

In accordance with  
Sections 114, 162, 228,  
237, 275, 356, 702, 720,  
743, 865, 809, 877, 892  
of the Companies Act  
2006.

# AD02

## Notification of single alternative inspection location (SAIL)



BAKER TILLY

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 tell us the  
address of an alternative inspection  
location where company records may  
be kept for inspection

☐ **What this form is NOT for**

You cannot use this form to  
address of a location outside  
part of the United Kingdom  
company is registered

FRIDAY



\*AKSHOMPE\*

A12

20/08/2010

354

COMPANIES HOUSE

### 1 Company details

Company number 0 6 3 5 6 9 1 2

Company name in full THE OFFICE (KIRBY) LIMITED

**Filing in this form**

Please complete in typescript or in  
bold black capitals.

All fields are mandatory unless  
specified or indicated by \*

### 2 Address of the single alternative inspection location (SAIL)

This is the address for an alternative location to the company's registered office for  
the inspection of the company records. ①

Building name/number The Clock House

Street 140 London Road

Post town Guildford

County/Region Surrey

Postcode G U 1 1 U W

**① Important**

The SAIL must always be in the part  
of the United Kingdom in which your  
company is registered

You need to notify which company  
records have moved to the SAIL on  
form AD03 'Change of location of  
the company records to the single  
alternative inspection location (SAIL)'.  
If you have not previously filed form  
AD03, please file one.

### 3 Signature

I am signing this form on behalf of the company

Signature

Signature

X 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

## AD02

### Notification of single alternative inspection location (SAIL)



#### 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

Company name Baker Tilly Tax and  
Accounting Limited

Address The Clock House  
140 London Road

Post town Guildford

County/Region Surrey

Postcode G U 1 1 U W

Country

DX 2415 Guildford

Telephone



#### 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 address of the single alternative inspection location in section 2
- ☐ The address provided is in the part of the UK where the company is registered
- ☐ 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](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)