

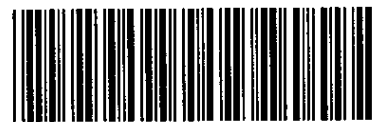
# LIQ03

## Notice of progress report in voluntary winding up



Companies House

MONDAY



A11 \*A89AD1H4\* #144  
08/07/2019  
COMPANIES HOUSE

### 1 Company details

Company number 0 9 0 8 4 7 9 8

Company name in full Bamm Hub Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Jonathan Paul

Surname Philmore

### 3 Liquidator's address

Building name/number Yorkshire House

Street 7 South Lane

Post town Holmfirth

County/Region West Yorkshire

Postcode H D 9 1 H N

Country United Kingdom

### 4 Liquidator's name

Full forename(s)

Surname

#### Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address

Building name/number

Street

Post town

County/Region

Postcode

Country

#### Other liquidator

Use this section to tell us about  
another liquidator.

# LIQ03

## Notice of progress report in voluntary winding up


### 6 Period of progress report

From date	1	0	0	5	2	0	1	8
To date	0	9	0	5	2	0	1	9

### 7 Progress report

☒ The progress report is attached

### 8 Sign and date

Liquidator's signature	Signature	
	X	
Signature date	d	d
	0	5
	m	m
	0	7
	y	y
	2	0
	1	9

X

# LIQ03

## Notice of progress report in voluntary winding up



### 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.

Jonathan Paul Philmore

Philmore & Co Ltd

Yorkshire House

7 South Lane

Holmfirth

West Yorkshire

Postcode

H D 9 1 H N

United Kingdom

DX

01484 461959



### 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 attached the required documents.
- ☐ You have signed the form.



### Important information

**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 address below:**

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.



### Further information

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) 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.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**

**BAMM HUB LIMITED IN CREDITORS VOLUNTARY LIQUIDATION**

**ANNUAL PROGRESS REPORT**

**FOR THE PERIOD ENDED 9 MAY 2019**

**CONTENTS**

1. Interpretation & Introduction
2. Background
3. Executive Summary
4. Asset realisations
5. Investigations
6. Creditors' claims
7. Dividend prospects
8. Costs and expenses
9. Further Information
10. Conclusion

**APPENDICES**

1. *Receipts and payments account for the period 10 May 2018 to 9 May 2019*
  2. Analysis of Time Costs
  3. Philmore & Co charge out rates
  4. Detailed Narrative of Work Undertaken
-

## 1. INTERPRETATION & INTRODUCTION

### Interpretation

Expression	Meaning
"the Company"	Bamm Hub Limited (in Liquidation)
"the liquidator" and "I"	Jonathan Paul Philmore of Philmore & Co Limited, Unit 11 Dale Street Mills, Dale Street, Longwood, Huddersfield, HD3 4TG
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and Wales) Rules 2016 (as amended)
"secured creditor"	A Secured creditor in relation to a company, means a creditor of the company who holds, in respect of his debt, a security over property of that company.
"unsecured creditor"	An unsecured creditor in relation to a company is an entity that has no security over any of the company's assets for the debt due to it. Unsecured creditors in a corporate insolvency process most commonly include trade creditors, <u>HMRC</u> , landlords and utility creditors.
"security"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act)  (ii) in relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off).
"preferential creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Insolvency Act 1986

### Introduction

I write to provide creditors with my Annual report on the progress of the liquidation. This report covers the twelve month period from the date of my appointment as Liquidator on 10 May 2018 to 9 May 2019. The contents of this report deal specifically with my actions post appointment and do not contain any in-depth background information previously provided to creditors.

The Liquidator is required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix 4.

---

## 2. BACKGROUND

### REGISTERED NAME, ADDRESS AND NUMBER

Bamm Hub Limited ("the Company") - (In Liquidation)

Former Registered office:	Unit 11, Dale Street Mills, Dale Street, Longwood, Huddersfield, West Yorkshire, HD3 4TG
Current Registered Office:	Yorkshire House, 7 South Lane, Holmfirth, West Yorkshire, HD9 1HN
Registered Number:	09084798
Other names	N/A
Trading Names:	N/A

*The Company carried on business as energy consultants and insulation installers.*

The director attributes the failure of the Company to the following;

- Reduction in Government funding
- Incorrectly designed heat pumps resulting in large remedial work costs

### LIQUIDATION APPOINTMENT DETAILS

*Jonathan Paul Philmore was appointed Liquidator of the Company on the 10 May 2018 at a statutory meeting of the members held on that date. The appointment was confirmed by the Deemed Consent Decision Procedure and there were no objections to his appointment. There has been no change of office holder in this matter during the conduct of the liquidation.*

### LIQUIDATORS ACTIONS SINCE APPOINTMENT

#### Review and Strategy

Upon appointment I arranged a meeting with the Company director to determine the best strategy to maximise the value of the available assets. My strategy has been subject to change as the case has progressed.

