

AD03

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



Companies House

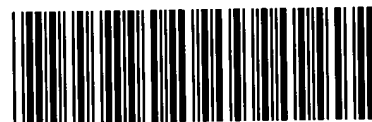


Go online to file this information
www.gov.uk/companieshouse

✓ **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. If you are doing this, please use form A

SATURDAY



A05 *A7LTS1DN* 29/12/2018 #472
COMPANIES HOUSE

1 Company details

Company number 0 6 4 8 1 3 2 2

Company name in full Right Document Solutions Holdings 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 (SAIL). Please tick as appropriate: ①

- ☒ Register of people with significant control.
- ☒ 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.
- ☒ Historic register of people with significant control.
- ☒ Historic register of members.

① Important

You must file form AD02
'Notification 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.

3 Signature

I am signing this form on behalf of the company.

Signature

Signature

✗

My signature

✗

JOINT LIQUIDATOR

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.

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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	Robert Forster
Company name	Ernst & Young LLP
Address	1 More London Place
Post town	
County/Region	London
Postcode	S E 1 2 A F
Country	United Kingdom
DX	
Telephone	020 7760 9293

**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.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse