

**2012 No. 1907**

**FEES AND CHARGES**

**The Registrar of Companies (Fees) (Companies, Overseas  
Companies and Limited Liability Partnerships) Regulations  
2012**

<i>Made</i> - - - -	18th July 2012
<i>Laid before Parliament</i>	23rd July 2012
<i>Coming into force</i> - -	1st October 2012

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(a).

**Citation and commencement**

1. These Regulations may be cited as the Registrar of Companies (Fees) (Companies, Overseas Companies and Limited Liability Partnerships) Regulations 2012 and come into force on 1st October 2012.

**Interpretation**

2. In these Regulations—

“the 2006 Act” means the Companies Act 2006; and

“company” includes, where appropriate, a reference to a company to which section 1040 or 1043 of the 2006 Act applies.

**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.

5. The fees prescribed in relation to paragraphs 7(a), 8(a) and 10(a) of Schedule 2 to these Regulations are not payable in respect of any month for which the applicant pays a fee to the

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(a) 2006 c.46.

registrar for subscription to Companies House Direct, Extranet or XML (those terms are defined in paragraph 1 of Schedule 2) under regulations providing for the payment of fees in respect of the functions of the registrar in relation to the inspection, or provision of copies, of documents kept by the registrar relating to European Economic Interest Groupings and limited partnerships.

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

6. 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**

7.—(1) Where any document delivered to the registrar on or before 30th September 2012 is registered on or after 1st October 2012 the fee prescribed in Schedule 1 to the Regulations in respect of that document shall not apply and any fee payable in respect of that document by virtue of the Registrar of Companies (Fees) (Companies, Overseas Companies and Limited Liability Partnerships) Regulations 2009(a) shall apply.

(2) Where any application is made or subscription is payable to the registrar on or before 30th September 2012 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 in respect of that application or subscription shall not apply and any fee payable under the Register of Companies (Fees) (Companies, Overseas Companies and Limited Liability Partnerships) Regulations 2009 shall apply.

(3) Where any application is made or subscription is payable to the registrar on or before 30th September 2012 in respect of the disclosure of protected information kept by the registrar, the fee prescribed in Schedule 3 to these Regulations in respect of that application or subscription shall not apply and any fee payable under the Registrar of Companies (Fees) (Companies, Overseas Companies and Limited Liability Partnerships) Regulations 2009 shall apply.

### **Revocation**

8. The following regulations are revoked—

- (a) the Registrar of Companies (Fees) (Companies, Overseas Companies and Limited Liability Partnerships) Regulations 2009;
- (b) the Registrar of Companies (Fees) (Amendment) Regulations 2009(b); and
- (c) the Registrar of Companies (Fees) (Companies, Overseas Companies and Limited Liability Partnerships) (Amendment) Regulations 2011(c)

*Norman Lamb*

Parliamentary Under Secretary of State for Employment Relations, Consumer and Postal Affairs  
18th July 2012

Department for Business, Innovation and Skills

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(a) S.I. 2009/2101 as amended by S.I. 2009/2439, 2011/309.  
(b) S.I. 2009/2439.  
(c) S.I. 2011/309.

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(a) 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(b),

the “OC Regulations” means the Overseas Companies Regulations 2009(c).

(2) In paragraph 11(d) 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.

**Means of electronic delivery to the registrar**

2. In this Schedule—

“Web Incorporation Service” means a service by which the documents required to be delivered under section 9 of the 2006 Act are delivered to the registrar by electronic means using a website of the registrar;

“Software Incorporation Service” means a service by which the documents required to be delivered under section 9 of the 2006 Act are delivered to the registrar by electronic means other than using a website of the registrar.

**Meaning of “relevant documents”**

3.—(1) For the purposes of paragraphs 8(f), 10(b) and 11(d) 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.

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(a) 2000 c.12.

(b) S.I. 2009/1804 to which there are amendments not relevant to these Regulations.

(c) S.I. 2009/1801 to which there are amendments not relevant to these Regulations.

- (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.

**Meaning of “relevant period”**

4.—(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”**

5. 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**

6. 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.

