

AD04

Change of location of the company records to registered office

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 if
company records have always
been at the registered office

FRIDAY

SATI



AT44PO9X

A10 15/10/2010 461

COMPANIES HOUSE

A3RN4NP7

A32 25/09/2010 182

COMPANIES HOUSE

A38 18/09/2010 174

COMPANIES HOUSE

A23 09/09/2010 249

COMPANIES HOUSE

1 Company details

Company number 03817489

Company name in full DESIGNPLAN MANAGEMENT SERVICES 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

X

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

③ Person authorised

Under either section 270 or 274 of
the Companies Act 2006

AD04

Change of location of the company records to the registered office

**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	KATYA CLEERE									
Company name	MORGAN RUSSELL LLP									
Address	HILLBROW HOUSE									
	HILLBROW ROAD									
Post town	ESHER									
County/Region	SURREY									
Postcode	K	T	1	0		9	N	W		
Country	ENGLAND									
DX										
Telephone	01372 461411									

**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