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**Strategic Development Service
University of Central Lancashire
Preston
PR1 2HE
Tel No 01772 892552**

Details of the Company can also be accessed on the Companies House website <http://www.companies-house.gov.uk/>

3 How to obtain information not listed here

Individuals or organisations have the right to request any information held by the Company which is not already available through the publication scheme. Requests should be made in writing to the officer referred to above. The Company will aim to supply the information within 20 working days. A fee may be charged which will be calculated according to the fees regulations. We will aim to provide the information requested but will not release the information to which an exemption in the Freedom of Information Act applies.

4 Feedback

It is important to the Company that our publication scheme meets your needs and we welcome any comments and suggestions to improve it. Any questions, comments or complaints about this scheme can be forwarded to the Company Secretary whose details are given above.

If you are unable to resolve any complain4472 Tf 0.08935 0 0 -0.08935 1784 79gfTj 0.08935 0 0 -0.08935 60.08935 922 Tz ()Tj /F0 2048 Tf ()Tj /F0

CLASSES OF INFORMATION

1. Who we are and what we do

Uclan Business Services limited is a publicly owned company being a subsidiary company within the University of Central Lancashire Group. The Company is a private limited company which was incorporated on 26th January 1989 and registered at Companies House under Company number 2340053. The Company's principal activities are consultancy, education and training. All support services for the Company are provided by the University of Central Lancashire whose publication scheme can be accessed at <http://www.uclan.ac.uk/>

Further information is available at: http://www.uclan.ac.uk/information/services/sds/governance_committees/companies/companies_trusts.php

Class	Description	Item	Link/Availability
<u>Who we are and what we do</u>			This class contains organisational information, structures, locations and contacts relating to the Company
	Roles and responsibilities		
		Certificate of Incorporation	Paper copy: On application to Company Secretary
		Memorandum and Articles of Association	Paper copy: On application to Company Secretary
		Corporate Structure	See website for wholly owned companies structure: http://www.uclan.ac.uk/information/services/sds/governance_committees/companies/companies_trusts.php
	Board members	Details of members	Paper copy: On application to Company Secretary
		List of Directors	See website for list of Directors : http://www.uclan.ac.uk/information/services/sds/governance_committees/companies/companies_trusts.php
		Register of Allotment of Shares	Paper copy: On application to Company Secretary
<u>What we spend and how we spend it</u>			
	Annual Accounts	Statutory Accounts	Paper copy :On application to Company Secretary

**Procurement
Procedures**