*Advice was sought from my solicitor as to the prospect of recovery of an outstanding book debt.*

#### Compliance with The Insolvency Act, Rules and Best Practice

The Liquidator has met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the administration, which has ensured that the Liquidator and his staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Informing all relevant persons of the commencement of the Liquidation, including filing statutory documents at Companies House and meeting statutory advertising requirements;
  - Drafting and issuing the progress report to creditors;
  - Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
-

BAMM HUB LIMITED IN CREDITORS VOLUNTARY LIQUIDATION  
ANNUAL PROGRESS REPORT

- Maintaining case files, which must include records to show and explain the liquidation and any decisions made by the Liquidator that materially affect the liquidation;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the liquidation is progressing efficiently, effectively and in line with the statutory requirements;
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments;

### 3. EXECUTIVE SUMMARY

This report describes the progress since the commencement of the Liquidation ("the Review Period"). A summary of key information in this report is detailed below. The Liquidator's Receipts and payments account for the period 10 May 2018 to 9 May 2019 can be found at Appendix 1.

#### Asset Realisations

Asset category	Book Value (£)	Valuation (£)		Estimated to Realise (£)	Amount Realised (£)
		In Situ	Ex Situ		
<b><u>Uncharged Assets</u></b>					
Book Debts	89,898	N/A	N/A	Unknown	0.00
<b>Total</b>	<b>89,898</b>	<b>N/A</b>	<b>N/A</b>	<b>Unknown</b>	<b>0.00</b>

#### Expenses & Costs Incurred to Date

Nature of expense	Expenses / Costs incurred to date
<b>Costs of Administration</b>	
Legal costs	0.00
Agent's and valuers' Costs	0.00
Debt Collection agency	0.00
Accountants fee	0.00
<b>Total</b>	<b>0.00</b>
<b>Category 1</b>	
Bond	40.00
Statutory Advertising	169.20
Case Management Fee	185.00
Travel expenses	0.00
<b>Total</b>	<b>394.20</b>
<b>Category 2</b>	
Postage	0.00
Copying	0.00
<b>Total</b>	<b>0.00</b>

#### Dividend prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Secured creditor	N/A	N/A
Preferential creditors	N/A	N/A
Unsecured creditors	0.00	£0.00

All costs of the Liquidation have been paid personally by the former director.

#### 4. ASSET REALISATIONS

According to the statement of affairs lodged in these proceedings, the Company had assets with a book value of c£89,898 with an uncertain estimated to realise value. The asset comprised of an outstanding book debt.

##### **Book Debts**

According to the Director's Statement of Affairs the Company's debtor ledger totalled £89,898. The Company entered into a joint venture with St Cecilia's RTM Company Limited ("RTM") to carry out works to a property with around 120 tenants for the improvement of energy efficiency/insulation.

The Company incurred substantial costs of around £60,000 as part of the joint venture on the expectation of making a significant profit estimated to be in the region of £100,000 to £200,000 depending upon successful completion of the works.

However RTM did not follow through and complete the joint venture and indeed went with an alternative advisor/work partner at a later stage. Regrettably the director had not entered into a formal contract with RTM. I instructed my solicitors, Irwin Mitchell LLP of Sheffield ("IM") to look at the prospects of making any recovery from RTM in view of the position and the monies expended by the Company. IM reviewed the papers to hand and liaised with the former director regarding the intentions of the parties. IM have advised me that even if it was possible to bring a successful claim against RTM (and in their view, this would be very difficult given that there was no formal contract in place) there is no obvious means of making a financial recovery from RTM.

IM has advised me against expending significant time on a recovery action with no real prospect of success and further that they would be reluctant to act on a contingent basis.

Therefore with no funds to hand within the liquidation I have determined that there is no prospect of a recovery from RTM.

#### 5. INVESTIGATIONS

During the period covered by this report I, together with members of my staff have carried out a review of the Company's affairs. This has included seeking information and explanations from the director by means of questionnaires and meetings; making enquiries of the Company's accountants; reviewing information received from creditors and collecting and examining the Company's bank statements, accounts and other records.

The director has co-operated with my enquiries and delivered up the Company's books and records upon my request.

