

AD03

BLUEPRINT**2000**

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 held at
to the registered office. To do this
please use form AD04

THURSDAY



PJB8917P

PC3

11/03/2010

332

COMPANIES HOUSE

1 Company details

Company number 0 7 1 3 7 3 8 6

Company name in full ALWAYS IT 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)' ①

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

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

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

3 Signature

I am signing this form on behalf of the company

Signature

Signature

X *[Handwritten Signature]*

AD03

X

This form may be signed by
Director ② Secretary, Person authorised ③ Liquidator, Administrator, Administrative
receiver, Receiver, Receiver manager, Charities 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

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

CALDER & CO

Address

1 REGENT STREET

Post town

LONDON

County/Region

Postcode

S

W

1

Y

4

N

W

Country

DX

Telephone

0207 839 6655



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