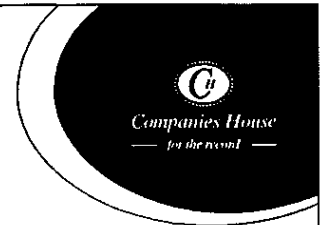


# AD02

## Notification of 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 the  
address of an alternative inspection  
location where company records  
may be kept for inspection.

☐ **What this form is NOT for**  
You cannot use this form to tell us  
the address of a location outside  
of the part of the United Kingdom  
where the company is registered.

For further information, please  
refer to our guidance at  
[www.companieshouse.gov.uk](http://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 Address of the single alternative inspection location (SAIL)

This is the address for an alternative location to the company's registered office  
for the inspection of the company records. ①

Building name/number   
Street   
Post town   
County/Region   
Postcode

① **Important**  
The SAIL must always be in the part  
of the United Kingdom in which your  
company is registered.  
You need to notify which company  
records have moved to the SAIL on  
form AD03 'Change of location of  
the company records to the single  
alternative inspection location  
(SAIL)'. If you have not previously  
filed form AD03, please file one.

### 3 Signature

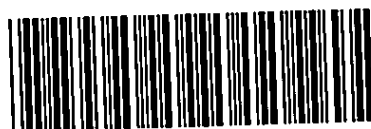
I am signing this form on behalf of the company.

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.

MONDAY



PC5

05/10/2009

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COMPANIES HOUSE