

# News story: Companies House Christmas and New Year opening times



Companies House Christmas and New Year opening times

## **Christmas Eve**

Our phone lines, contact centre and all offices will close to the public at 3pm on Monday 24 December.

## **Same day services**

We'll only process same day applications placed before 11am on Monday 24 December. This includes:

- incorporations
- change of company name
- re-registration
- simultaneous re-registration and change of company name
- reduction of capital by solvency statement
- reduction of capital by court order

## **Christmas and New Year opening schedule 2018**

<b>Date</b>	<b>Office affected</b>
Monday 24 December	All offices open until 3pm
Tuesday 25 December	All offices closed
Wednesday 26 December	All offices closed
Thursday 27 December	All offices open
Friday 28 December	All offices open
Monday 31 December	All offices open
Tuesday 1 January 2019	All offices closed
Wednesday 2 January 2019	Edinburgh office closed

## **Online services**

Companies House online services are available throughout the holiday period.

Telephone enquiries: 0303 1234 500

<b>Date</b>	<b>Availability</b>
Monday 24 December	Open – 8:30am to 3pm
Tuesday 25 December	Closed
Wednesday 26 December	Closed
Thursday 27 December	Open – 8:30am to 6pm
Friday 28 December	Open – 8:30am to 6pm
Monday 31 December	Open – 8:30am to 6pm
Tuesday 1 January 2019	Closed
Wednesday 2 January 2019	Open – 8:30am to 6pm

## **Document delivery**

Our Cardiff office is staffed 24 hours a day, 7 days a week to receive documents delivered by hand or post. Our London and Edinburgh offices have a letterbox for out of hours deliveries, but our Belfast office does not. Find out [how to get to our offices](#).

We must receive acceptable accounts by the due date. We will not accept delays in transit as an excuse for late filing.

## **Applications for certified copies**

Same day orders placed after 2pm on Friday 21 December and Friday 28 December will be processed as usual.

We cannot be held accountable for any postal delays over the holiday period.

### **Christmas Eve and New Year's Eve**

We'll only process same day orders placed before 9am. Any orders placed after 9am will be processed on 27 December and 2 January.

## **Travelling to our London office on New Year's Eve**

Due to the New Year's celebrations organised by Westminster Council, all roads surrounding the office including Victoria Street and Westminster Bridge will be closed from 2pm.

[Find out more about the New Year's Eve road closures](#).

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Last updated 18 December 2018 [+ show all updates](#)

1. 18 December 2018 Christmas Eve same day services updated.
2. 4 December 2018 11am cut off for Christmas Eve same day incorporations and change of name.

3. 27 November 2018 Our Christmas and New Year schedule for 2018.
4. 6 December 2017 Christmas and New Year schedule for 2017 added.
5. 7 December 2016 2016 to 2017 notice updated
6. 30 November 2015 2015 dates updated
7. 30 December 2014 London office New Year's Eve road closure information added.
8. 10 December 2014 First published.