

AD04

Change of location of the company records to the registered office



Companies House

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 tell
us which company records are
returning to the registered office

☐ **What this form is NOT for**
You cannot use this form to
company records have
at the registered office

SATURDAY



A05 12/03/2016 #412
COMPANIES HOUSE

1 Company details

Company number 02570972
Company name in full HANWORTH LANE MANAGEMENT COMPANY LIMITED

→ **Filing 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 have returned to the registered office ①

Please tick as appropriate

- ☒ 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

① Important

If form AD03 'Change of location of
the company records to the single
alternative inspection location
(SAIL)' has not been filed previously,
please file one with this form to
indicate which company records are
held at the SAIL

If you have previously filed a form
AD04, 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

X *Heather Come* X

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

This form may be signed by:

Director ④, Secretary, Person authorised ④, Liquidator, Administrator,
Administrative receiver, Receiver, Receiver manager, Charity Commission receiver
and manager, CIC manager, Judicial factor

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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 **Heather Cowie**Company name **Hanworth Lane Management****Company Limited**Address **8 Badgers Holt**Post town **Tunbridge Wells**County/Region **Kent**Postcode **T N 2 3 E S**Country **U K**

DX

Telephone **01892 548588****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.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