

# AD01

## Change of registered office address

**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 to change the registered office address of a Limited Liability Partnership (LLP). To do this, please use form LL AD01's Change of registered office address of a limited liability partnership (LLP).

### 1 Company details

|                      |                                           |   |   |   |   |   |   |   |
|----------------------|-------------------------------------------|---|---|---|---|---|---|---|
| Company number       | 0                                         | 6 | 5 | 4 | 8 | 1 | 1 | 5 |
| Company name in full | Bishop Building Services (Surrey) Limited |   |   |   |   |   |   |   |

→ **Filling in this form**  
Please complete in typescript or in bold black capitals.

### 2 New registered office address

The change in registered office address does not take effect until the Registrar has registered this notice.

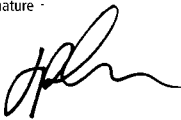
A person may validly serve any document on the company at its previous registered office for 14 days from the date that a change of registered office is registered.

|                      |                   |
|----------------------|-------------------|
| Building name/number | Lawrence House    |
| Street               | 5 St Andrews Hill |
| Post town            | Norwich           |
| County/Region        | Norfolk           |
| Postcode             | N R 2 1 A D       |

### 3 Signature

I am signing this form on behalf of the company.

Signature

Signature - 

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.~~

**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

Jamie Playford

Company name

Leading Business Services Ltd

Address

Lawrence House, 5 St Andrews Hill,  
Norwich, NR2 1AD

DX

Telephone

01603 552028

**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, Scotland, or 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 Quay2,  
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 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)**