

AD01

Change of registered office address



You can use the WebFiling service to file this form online
Please go to www.companieshouse.gov.uk

☒ **What this form is for**
You may use this form to change
a company's registered office
address

☐ **What this form is NOT**
You cannot use this form
the registered office address
Limited Liability Partnership
do this, please use form
Change of registered office
a limited liability partnership

WEDNESDAY



A69

AYUNKXX3

28/09/2011

310

COMPANIES HOUSE

1 Company details

Company number

Company name in full

→ **Filing in this form**
Please complete in typescript or in
bold black capitals.

All fields are mandatory unless
specified or indicated by *

2 New registered office address ¹

The change in registered office address does not take effect until the Registrar
has registered this notice

A person may validly serve any document on the company at its previous
registered office for 14 days from the date that a change of registered office is
registered

Building name/number

Street

Post town

County/Region

Postcode

1 Change of registered office
For England and Wales companies,
the address provided can either be
in England or Wales.

For Welsh companies, the address
provided must be in Wales

For companies registered in Scotland
or Northern Ireland, the address
provided must be in Scotland or
Northern Ireland respectively

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 ³, 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

3 Person authorised
Under either section 270 or 274 of
the Companies Act 2006

AD01

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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 Richard Cocker

Company name KPMG LLP

Address 1 The Embankment

Neville Street

Post town Leeds

County/Region West Yorkshire

Postcode L S 1 4 D W

Country United Kingdom

DX Leeds 724440

Telephone 0113 231 3978

**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 provided the new registered office address in section 2
- ☐ The registered office is in the location where the company was registered e.g. England and Wales, Wales, Scotland, Northern Ireland
- ☐ 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.companieshouse.gov.uk or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.companieshouse.gov.uk