7. 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**

8. Subject to paragraph 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 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 (f) and (i)—

<b>Matter in relation to which fee is payable</b>	<b>Amount of fee</b>
(a) for the registration of a company under section 14 of the 2006 Act—	
(i) where the required documents are delivered by means of the Web Incorporation Service,	£15.00
(ii) where the required documents are delivered by means of the Software Incorporation Service for same day registration,	£30.00
(iii) where the required documents are delivered by means of the Software Incorporation Service other than for same day registration,	£13.00
(iv) where the required documents are delivered in hard copy form for same day registration,	£100.00
(v) where the required documents are delivered in hard copy form other than for same day registration except as provided in Paragraphs (vi) to (viii),	£40.00
(vi) where the required documents are delivered in respect of a Welsh company in Welsh in hard copy form other than for same day registration,	£20.00
(vii) where the required documents are delivered in respect of a community interest company within the meaning of section 26 of the Companies (Audit, Investigations and Community Enterprise) Act 2004(a) in hard copy form other than for same day registration,	£20.00
(viii) where the required documents are delivered in respect of an unlimited company in hard copy form other than for same day registration;	£20.00
(b) for the registration of a company under Chapter 1 of Part 33 of the 2006 Act;	£20.00
(c) 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
(d) 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

(a) 2004 c.27.

(ii) where the required documents are delivered other than for same day registration;	£20.00
(e) 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
(f) 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,	£40.00
(ii) where the annual return is delivered by electronic means,	£13.00
(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;	£40.00
(g) 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 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,	£10.00
(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;	£8.00
(h) for the registration of a charge under Part 25 of the 2006 Act;	£13.00
(i) for the striking off the register of a company's name payable on an application under section 1003 of the 2006 Act;	£10.00
(j) for the registration of the reduction of share capital of a company under section 644 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
(k) for the registration of the reduction of share capital of a company under section 649 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

9.—(1) The fee specified in paragraph 8(g) 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 2012 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

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 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
<p>(a) for the registration of a limited liability partnership under section 3 of the 2000 Act<sup>(a)</sup>—</p> <p>(i) where the required documents are delivered by electronic means for same day registration,</p> <p>(ii) where the required documents are delivered by electronic means other than for same day registration,</p> <p>(iii) where the required documents are delivered in hard copy form for same day registration,</p> <p>(iv) where the required documents are delivered in hard copy form other than for same day registration except as provided in Paragraph (v),</p> <p>(v) where the required documents are delivered in respect of a Welsh limited liability partnership in Welsh in hard copy form other than for same day registration;</p>	<p>£30.00</p> <p>£13.00</p> <p>£100.00</p> <p>£40.00</p> <p>£20.00</p>
<p>(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;</p> <p>(i) where the annual return is delivered in hard copy form,</p> <p>(ii) where the annual return is delivered by electronic means;</p>	<p>£40.00</p> <p>£13.00</p>
<p>(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>(b)</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)—</p> <p>(i) where the required documents are delivered in hard copy form for</p>	<p>£50.00</p>

(a) Section 3 was amended by S.I. 2009/1804, Schedule 3, paragraph 2.

(b) Paragraph 5 was amended by S.I. 2009/1804, Schedule 3, paragraph 10(4).

same day registration, (ii) where the required documents are delivered in hard copy form other than for same day registration, (iii) where the required documents are delivered by electronic means for same day registration, (iv) where the required documents are delivered by electronic means other than for same day registration;	£10.00 £30.00 £8.00
(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
(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

### Overseas companies

11. 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 (d)—

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, (ii) where the required documents are delivered other than for same day registration;	£100.00 £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, (ii) where the required documents are delivered other than for same day registration;	£50.00 £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, (ii) where the required documents are delivered other than for same day registration;	£50.00 £10.00
(d) 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.	£20.00



**PART 3**  
**PROVISIONS REFERRED TO IN PARAGRAPH 3(2)(b)**

**Excluded provisions**

- 12.** For the purposes of paragraph 3(2)(b) of this Schedule, the excluded provisions are–
- (a) in relation to a company, sections 1024 and 1088 of the 2006 Act;
  - (b) in relation to a limited liability partnership, sections 1024 and 1088 of the 2006 Act as applied by regulations 56 and 66 of the LLP Regulations; and
  - (c) in relation to an overseas company, section 1088 of the 2006 Act.

