

# AD01

## Change of registered office address



You can use the WebFiling service to file this form online.  
Please go to [www.companieshouse.gov.uk](http://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 for**  
You cannot use this form  
the registered office address  
Limited Liability Partnership  
do this, please use form L  
Change of registered office  
a limited liability partnership (LLP)

SATURDAY



### 1 Company details

Company number	03131133
Company name in full	CHEVAL PROPERTY FINANCE PLC

→ **Filling 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	ARUNDEL HOUSE 1 AMBERLEY COURT
Street	WHITWORTH ROAD
Post town	CRAWLEY
County/Region	WEST SUSSEX
Postcode	RH11 7XL

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

X  X

JOINT LIQUIDATOR

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

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the transparency and accountability of the organization. This section also outlines the specific procedures for recording and verifying financial data.

2. The second part of the document addresses the role of the audit committee in overseeing the financial reporting process. It details the committee's responsibilities, including reviewing the financial statements, assessing the effectiveness of internal controls, and ensuring compliance with applicable laws and regulations.

3. The third part of the document provides a detailed overview of the internal control system. It describes the various controls implemented to mitigate risks and ensure the integrity of the financial information. This includes controls over the revenue cycle, the procurement process, and the management of assets.

4. The fourth part of the document discusses the importance of communication and collaboration between different departments. It highlights the need for clear lines of responsibility and regular communication to ensure that all stakeholders are aligned and working towards the same goals.

5. The fifth part of the document concludes with a summary of the key findings and recommendations. It reiterates the importance of continuous improvement and the need for ongoing monitoring and evaluation of the financial reporting process.

6. The sixth part of the document provides a list of references and sources used in the preparation of the report. It includes relevant laws, regulations, and industry standards that guide the organization's financial reporting practices.

7. The seventh part of the document contains a list of appendices, which provide additional information and data supporting the findings of the report. These appendices include detailed financial statements, internal control manuals, and other relevant documents.

8. The eighth part of the document provides a list of contact information for the key personnel involved in the audit process. This includes the names and titles of the audit committee members, the external auditors, and the management personnel responsible for the financial reporting process.

AD01

## Change of registered office address

**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

SUE MARKHAM

Company name

ATHERTON BAILEY LLP

Address

ARUNDEL HOUSE

1 AMBERLEY COURT

WHITWORTH ROAD

Post town

CRAWLEY

County/Region

WEST SUSSEX

Postcode

RH11 7XL

Country

DX

Telephone

01293 410333

**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,  
First Floor, Waterfront Plaza, 8 Laganbank Road,  
Belfast, Northern Ireland, BT1 3BS  
DX 481 N R Belfast 1

**Further information**

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