

*Status: Point in time view as at 01/10/2007.*

*Changes to legislation: There are currently no known outstanding effects for the Companies Act 2006, Part 2. (See end of Document for details)*

## SCHEDULES

### SCHEDULE 5

#### COMMUNICATIONS BY A COMPANY

#### PART 2

#### COMMUNICATIONS IN HARD COPY FORM

##### *Introduction*

- 2 A document or information is validly sent or supplied by a company if it is sent or supplied in hard copy form in accordance with this Part of this Schedule.

##### **Commencement Information**

- I1** Sch. 5 para. 2 wholly in force at 20.1.2007, see s. 1300 and S.I. 2006/3428, art. 3(1)(e) (subject to art. 5, Sch. 1) (with arts. 6, 8, Sch. 5)

##### *Method of communication in hard copy form*

- 3 (1) A document or information in hard copy form must be—
- (a) handed to the intended recipient, or
  - (b) sent or supplied by hand or by post to an address (in accordance with paragraph 4).
- (2) For the purposes of this Schedule, a person sends a document or information by post if he posts a prepaid envelope containing the document or information.

##### **Commencement Information**

- I2** Sch. 5 para. 3 wholly in force at 20.1.2007, see s. 1300 and S.I. 2006/3428, art. 3(1)(e) (subject to art. 5, Sch. 1) (with arts. 6, 8, Sch. 5)

##### *Address for communications in hard copy form*

- 4 (1) A document or information in hard copy form may be sent or supplied by the company—
- (a) to an address specified for the purpose by the intended recipient;
  - (b) to a company at its registered office;
  - (c) to a person in his capacity as a member of the company at his address as shown in the company's register of members;

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- (d) to a person in his capacity as a director of the company at his address as shown in the company's register of directors;
  - (e) to an address to which any provision of the Companies Acts authorises the document or information to be sent or supplied.
- (2) Where the company is unable to obtain an address falling within sub-paragraph (1), the document or information may be sent or supplied to the intended recipient's last address known to the company.

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**Commencement Information**

- I3** Sch. 5 para. 4 wholly in force at 20.1.2007, see s. 1300 and S.I. 2006/3428, art. 3(1)(e) (subject to art. 5, Sch. 1) (with arts. 6, 8, Sch. 5)

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