

1st March 2015

Companies House Newsletter

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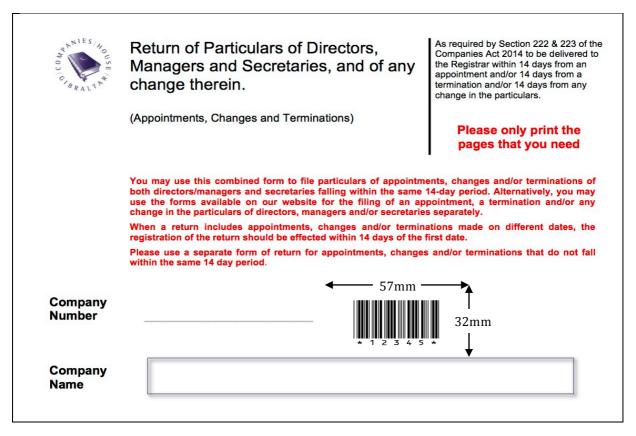
 Adoption of Companies House's Barcoding System by the 1st April 2015

Companies House introduced a barcoding system on the 1st of June 2013 to enable traceability of all documents filed at the Registry and to permit the issuance of itemised receipts (specifically containing the company number, company name, document type, filing date, year of the document being filed and item fee, as required by the local business community).

Over the last few months, the Registry has been liaising with the major company management software package providers and most company management firms are now using software packages which automatically produce barcoded documents. Those users who are yet to adopt the barcoding system will be required to do so by the 1st of April of this year.

One minor change to filing submissions is all that is needed to produce the necessary barcode, namely, to include the company number displayed using a specific font called "IDAutomationHC39M". Please note that an asterisk must be inserted before and after the company number for the resulting barcode to be recognised by our barcode readers. For ease of identification, the barcode must be located next to the company number. Please allow an area of 57mm (width) by 32mm (height) where the barcode is printed, as once the documents are processed by the Registry the pre-printed barcode will be replaced by a document—specific barcode label (see figure).





In order to cater for those users who do not have access to a company management software package, Companies House has prepared fillable forms which are available on our website that are ready for "easy barcoding".

Companies House has invested considerable time and resources to implement this system to provide an improved service. As from the 1st of April of this year it will be a requirement that all filings are barcoded in this manner.