

Information Released under Freedom of Information Act

Subject: Instructions for examiners on handling post received in the Post Room.

Date Released: 11 June 2008

Summary of request: Request for staff manuals and operational guides on the handling of post.

Information released:

The following information was released to the enquirer; however the Post Room A-Z guide to processing Companies House Documents is available in hard copy only.

To obtain a copy of these documents please contact The Information Rights Team, Companies House, Crown Way, Cardiff CF14 3UZ and **quote reference Disc Log 65**
Telephone: 029 2038 0616

Email: informationrights@companieshouse.gov.uk

I have enclosed the Post Room A-Z guide to processing Companies House Documents, which include general rules and the processes required for documents received in Companies House. All staff trained in post opening procedures will receive a copy of this document.