

# AD03

## Change of location of the company records to the single alternative inspection location (SAIL)



Companies House



Go online to file this information  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

✓ **What this form is for**  
You may use this form to tell us  
which of the company records are  
held at the SAIL.

✗ **What this form is NOT for**  
You cannot use this form to  
tell us which company records  
are returning to the registered  
office. If you do this, please use form AD01.



A18 \*A619PZO3\* 01/03/2017 #27  
COMPANIES HOUSE

A13 \*A5ZWK11D\* 09/02/2017 #233  
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### 1 Company details

Company number 00031903

Company name in full S. Bottomley & Bros Limited S. Bottomley and Bros., Limited

→ **Filling in this form**  
Please complete in typescript or in  
bold black capitals.  
All fields are mandatory unless  
specified or indicated by \*

### 2 Company records

The following records are now kept at the (SAIL). Please tick as appropriate: ①

- ☒ Register of people with significant control.
- ☒ Register of members.
- ☒ Register of directors.
- ☐ Directors' service contracts.
- ☐ Directors' indemnities.
- ☒ Register of secretaries.
- ☒ Records of resolutions etc
- ☒ Contracts relating to purchase of own shares.
- ☒ Documents relating to redemption or purchase of own share out of capital by private company
- ☒ Register of debenture holders
- ☐ Report to members of outcome of investigation by public company into interests in its shares
- ☐ Register of interests in shares disclosed to public company.
- ☒ Instruments creating charges and register of charges. England and Wales or Northern Ireland.
- ☐ Instruments creating charges and register of charges Scotland.
- ☐ Historic register of people with significant control.
- ☒ Historic register of members

① **Important**  
You must file form AD02  
'Notification of single alternative  
inspection location (SAIL)' with  
this form if you have not filed one  
previously

If you have previously filed a form  
AD03, you do not need to include  
those records on this form

### 3 Signature

I am signing this form on behalf of the company.

Signature

Signature

✗

✗

This form may be signed by:

Director ②, Secretary, Person authorised ②, Liquidator, Administrator,  
Administrative receiver, Receiver, Receiver manager, Charity Commission receiver  
and manager, CIC manager, Judicial factor.

② **Societas Europaea**  
If the form is being filed on behalf  
of a Societas Europaea (SE) please  
delete 'director' and insert details  
of which organ of the SE the person  
signing has membership.

② **Person authorised**  
Under either section 270 or 274 of  
the Companies Act 2006.

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### Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record

Contact name	Sophie Watkins									
Company name	Ernst & Young LLP									
Address	1 More London Place									
Post town										
County/Region	London									
Postcode	S	E	1	2	A	F				
Country	United Kingdom									
DX										
Telephone	0207 951 4182									



### Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register
- ☐ You have ticked the relevant boxes in Section 2.
- ☐ You have signed the form



### Important information

Please note that all information on this form will appear on the public record



### Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:

**For companies registered in England and Wales:**  
The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff

**For companies registered in Scotland:**  
The Registrar of Companies, Companies House,  
Fourth floor, Edinburgh Quay 2,  
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.  
DX ED235 Edinburgh 1  
or LP - 4 Edinburgh 2 (Legal Post)

**For companies registered in Northern Ireland:**  
The Registrar of Companies, Companies House,  
Second Floor, The Linenhall, 32-38 Linenhall Street,  
Belfast, Northern Ireland, BT2 8BG.  
DX 481 N.R. Belfast 1.



### Further information

For further information, please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)