Instruments are not carried in their revised form on this site.

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Latest annual accounts or, as the case may be, accounting documents and notices specifying accounting reference date or extending the period allowed for laying and delivering accounts and reports.

Latest annual return.

Notification of change among directors or in secretary or their particulars and changes in registered office in each case since the date to which the latest annual return was made up.

Any documents relating to strike-off.

(at the option of the applicant) Returns of allotments of shares delivered to the registrar since the date to which the latest annual return giving full particulars of the members is made up.

(long list of members not available).

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### **25. Charges package**

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Charge related documents since incorporation.

The company report containing the particulars in paragraph 16(b) above but not the particulars in paragraph 16(a).

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### **26. Insolvency package**

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Company voluntary arrangements, administration, receivership, winding up, dissolution and strike-off related documents delivered to the registrar since April 1995.

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### **27. Accounts package**

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Annual accounts, or as the case may be, accounting documents and notices specifying accounting reference date or extending the period allowed for laying and delivering accounts and reports delivered to the registrar over the previous 5 years.

The company report.

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### **28. Constitution package**

The most recently delivered to the registrar of any of the documents specified below—

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The certificate of incorporation where issued on incorporation, a change of name or re-registration.

The articles of association, or in the case of an existing company, the memorandum and articles of association.

Any resolutions and agreements affecting a company's constitution.

The statement of capital contained in the most recent annual return, or, where no annual return has been delivered, the statement of capital required by section 10 of the 2006 Act.

Any statement of capital delivered to the registrar under any of the following provisions of the 2006 Act—

Sections 108, 555, 619, 621, 625, 627, 644, 649, 663, 689, 708 and 730.

For the purposes of this paragraph an “existing company” is a company to which section 28 of the 2006 Act applies and a “statement of capital” is one delivered to the registrar under any of the provisions listed in respect of statements of capital above.

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**29. Package of documents delivered in a calendar year selected by the applicant**

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Documents delivered to the registrar by the company in a calendar year selected by the applicant (not available for years prior to 2003).

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## PART 6

### DOCUMENT PACKAGES FOR LIMITED LIABILITY PARTNERSHIPS

Listed below are the document packages and the documents included in each package:

**30. General package**

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Incorporation document and name change documents.

Any documents relating to strike-off.

Latest annual accounts and notices specifying accounting reference date or extending the period allowed for delivering the accounts and the auditor’s report.

Latest annual return.

Notification of change among members or their particulars and changes in registered office in each case since the date to which the latest annual return was made up.

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**31. Current package**

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Latest annual accounts and notices specifying accounting reference date or extending the period allowed for delivering the accounts and the auditor’s report.

Latest annual return.

Notification of change among members or their particulars and changes in registered office in each case since the date to which the latest annual return was made up.

Any documents relating to strike-off.

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**32. Charges package**

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Charge related documents since incorporation.

The limited liability partnership report containing the particulars in paragraph 21(b) above but not the particulars in paragraph 21(a).

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**33. Insolvency package**

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Limited liability partnership voluntary arrangements, administration, receivership, winding up, dissolution and strike-off related documents delivered to the registrar since April 2001.

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**34. Accounts package**

**Status:** This is the original version (as it was originally made). UK  
Statutory Instruments are not carried in their revised form on this site.

Annual accounts and notices specifying accounting reference date or extending the period allowed for delivering the accounts and the auditor's report delivered to the registrar over the previous 5 years.

The limited liability partnership report.

### 35. Package of documents delivered in a calendar year selected by the applicant

Documents delivered to the registrar of companies by the limited liability partnership in a calendar year selected by the applicant (not available for years prior to 2003).

## SCHEDULE 3

Regulation 5

### THE PERFORMANCE OF FUNCTIONS RELATING TO THE DISCLOSURE OF PROTECTED INFORMATION

1. In respect of the performance of the registrar's functions in relation to the inspection of the register and the provision of copies of material on the register, where that material is protected information to which section 242(1) of the 2006 Act or that section as applied to limited liability partnerships by regulation 19 of the LLP Regulations or regulation 21(1) of the OC Regulations apply, the following fees are payable—

Matters in relation to which a fee is payable	Amount of fee
(a) for an application by a specified public authority or a credit reference agency under regulations 2 and 3 of the CDA Regulations or those regulations as applied to limited liability partnerships by regulation 19 of the LLP Regulations or regulations 23 and 24 of the OC Regulations for the registrar to determine whether to disclose protected information to that authority or agency;	£140.00
(b) for an application by a specified public authority or a credit reference agency for the provision by encrypted electronic data transfer of the directors' snapshot package;	£4,000.00
(c) for a specified public authority or credit reference agency subscribing to the provision by encrypted electronic data transfer of the directors' daily update package for the period of one calendar year;	£48,000.00
(d) for the provision by means of an encrypted email of the particulars of the usual residential address of a specified director on the request of a specified public authority or a credit reference agency.	£5.00

