

**NEWSLETTER**

December 2009 Issue

**New Developments Of Your Disclosure Service****Service Availability over the Christmas Period**

The CRB have informed us that between 25th December 2009 and 3rd January 2010 they will not be able to progress any applications nor any ISA Adult first checks. Following six years of uninterrupted service, it is now necessary for the CRB to carry out routine maintenance on its systems. As a result, this will have an impact on the service that we are able to provide for you.

- 23rd December 2009 will be the last day we will submit applications by special delivery to the CRB.
- 4th January 2010— we will resume sending applications to the CRB by special delivery.

Any applications we receive during the above period, will be sent to the CRB when their services resume to normal.

**APCS Office Opening Times over the Christmas Period**

Our opening times over the Christmas period are as follows:

- Christmas Eve, Thursday 24th December	09:00 –14.00
- Christmas Day, Friday 25th December	Closed
- Boxing Day, Saturday 26th December	Closed
- Sunday 27th December	Closed
- Monday 28th December (Bank Holiday)	Closed
- Tuesday 29th December	09:00 - 17:00
- Wednesday 30th December	09:00 - 17:00
- Thursday 31st December	09:00 - 15:00
- New Years Day, Friday 1st January 2010	Closed
- Saturday 2nd January 2010	Closed
-Sunday 3rd January 2010	Closed
- Monday 4th January 2010 onwards will be business as usual	

**IN THIS ISSUE**

- **Service Availability over the Christmas period**
- **APCS Office Opening Times over the Christmas Period**
- **VAT & Price Increases**
- **Seasons Greetings!**

**Vat & Price Increases from 1st January 2010**

The VAT returns to 17.5%. Our APCS fee will be increasing by £1 from 1st January 2010. This will be our first increase for 5 years! Please find below our new fees:-

Basic Disclosures:-	£39 (plus £2.80 vat)
Standard Disclosures:-	£42 (plus £2.80 vat)
Enhanced Disclosures:-	£52 (plus £2.80 vat)

**Seasons Greetings!**

Best wishes for a Happy Christmas and a Prosperous New Year from all of us here at APCS.

*Mark Derek Linda Ceri Judith Sarah Sue and Nicky*

We all look forward to working with you in 2010