

2020/21 Christmas and New Year Holidays

The International Business Department will be closed from Wednesday 23rd December 2020 at 1600 hours and will re-open on Monday 4th January 2021.

The International Business Department will be open to assist companies in certification of documents and urgent advice on the following days

Date	Location	International Business Department	Counter Service (extra charge)	Electronic Certification (Express Only)
Wednesday 23 rd December 2020	Red Rose Court - open	Normal service 0900 to 1600	Normal service 1000 to 1200 1400 to 1600	Normal service 0900 to 1600
Thursday 24 th December 2020	Red Rose Court - closed	Urgent advice 0900 to 1200		Reduced service 0900 to 1200
Tuesday 29 th December 2020	Red Rose Court – closed	Urgent advice 1400 to 1600		Reduced service 1400 to 1600
Wednesday 30 th December 2020	Red Rose Court – closed	Urgent advice 1400 to 1600		Reduced service 1400 to 1600
Thursday 31 st December 2020	Red Rose Court – closed	Urgent advice 1400 to 1600		Reduced service 1400 to 1600
Monday 4 th January 2021	Red Rose Court - open	Normal service 0900 to 1600	Normal service 1000 to 1200 1400 to 1600	Normal service 0900 to 1600

For any urgent advice please telephone Mandy 07974 948091 or Marie 07557 904345