

SCHEDULE

Regulation 13

Documents

1. The provisions of this Schedule apply to a document, which includes an application, notice, request or a CFD.
2. A document must be in writing and dated.
3. A document given to a person on a non-working day is to be treated as given on the next following working day.
4. A document may be given to a person by—
 - (a) delivering it to that person in person;
 - (b) leaving it at that person's proper address;
 - (c) sending it by post or fax to that person's proper address;
 - (d) sending it by email to that person; or
 - (e) submitting it by means of a dedicated portal on that person's website.
5. For the purposes of paragraph 4(a) a document is given to—
 - (a) a body corporate, where it is given to a person having control or management of that body;
 - (b) a partnership, where it is given to a partner or a person having control or management of the partnership business;
 - (c) an unincorporated association, where it is given to a person having management responsibilities in respect of the association.
6. For the purposes of paragraph 4(d), a document is given to—
 - (a) a body corporate, where it is sent to an email address of—
 - (i) the body corporate; or
 - (ii) a person having control or management of that body,
where that address is supplied by that body for the conduct of the affairs of that body;
 - (b) a partnership, where it is sent to an email address of—
 - (i) the partnership; or
 - (ii) a partner or a person having control or management of the partnership business,
where that address is supplied by that partnership for the conduct of the affairs of that partnership;
 - (c) an unincorporated association, where it is sent to an email address of a person having management responsibilities in respect of the association, where that address is supplied by that association for the conduct of the affairs of that association.
7. A person may, in substitution for the proper address which would otherwise apply, specify an address in Great Britain at which that person or someone on that person's behalf may be given documents, which address is to be treated instead as that person's proper address.
8. In this Schedule—

“dedicated portal” means a facility on a person's website which is established to allow electronic communication with that person;

“proper address” means in the case of—

 - (a) a body corporate, the registered office (if it is in Great Britain) or the principal office of that body in Great Britain;

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- (b) a partnership, the principal office of the partnership in Great Britain;
- (c) any other person, that person's last known address, which includes an email address.