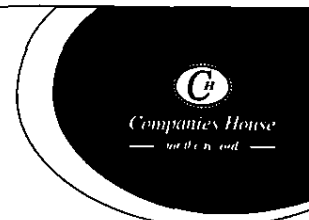


# AD02

## Notification of single alternative inspection location (SAIL)



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 tell us  
the address of a location of the part of the United Kingdom  
where the company is registered

SATURDAY



A60 \*A8OW3R73\* 29/01/2011 243  
COMPANIES HOUSE

### 1 Company details

Company number

Company name in full

→ **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 <sup>1</sup>

Building name/number

Street

Post town

County/Region

Postcode

**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

**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 <sup>2</sup>, Secretary, Person authorised <sup>3</sup>, 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

Address

Post town

County/Region

Postcode

Country

DX

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)**