**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(a).

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(a) S.I. 2008/1911 to which there are amendments not relevant to these Regulations.

### **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.

**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—

<b>Matter in relation to which fee is payable</b>	<b>Amount of fee</b>
(a) for subscribing to CHD, for each calendar month payable in arrears at the end of that month;	£4.00
(b) for the inspection by means of CHD of particulars of—	
(i) directorships held by a named person,	£1.00
(ii) 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;	£1.00
(g) for the delivery by post in hard copy form of a document specified in sub-paragraph (e) 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,	£60.00
(ii) where that copy is delivered by post other than by same day delivery,	£20.00
(iii) where that copy is made available for collection at a CHIC other than for same day collection,	£20.00
(iv) where that copy is made available for collection at a CHIC for same day collection;	£60.00
(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 other than by same day delivery and it is the first certificate relating to that body corporate provided to an applicant on any one occasion,	£20.00
(ii) where that certificate is delivered by post by same day delivery and it is the first certificate relating to that body corporate provided to an applicant on any one occasion,	£60.00
(iii) where it is an additional certificate delivered by post (by same day delivery or not) relating to the same body corporate provided to the same applicant on the same occasion;	£10.00
(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 that certificate is made available other than for same day collection and it is the first certificate relating to that body corporate provided to an applicant on any one occasion,	£20.00
(ii) where that certificate is made available for same day collection and it is the first certificate relating to that body corporate provided to an applicant on any one occasion,	£60.00
(iii) where it is an additional certificate made available for collection (for same day collection or not) relating to the same body corporate provided to the same applicant on the same occasion.	£10.00

### 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;	£4.70
(b) for the inspection by means of Extranet of particulars of—	
(i) directorships held by a named person,	£1.00
(ii) 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;	£1.00
(g) for the provision by means of Extranet of a document package of up to 50 documents.	£4.00

## 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—

<b>Matter in relation to which fee is payable</b>	<b>Amount of fee</b>
(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—

<b>Matter in relation to which fee is payable</b>	<b>Amount of fee</b>
(a) for subscribing to XML, for each calendar month payable in arrears at the end of that month;	£4.70
(b) for the inspection by means of XML of particulars of— (i) directorships held by a named person,	£1.00
(ii) 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—

<b>Matter in relation to which fee is payable</b>	<b>Amount of fee</b>
(a) for the inspection by means of a searchroom terminal of particulars of— (i) directorships held by a named person,	£1.00
(ii) 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;	£1.00
(f) for a copy, in hard copy form, provided by means of a searchroom	£1.00

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;	
(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),	£20.00
(ii) for each subsequent page of the copy,	£1.00
(iii) where any copy is delivered by same day delivery;	£60.00
(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),	£20.00
(ii) for each subsequent page of the copy,	£1.00
(iii) where the copy is made available for same day collection;	£60.00
(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 other than by same day delivery and it is the first certificate relating to that body corporate provided to an applicant on any one occasion,	£20.00
(ii) where that certificate is delivered by post by same day delivery and it is the first certificate relating to that body corporate provided to an applicant on any one occasion,	£60.00
(iii) where it is an additional certificate delivered by post (by same day delivery or not) relating to the same body corporate provided to the same applicant on the same occasion;	£10.00
(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 that certificate is made available other than for same day	£20.00

collection and it is the first certificate relating to that body corporate provided to an applicant on any one occasion,	
(ii) where that certificate is made available for same day collection and it is the first certificate relating to that body corporate provided to an applicant on any one occasion,	£60.00
(iii) where it is an additional certificate made available for collection (for same day collection or not) relating to the same body corporate provided to the same applicant on the same occasion.	£10.00

