

# AD01

## Change of registered office address



Companies House

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 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.  
If you do this, please use form LLAL.  
Change of registered office address  
of a limited liability partnership



\*A34VYZ5T\*

A25

01/04/2014

#209

COMPANIES HOUSE

### 1 Company details

Company number

Company name in full

#### → Filling in this form

Please complete in typescript or in  
bold black capitals

All fields are mandatory unless  
specified or indicated by \*

### 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

Street

Post town

County/Region

Postcode

#### ① Change of registered office

For England and Wales companies,  
the address provided can either be  
in England or Wales

For Welsh companies, the address  
provided must be in Wales

For companies registered in Scotland  
or Northern Ireland, the address  
provided must be in Scotland or  
Northern Ireland respectively

### 3 Signature

I am signing this form on behalf of the company

Signature

Signature

☒

☒

This form may be signed by  
Director ①, Secretary, Person Authorised ②, Liquidator, Administrator,  
Administrative receiver, Receiver, Receiver manager, Charitable 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