

Information Released under Freedom of Information Act

Subject: Guidance notes on sensitive words for Companies House examiners

Date Released: 10 September 2008

Summary of request: Request for guidance notes used by examiners in connection with sensitive words and copies of the notes used by examiners in Cardiff where these differ from those used in Edinburgh.

Information released:

The following information was released to the enquirer; however the procedural guidance notes and standard paragraphs used by examiners in Companies House 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 79**
Telephone: 029 2038 0616

Email: informationrights@companieshouse.gov.uk

Please find attached a copy of the procedural guidance notes and also guidance on standard paragraphs used by our examiners when dealing with sensitive words. This guidance is used by examiners in both Edinburgh and Cardiff.