In accordance with Section 87 of the Companies Act 2006.

## **AD01**

### Change of registered office address



You can use the WebFiling service to file this form online. Please go to www.companieshouse.gov.uk X What this form is NOT What this form is for You cannot use this for the registered office ad You may use this form to change a company's registered office Limited Liability Partner do this, please use form address. Change of registered of **COMPANIES HOUSE** a limited liability partn Company details → Filling in this form Company number Please complete in typescript or in Company name in full bold black capitals. )2E All fields are mandatory unless RODUCT specified or indicated by 1 New registered office address • The change in registered office address does not take effect until the Registrar Change of registered office For England and Wales companies, has registered this notice. the address provided can either be A person may validly serve any document on the company at its previous in England or Wates. registered office for 14 days from the date that a change of registered office is For Welsh companies, the address registered. provided must be in Wales. For companies registered in Scotland Building name/number or Northern Ireland, the address provided must be in Scotland or Street ERFORD Northern Ireland respectively. Post town County/Region **Postcode** Signature I am signing this form on behalf of the company. **O** Societas Europaea If the form is being filed on behalf of a Societas Europaea (SE), please Signature Signature delete 'director' and insert details X X of which organ of the SE the person signing has membership. Derson authorised Under either section 270 or 274 of This form may be signed by: the Companies Act 2006. Director O, Secretary, Person Authorised O, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

#### **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.

#### ✓ 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 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 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