

## Information Released under Freedom of Information Act

**Subject:** Examiner checklist for processing accounts and number of sets of accounts received and the total number of documents received at Companies House.

**Date Released:** 6 May 2008

**Summary of request:** Request for the check list used by staff when processing accounts and the number of documents received at Companies House.

### Information released:

**The following information was released to the enquirer; however the examination instructions are 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 59**  
Telephone: 029 2038 0616

Email: [informationrights@companieshouse.gov.uk](mailto:informationrights@companieshouse.gov.uk)

1. You asked for check lists used by Companies House staff to ensure completeness in line with the Companies Act and internal Companies House policies.

Companies House does have instructions for examining documents, submitted for filing, in accordance with the Companies Act. I have enclosed two examples of examination instructions. They are the examination instructions for 'Total Exemption Abbreviated Accounts' and 'Total Exemption Dormant Accounts'. I have selected these as examples of the instructions issued to examination staff, though there are numerous other examination instructions for other types of accounts such as 'Full' accounts and also other types of documents.

2. You asked for the number of sets of accounts that Companies House receives in a year and the total number of documents that we receive in that year.

The figures below are for Great Britain and are financial years. Please also note that these are the number of documents received for filing not those actually filed. These figures will include documents that were subsequently rejected and not filed.

	Accounts Received	Total documents received
2003/2004	1,415,418	7,571,397
2004/2005	1,551,147	7,339,654
2005/2006	1,709,201	7,808,243
2006/2007	1,800,727	8,250,275
2007/2008	1,971,649	8,518,069