

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

✓ **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 LLAD01's
Change of registered office address of
a limited liability partnership (LLP).

For further information, please
refer to our guidance at
www.companieshouse.gov.uk

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 ①

If you use your home address it will be available on our website and you won't
be able to remove it.

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 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.

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	Ben Walsh				
Company name	Leonard Curtis				
Address	Leonard Curtis House				
	Elms Square, Bury New Road				
	Whitefield				
Post town	Greater Manchester				
County/Region					
Postcode	M	4	5	7	T A
Country					
DX					
Telephone	0161 413 0930				

**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, Wales, Scotland, 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 Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.
DX ED235 Edinburgh 1

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 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 gov.uk/companieshouse