

## SCHEDULE 2

### 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>(1)</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

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(1) [S.I. 2008/1911](#) to which there are amendments not relevant to these Regulations.

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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.