

# 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).

### 1 Company details

|                      |                             |   |   |   |   |   |   |   |
|----------------------|-----------------------------|---|---|---|---|---|---|---|
| Company number       | 0                           | 6 | 1 | 6 | 0 | 9 | 0 | 2 |
| Company name in full | Billing Specialists Limited |   |   |   |   |   |   |   |

→ **Filling in this form**  
Please complete in typescript or in bold black capitals.

### 2 New registered office address

The change in registered office address does not take effect until the Registrar has registered this notice.

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 | 9 Ensign House |   |   |  |   |   |   |  |  |  |
| Street               | Admirals Way   |   |   |  |   |   |   |  |  |  |
| Post town            | Marsh Wall     |   |   |  |   |   |   |  |  |  |
| County/Region        | London         |   |   |  |   |   |   |  |  |  |
| Postcode             | E              | 1 | 4 |  | 9 | X | Q |  |  |  |

### 3 Signature

I am signing this form on behalf of the company.

Signature

Signature



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.

**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  
**David Kerr**

Company name  
**S F P**

Address  
**9 Ensign House  
Admirals Way  
Marsh Wall  
London  
E14 9XQ**

DX

Telephone  
**020 7538 2222**

**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)**