### Interpretation

2. In this Schedule—

a "directors' snapshot package" means a set of documents containing particulars of the usual residential address of all directors and related information contained in material on the register on the date on which the request for that set of documents is fulfilled by the registrar;

a "directors' daily update package" means a set of documents containing those particulars of the usual residential address of all directors and related information which are contained in

material on the register on a particular day and which are sent to the subscriber on the following day or, where the particulars are delivered on a Saturday or Sunday, on the following Tuesday; “particulars of the usual residential address of all directors” or “particulars of the usual residential address of a specified director” means the following information –

the house name or number,

the street,

the area,

the post town,

the region,

the country and

the postcode;

“related information” means the following information in relation to a director–

the name of the director,

the date of birth of the director,

the registered number or numbers of the company or companies, and

if appropriate a statement that the usual residential address is the same as a service address;

“the CDA Regulations” mean the Companies (Disclosure of Address) Regulations 2009<sup>(10)</sup> and “the OC Regulations” have the same meaning given to them in paragraph 1 of Schedule 1 to these Regulations.

**3.** In this Schedule—

- (a) any reference to a director is also a reference to a member of a limited liability partnership; and
- (b) any such reference in respect of an overseas company is also a reference to a permanent representative of that company as that expression is used in the OC Regulations.

SCHEDULE 4

Regulation 7

APPLICATION OF CONTINUING PROVISIONS

**1.** Listed below are the circumstances when a fee required by the continuing provisions is payable

- (a) where an annual return of a company or a limited liability partnership made up to a date on or before 30th September 2009 is delivered to the registrar under section 363 of the Companies Act 1985<sup>(11)</sup> or that provision as applied to limited liability partnerships by the Limited Liability Partnerships Regulations 2001<sup>(12)</sup>;
- (b) where any resolution of a company, or other notification, confirming the satisfaction of conditions for a change of name of the company on or before 30th September 2009 is delivered to the registrar on or after 1st October 2009;
- (c) where the documents required for the registration of a charge by a company, an overseas company or a limited liability partnership under Part 12 of the Companies Act 1985 (including that Part as applied to limited liability partnerships) are delivered to the registrar

<sup>(10)</sup> S.I. 2009/214.

<sup>(11)</sup> 1985 c.6.

<sup>(12)</sup> S.I. 2001/1090.

on or after 1st October 2009 and the charge was created, the property subject to the charge acquired, or the first debenture of the series was executed on or before the 30th September 2009;

- (d) where the documents required for the registration of a charge of the type described in sub-paragraph (c) above are not delivered within the time specified for their delivery and the documents are subsequently delivered pursuant to an order of the court under the enactments specified in that sub-paragraph;
- (e) where the documents required for the registration of a charge by a company, a company incorporated outside Northern Ireland or a limited liability partnership under Part 13 of the Companies (Northern Ireland) Order 1986<sup>(13)</sup> (including that Part as applied to limited liability partnerships by the Limited Liability Partnerships Regulations (Northern Ireland) 2004<sup>(14)</sup>) are delivered to the registrar on or after 1st October 2009 and the charge was created, the property subject to the charge acquired, or the first debenture of the series was executed on or before 30th September 2009;
- (f) where the documents required for the registration of a charge of the type described in sub-paragraph (e) above are not delivered within the time specified for their delivery and the documents are subsequently delivered pursuant to an order of the court under the enactments specified in that sub-paragraph;
- (g) where an annual return made up to a date on or before 30th September 2009 is delivered to the registrar by a company or a limited liability partnership under article 371 of the Companies (Northern Ireland) Order 1986 or that provision as applied to limited liability partnerships;
- (h) where an oversea company delivers accounts to the registrar under Part 23 of the Companies Act 1985 on or after 1st October 2009 in respect of a period or financial year specified in paragraphs 23, 24, 25 and 26 of Schedule 8 to the OC Regulations ending on or before 30th September 2009;
- (i) where a company incorporated outside Northern Ireland delivers copies of accounts and reports to the registrar under Chapter 2 of Part 23 of the Companies (Northern Ireland) Order 1986 on or after 1st October 2009 in respect of a period or financial year specified in paragraphs 23, 24, 25 and 26 of the OC Regulations ending on or before 30 September 2009.

