



<http://www.insolvency.gov.uk>

The Insolvency Service Publications Scheme



Awarded for excellence



INVESTOR IN PEOPLE

What is a Publication Scheme?

Under the Freedom of Information Act 2000, every public authority must produce a list of its publications and explain how to get copies of them and say whether there is a charge for these copies. To meet these requirements, the Insolvency Service has developed a Publication Scheme.

What publications are available from the Insolvency Service?

We publish guidance publications on insolvency and debt. We also publish such documents as our annual report, corporate and strategic plans, staff instruction manuals, minutes of meetings, performance data, policy statements, consultation documents, and a database of insolvency practitioners.

You can see the full scheme on our website at www.insolvency.gov.uk or ask for a copy from the address below.

Where and how can I see the published information?

You can see all the publications listed in our scheme on our website at www.insolvency.gov.uk. If you do not have access to the internet, you can ask for a copy of any of them from the details below. The Service's policy at present is not to charge for information made available. This policy is under review.

How can I get information that the Insolvency Service has but does not publish?

Under the Freedom of Information Act 2000 (FOI) you have a right to request any information held by a public authority. We will tell you within 20 working days whether we hold that information and will release it to you unless it is exempt or would exceed the cost limit, currently £600. Your request must be in writing or email, clearly describe the information you require, and include your name and an address where we can contact you. There is no need to specifically mention the FOI Act in your request. You can make a request for information by writing to:

The Data Protection and Freedom of Information Liaison Officer
Technical Section
21 Bloomsbury Street
London WC1B 3QW
Alternatively you may email your request to
technical.section@insolvency.gsi.gov.uk

You can obtain further copies of this publication from the following website:
<http://www.dti.gov.uk/publications>

You may also order copies of our publications by telephone by calling the Publications Orderline on 0845 015 0010. You may also fax orders to the

Orderline on 0845 015 0020. Minicom users should telephone 0845 015 0030.

Publications are also available on our website www.insolvency.gov.uk

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