

# AD03

## 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](http://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  
returning to the registered office. If  
you do this, please use form AD04.

TUESDAY



\*ACB16JBY\*

A05

20/04/2010

468

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 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)' \*

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

#### ❶ Important

You must file form AD02 'Notifica-  
tion 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 An-  
nual Return (AR01)

### 3 Signature

I am signing this form on behalf of the company

Signature

Signature

*[Handwritten signature]*

X

This form may be signed by  
Director <sup>❶</sup>, Secretary, Person authorised <sup>❷</sup>, Liquidator, Administrator,  
Administrative receiver, Receiver, Receiver manager, Charity Commission receiver  
and manager, CIC manager, Judicial factor

#### ❷ 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

#### ❸ Person authorised

Under either section 270 or 274 of  
the Companies Act 2006



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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

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone



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