### 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,	£20.00
(ii) where that copy is delivered by same day delivery;	£60.00
(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 sub-paragraph (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,	£20.00
(ii) where that copy is made available for same day collection;	£60.00
(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 other than by same day delivery and it is the first certificate relating to that body corporate provided to an applicant on any one occasion,	£20.00
(ii) where that certificate is delivered by post by same day delivery and it is the first certificate relating to that body corporate provided to an applicant on any one occasion,	£60.00
(iii) where it is an additional certificate delivered by post (by same day delivery or not) relating to the same body corporate provided to the same applicant on the same occasion;	£10.00
(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 that certificate is made available other than for same day collection and it is the first certificate relating to that body corporate provided to an applicant on any one occasion,	£20.00
(ii) where that certificate is made available for same day collection and it is the first certificate relating to that body corporate provided to an applicant on any one occasion,	£60.00
(iii) where it is an additional certificate made available for collection (for same day collection or not) relating to the same body corporate provided to the same applicant on the same occasion;	£10.00

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(a) of the 2006 Act in relation to companies which exceeds 49 pages and which is delivered in hard copy form.

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(a) Sections 856A and 856B were inserted by S.I. 2008/3000 and amended by S.I. 2011/1487.

## 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.

#### **Charges and appointments**

**16.** An applicant may elect to have either of the following sets of particulars—

- (a) particulars of charges registered in respect of a company, or
- (b) particulars of the directors and secretary of a company together with the particulars in sub-paragraph (a),

except an applicant using WebCheck can only elect to have the sets of particulars in 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.

## 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.

#### **Charges and appointments**

**21.** An applicant may elect to have either of the following sets of particulars—

- (a) particulars of charges registered in respect of a limited liability partnership, or
- (b) particulars of the members of a limited liability partnership together with the particulars in sub-paragraph (a),

except an applicant using WebCheck can only elect to have the sets of particulars in sub-paragraph (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

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).

#### 24. Current package

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).

#### 25. Charges package

Charge related documents since incorporation.

The company report containing the particulars in paragraph 16(a) above.

#### 26. Insolvency package

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

#### 27. Accounts package

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.

#### 28. Constitution package

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

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.

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

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

## PART 6

### DOCUMENT PACKAGES FOR LIMITED LIABILITY PARTNERSHIPS

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

#### **30. General package**

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.

#### **31. Current package**

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.

#### **32. Charges package**

Charge related documents since incorporation.

The limited liability partnership report containing the particulars in paragraph 21(a) above.

#### **33. Insolvency package**

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

#### **34. Accounts package**

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.

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

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

## SCHEDULE 3

Regulation 6

### 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;	£250.00
(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;	£28,000.00
(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(a)  
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.

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(a) S.I. 2009/214; relevant amending instruments are S.I. 2010/2156, 2011/2085, 2012/700.



## 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 2012. They replace the Registrar of Companies (Fees) (Companies, Overseas Companies and Limited Liability Partnerships) Regulations 2009 (S.I. 2009/2101).

The amount of the fees in these Regulations has been reduced from the corresponding fees in the replaced Regulations in respect of—

- (a) registration of annual returns delivered by electronic means by a company or limited liability partnership,
- (b) registration of a company under section 14 of the Companies Act 2006, or registration of a limited liability partnership under section 3 of the Limited Liability Partnerships Act 2000, where documents are delivered by electronic means,
- (c) inspection and provision of a copy document by means of Companies House Direct or Extranet in respect of a company, limited liability partnership or overseas company,
- (d) an application by a specified public authority or credit reference agency for a directors' snapshot package, and
- (e) the inspection of particulars of a company director, company secretary or a member of a limited liability partnership is free in some circumstances.

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 6 and Schedule 3 to the Regulations provide 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 full regulatory impact assessment of the effect that this instrument will have on the costs of business and the voluntary sector is available from the Strategy and Policy Section, Companies House, Crown Way, Maindy, Cardiff, CF14 3UZ or on [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) and is annexed to the Explanatory Memorandum which is available alongside the instrument on [www.legislation.gov.uk](http://www.legislation.gov.uk).

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STATUTORY INSTRUMENTS

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