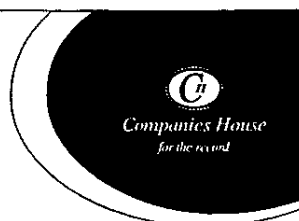


AD03

Change of location of the company records to the single alternative inspection location (SAIL)



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 of the company records are
held at the SAIL

☒ **What this form is NOT for**
You cannot use this form to tell
us which company records are
returning to the registered office
do this, please use form AD04

FRIDAY



A12 *AKSGZMPC* 20/08/2010 355
COMPANIES HOUSE

1 Company details

Company number 6 3 5 6 9 1 2

Company name in full THE OFFICE (KIRBY) LIMITED

→ **Filling 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 are now kept at the single alternative inspection location
which is as stated on the last filed form AD02 'Notification of single alternative
inspection location (SAIL)' *

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

Important

You must file form AD02 'Notifica-
tion of single alternative inspection
location (SAIL)' with this form if you
have not filed one previously

If you have previously filed a form
AD03, you do not need to include
those records on this form

A full list of the company records
which are held at the SAIL must be
included in the company's next An-
nual Return (AR01)

3 Signature

I am signing this form on behalf of the company

Signature

Signature

X  X

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.

Person authorised

Under either section 270 or 274 of
the Companies Act 2006

This form may be signed by
Director *, Secretary, Person authorised *, Liquidator, Administrator,
Administrative receiver, Receiver, Receiver manager, Charity Commission receiver
and manager, CIC manager, Judicial factor

AD03

Change of location of the company records to the 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

Address

The Clock House

140 London Road

Post town

Guildford

County/Region

Surrey

Postcode

G U 1 1 U W

Country

DX

Telephone

01483 307000



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,
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 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