

**Uclan Biomedical Technology (Shenzhen) Limited**  
**FREEDOM OF INFORMATION ACT 2000**

**GUIDE TO INFORMATION**

**1 Introduction**

1.1 The Freedom of Information Act 2000 gives a general right of access to recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. A “public authority” is defined in the Act, and includes publicly owned companies. Uclan Biomedical Technology (Shenzhen) Limited is a publicly owned company. Any person who makes a request to a public authority for information must be informed whether the public body holds that information and, subject to exemptions, be supplied with that information.

In addition to giving the public the right of access to information, all public bodies are required to issue a declaration about what they will routinely publish. The Company has adopted the model Publication Scheme for Publicly Owned Companies as recommended by the Information Commissioner –the information watchdog. Details of the model scheme can be found on the Information Commissioner’s website at [www.ico.gov.uk](http://www.ico.gov.uk)

1.2 This guide to information is set out around seven categories as recommended by the Information Commissioner. These categories are as follows:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- Services provided by the Company

These categories are described in more detail below under the heading “Classes of Information”. In each of these classes, there is a link to the University of Central Lancashire’s website to find out more about this type of information and how it can be accessed. Also on this website, you can browse the different categories of information, or use the search facility to look for something in particular.

**2 How to obtain information and charges**

We are committed to publishing documents on our website where this is possible and these will be free to access in that format. We will indicate where hard copies of publications need to be requested and these will incur no charge.

To request hardcopies of information available through our publication scheme please contact:

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

### **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 Group Company Secretary whose details are given above.

If you are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

**Information Commissioner**  
**Wycliffe House**  
**Water Lane**  
**Wilmslow**  
**Cheshire**  
**SK9 5AF**

More information about the Freedom of Information Act is available on the Information Commissioner's website at [www.ico.gov.uk](http://www.ico.gov.uk)

### **5 Copyright**

Reproducing material supplied under the Publication Scheme without the express permission of the Company may be an infringement of copyright. Requests for permission should be addressed to:

**Group Company Secretary**  
**Strategic Development Service**  
**University of Central Lancashire**  
**Preston PR1 2HE**

**6 Office opening hours** Office opening hours are 9.30 am until 4.30pm Monday to Thursday, 9.30 am until 4pm Friday.

## **CLASSES OF INFORMATION**

### **1. Who we are and what we do**

Uclan Biomedical Technology (Shenzhen) 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 31<sup>st</sup> January 2011 in the People's Republic of China. Approval No. Guangdong Shenzhen Nanshan Foreign Investment Certificate Zi (2010) No. 5018. Business Licence No. 440301503393317. The Company's principal activities are research and development in biomedical technology, provision of technical consultation and services, transfer of self-owned technology, imports and exports of goods and technology (excluding distribution).

Further information is available at: [http://www.uclan.ac.uk/information/services/sds/governance\\_committees/companies/companies\\_trusts.php](http://www.uclan.ac.uk/information/services/sds/governance_committees/companies/companies_trusts.php)

<b>Class</b>	<b>Description</b>	<b>Item</b>	<b>Link/Availability</b>
<b><u>Who we are and what we do</u></b>			This class contains organisational information, structures, locations and contacts relating to the Company
	<b>Roles and responsibilities</b>		
		Business Licence by AIC / Certificate of Approval by BOFTEC	Paper copy: On application to Group Company Secretary
		Memorandum and Articles of Association	Paper copy: On application to Group Company Secretary
		Corporate Structure	See website for wholly owned companies structure: <a href="http://www.uclan.ac.uk/information/services/sds/governance_committees/companies/companies_trusts.php">http://www.uclan.ac.uk/information/services/sds/governance_committees/companies/companies_trusts.php</a>
	<b>Board members</b>	Details of members and list of Directors	<a href="http://www.uclan.ac.uk/information/services/sds/governance_committees/companies/companies_trusts.php">http://www.uclan.ac.uk/information/services/sds/governance_committees/companies/companies_trusts.php</a>
<b><u>What we spend and how we spend it</u></b>			
	<b>Annual Accounts</b>	Statutory Accounts	Paper copy :On application to Group Company Secretary
<b><u>What our priorities are and how we are doing</u></b>			
	<b>Annual report</b>	Annual inspection report	Paper copy: On application to Group Company Secretary
<b><u>How we make decisions</u></b>			
	<b>Minutes</b>	Confirmed public minutes of meetings & resolutions passed by shareholders for last 3 years	Paper copy: On application to Group Company Secretary
<b><u>The services the Company offers</u></b>	<b>Details of the Company's services</b>	The Company does not provide commercial services	