

# AD01

## Change of registered office address

**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 LL AD01's  
Change of registered office address of  
a limited liability partnership (LLP).

|                      |                  |                        |                                                                                              |  |  |  |  |  |  |
|----------------------|------------------|------------------------|----------------------------------------------------------------------------------------------|--|--|--|--|--|--|
| <b>1</b>             |                  | <b>Company details</b> | <b>→ Filling in this form</b><br>Please complete in typescript or in<br>bold black capitals. |  |  |  |  |  |  |
| Company number       | 04380494         |                        |                                                                                              |  |  |  |  |  |  |
| Company name in full | TOPEVENT LIMITED |                        |                                                                                              |  |  |  |  |  |  |

|                      |                            |                                                                                                                                                                                                                                                                                          |  |  |  |  |  |  |  |
|----------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|
| <b>2</b>             |                            | <b>New registered office address</b>                                                                                                                                                                                                                                                     |  |  |  |  |  |  |  |
|                      |                            | The change in registered office address does not take effect until the Registrar has registered this notice.<br><br>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 | Business Innovation Centre |                                                                                                                                                                                                                                                                                          |  |  |  |  |  |  |  |
| Street               | Harry Weston Road          |                                                                                                                                                                                                                                                                                          |  |  |  |  |  |  |  |
| Post town            | Coventry                   |                                                                                                                                                                                                                                                                                          |  |  |  |  |  |  |  |
| County/Region        |                            |                                                                                                                                                                                                                                                                                          |  |  |  |  |  |  |  |
| Postcode             | CV3 2TX                    |                                                                                                                                                                                                                                                                                          |  |  |  |  |  |  |  |

|           |                                                                                                  |                                                                                                                                                                                                                                     |  |
|-----------|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>3</b>  |                                                                                                  | <b>Signature</b>                                                                                                                                                                                                                    |  |
|           |                                                                                                  | I am signing this form on behalf of the company.                                                                                                                                                                                    |  |
| Signature | Signature<br> |                                                                                                                                                                                                                                     |  |
|           |                                                                                                  | This form may be signed by:<br>Director, Secretary, Person Authorised, Liquidator, Administrator,<br>Administrative receiver, Receiver, Receiver manager, Charity commission receiver<br>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.

Contact name  
**Mark Tailby**

Company name  
**Mercian Advisory Limited**

Address  
**Business Innovation Centre, Harry  
Weston Road, Coventry, CV3 2TX**

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 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, Scotland, or 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 Quay2,  
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 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)**