

Information Released under Freedom of Information Act

Subject: Percentage of documents arriving on weekends that are not date stamped on delivery

Date Released: 30 January 2009

Summary of request: The enquirer requested the percentage of documents arriving on weekends that are not stamped with the day of delivery to Companies House and what percentage are stamped the following Monday

Information released:

I should first explain the process for dealing with mail received at our office in Cardiff over the weekend. All mail received on Saturday or Sunday is placed into separate sacks which are clearly marked with the date of receipt. The mail is then passed to the Post Room area where it is bar-coded (not stamped) with the date of receipt.

This process is slightly different in our London and Edinburgh offices as mail received after the office closing time on a Friday and before the office opens on a Monday is bar-coded with the Friday's date (or the last working day at Bank Holidays).