

SCHEDULE 2

THE PERFORMANCE OF FUNCTIONS RELATING TO THE INSPECTION OR PROVISION OF COPIES OF DOCUMENTS KEPT BY THE REGISTRAR IN RELATION TO EEIGS

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 or e-mail for copies of material on the register;

“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;

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

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

2. For the purposes of this Schedule 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 2.00pm on the day in question; and
- (b) the appropriate certified copy is issued to the applicant on that day.