**2. In this Schedule—**

- (a) words and expressions defined in Part 1 of Schedule 1 to these Regulations have the same meaning when used in this Schedule; and
- (b) words and expressions defined or used in the Companies Act 1985 or the Companies (Northern Ireland) Order 1986, have the same meaning when so used.

SCHEDULE 5

Regulation 9

<b>Regulation</b>	<b>Extent of Revocation</b>
The Companies (Fees) Regulations (Northern Ireland) 1995 <sup>(15)</sup>	The whole Regulations with the exception of Fees Nos 4 and 8 in the Schedule

<sup>(13)</sup> S.I. 1986/1032 (N.I.6).

<sup>(14)</sup> S.R. (NI) 2004 No 307.

<sup>(15)</sup> S.R. (NI) 1995 No 312.

The Companies (Competent Authority) (Fees) Regulations 2002 <b>(16)</b>	The whole Regulations
The Limited Liability Partnerships (Competent Authority) (Fees) Regulations 2002 <b>(17)</b>	The whole Regulations
The Companies (Fees) Regulations 2004 <b>(18)</b>	The whole Regulations with the exception of Fees Nos 5 (5(a) and 5(b)), 6, and 9 in Schedule 4
The Limited Liability Partnerships (Fees) Regulations 2004 <b>(19)</b>	The whole Regulations with the exception of Fees Nos 2 and 4 in Schedule 3
The Limited Liability Partnerships (Fees) Regulations (Northern Ireland) 2004 <b>(20)</b>	The whole Regulations with the exception of Fees Nos 2 and 5 in the Schedule
The Limited Liability Partnerships (Records Inspection) (Fee) Regulations (Northern Ireland) 2004 <b>(21)</b>	The whole Regulations

## EXPLANATORY NOTE

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

These Regulations provide for the fees to be payable to the registrar of companies in respect of his functions relating to the registration of documents, the inspection or provision of copies of documents kept by him and the disclosure of information protected under the Companies Act 2006 relating to companies, overseas companies and limited liability partnerships.

The Regulations come into force on 1st October 2009 and extend to the United Kingdom. They replace the Companies (Fees) Regulations (Northern Ireland) 1995 (S.R. (NI) [1995 No 312](#)), the Companies (Fees) Regulations 2004 ([S.I. 2004/2621](#)), the Limited Liability Partnerships (Fees) Regulations 2004 ([S.I. 2004/2620](#)) and the Limited Liability Partnerships (Fees) Regulations (Northern Ireland) 2004 (S.R. (NI) [2004 No 396](#)), subject to the transitional provisions contained in regulations 6, 7 and 8 and Schedule 5 to the Regulations. They revoke the Companies (Competent Authority) (Fees) Regulations 2002 ([S.I. 2002/502](#)), the Limited Liability Partnerships (Competent

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**(16)** [S.I. 2002/502](#).

**(17)** [S.I. 2002/503](#).

**(18)** [S.I. 2004/2621](#).

**(19)** [S.I. 2004/2620](#).

**(20)** S.R. (NI) [2004 No 396](#).

**(21)** S.R. (NI) [2004 No 397](#).

**(15)** S.R. (NI) [1995 No 312](#).

**(16)** [S.I. 2002/502](#).

**(17)** [S.I. 2002/503](#).

**(18)** [S.I. 2004/2621](#).

**(19)** [S.I. 2004/2620](#).

**(20)** S.R. (NI) [2004 No 396](#).

**(21)** S.R. (NI) [2004 No 397](#).

Authority) (Fees) Regulations 2002 ([S.I. 2002/503](#)) and the Limited Liability Partnerships (Records Inspection) (Fee) Regulations (Northern Ireland) 2004 (S.R. (NI) [2004 No 397](#)).

The amount of the fees in these Regulations remain the same as the corresponding fees in the replaced Regulations. The Regulations also introduce fees in respect of functions and services of the registrar for which fees were not provided in the replaced Regulations. Certain fees contained in the replaced Regulations which are not re-enacted in these Regulations are determined by the registrar under section 1063(5) of the Companies Act under an instrument made on 1st October 2009.

Regulation 3 and Schedule 1 to the Regulations provide the fees to be payable in respect of the registration of documents by the registrar.

Regulation 4 and Schedule 2 to the Regulations provide the fees to be payable in respect of the inspection or provision of copies of documents kept by the registrar.

Regulation 5 and Schedule 3 to the Regulations provide for the fees to be payable in respect of the disclosure of protected information under the Companies Act 2006 relating to directors of companies, directors and permanent representatives of overseas companies and members of limited liability partnerships.

A regulatory impact assessment has not been produced for this instrument.