

# AD03

## Change of location of the company records to the single alternative inspection location (SAIL)



Companies House



Go online to file this information  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

☒ **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 returning  
to the registered office. To do this  
please use form AD04.



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#146

COMPANIES HOUSE

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### Company details

Company number 0 2 0 0 5 6 6 3

Company name in full ITR International Translation Resources Limited

**Filling in this form**  
Please complete in typescript or in  
bold black capitals.  
All fields are mandatory unless  
specified or indicated by \*

### Company records

The following records are now kept at the (SAIL). Please tick as appropriate:

- ☒ Register of people with significant control.
- ☒ 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.
- ☒ Historic register of people with significant control.
- ☒ Historic register of members.

#### 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.

### Signature

I am signing this form on behalf of the company.

Signature

Signature

X

*Signature*

X

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.

#### 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.

#### Person authorised

Under either section 270 or 274  
of the Companies Act 2006.

## AD03

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### 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 Katya Vasileva

Company name Ernst & Young

Address 1 More London Place

Post town London

County/Region

Postcode

S

E

1

2

A

F

Country

DX

Telephone 020 7951 3427



### 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,  
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.gov.uk/companieshouse](http://www.gov.uk/companieshouse) 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.gov.uk/companieshouse](http://www.gov.uk/companieshouse)



Companies House

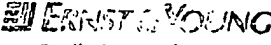
CFS (FES)  
Companies House  
Crown Way  
Cardiff  
CF14 3UZ

T +44(0) 303 1234 500  
E [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)  
Twitter @CompaniesHouse

[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

DX 33050 Cardiff

Katya Vasileva  
ERNST & YOUNG  
1 MORE LONDON PLACE  
LONDON  
SE1 2AF

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|---|-------------|
| <br>Quality in Every Thing We Do<br>100000's |             |
| 28 OCT 2019   |             |
| Partner   | R Baeker    |
| Manager   | L Catty K-V |

Your Ref  
Our Ref AD03/02005663/RL  
Date 23/10/2019

Dear Sir/Madam

**ITR INTERNATIONAL TRANSLATION RESOURCES LIMITED**

Thank you for your enclosed document. Unfortunately, we have been unable to accept it for the following reason(s):

You have filed an AD03 (Change of location of company records to the single alternative address form) but this company has not notified Companies House of a Single Alternative Inspection Location. Please complete a form AD02 (Notification of a single alternative inspection location) and return it together with this form.

Please amend your document and resubmit it as soon as possible.

Some documents can be filed online, which is faster and more reliable. Our service checks for technical errors, allowing you to correct them before submission, reducing the risk of your documents being rejected. To find out if your company can file documents online, visit our website [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse), where you can also ask to receive reminder letters electronically.

Yours faithfully

Companies House

Encs.