The information gained from this process enabled me to meet my statutory duty to submit a confidential report on the director's conduct to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

I have not identified any further assets or actions which might lead to a recovery for creditors.

Although this work did not generate any financial benefit to creditors, it was necessary to meet my statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

---



I can confirm that I filed my report on the director's conduct with the Insolvency Service on 10 August 2018. The contents of this report are confidential and not available for circulation to creditors.

## 6. CREDITORS' CLAIMS

### **Secured creditors**

There are no secured creditors in this matter.

### **Preferential creditors**

There are no preferential creditors in this matter.

### **Unsecured creditors**

Creditor claims as per the statement of affairs totalled £335,762. I have to date received claims totalling £100,021.86. A number of creditors have not lodged a formal claim with me however as there is no prospect of a distribution to unsecured creditors I will not be requesting that they do so.

## 7. DIVIDENDS

### **Dividend in Relation to the Prescribed Part**

Under the provisions of Section 176A of the Insolvency Act 1986 the Liquidator must state the amount of funds available to unsecured creditors in respect of the prescribed part. This provision only applies where a company has granted a floating charge to a creditor after 15 September 2003. There are no charges registered against the assets of the Company and as such this section does not apply.

### **Notice of No Dividend**

This Notice is given under Rule 14.36 of the (IR 2016). It is delivered by the Liquidator of the Company, Jonathan Paul Philmore, of Philmore & Co Ltd, Yorkshire House, 7 South Lane, Holmfirth, West Yorkshire, HD9 1HN.

The Liquidator gives notice confirming that no dividend will be declared to any class of creditor as the funds realised have been used or allocated for paying the expenses of the Liquidation.

## 8. COSTS AND EXPENSES

### **Pre-Appointment Fees**

The payment of any reasonable and necessary expenses incurred in connection with preparing a Statement of Affairs on behalf of the Company can be paid out of the Company's assets as an expense of the liquidation. If the payment is made prior to the appointment of the Liquidator then creditor approval is not required. However where the payment is made after the formal appointment of the Liquidator or to an associate of the Liquidator, creditor approval is required.

As mentioned above there are no Estate funds and as such I have not requested creditor approval. The sum of £1,000.00 plus VAT and disbursements has been paid personally by the former director.

---

### **The Liquidator's fees**

My time costs for the period 10 May 2018 to 9 May 2019 totals £3,568.50 representing 25.70 hours at an average hourly rate of £138.85. As at the date of this report I have not drawn any remuneration against the above time costs and these will be written off in full.

Information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. A link to the R3 website can also be found on the Philmore & Co website; [www.philmoreandco.com](http://www.philmoreandco.com). Please note that there are different versions of the Guidance Notes and in this case you should refer to the April 2017 version.

A summary of my firm's time costs are also detailed at Appendix 2. Appendix 3 shows the relevant charge out rates for the Liquidator and his staff during the period covered by this report.

### **Costs and Disbursements**

Costs met by and reimbursed to an office holder in connection with an insolvency appointment should be appropriate and reasonable. Such costs will fall into two categories:

a) Category 1 disbursements: These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses, and equivalent costs reimbursed to the office holder or his or her staff.

b) Category 2 disbursements: These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage.

Category 1 disbursements can be drawn without prior creditor approval. Category 2 disbursements may be drawn if they have been approved by creditors.

The Liquidator's category 1 and Category 2 disbursements can be found in the Executive Summary.

### **Payments to Other Professionals**

There have been no payments made to other professionals.

## **9. FURTHER INFORMATION**

A creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Liquidator's remuneration and expenses, within 21 days of receipt of this report.

A creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report.

---

**10. CONCLUSION**

My administration of the case is now complete and a final report will be uploaded in due course.

*If you require any further information please contact Liam Cockfield of my office.*

A handwritten signature in black ink, appearing to read 'Jonathan Philmore', with a long, wavy horizontal line extending to the right.

**Jonathan Paul Philmore**  
**Liquidator**

Appendix 1


Bamm Hub Ltd - In Creditors Voluntary Liquidation  
Liquidator's Abstract of Receipts & Payments

From 10 May 2018 To 09 May 2019

S of A £		£	£
UNSECURED CREDITORS			
NIL	Finance Creditor	NIL	
NIL	Trade Creditor	NIL	
NIL			NIL
NIL			NIL

REPRESENTED BY

NIL

  
Jonathan Paul Philmore  
Liquidator

## Appendix 2

### Liquidator's Remuneration Schedule Bamm Hub Ltd Between 10 May 2018 and 09 May 2019

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	1.60	7.10	0.50	9.10	18.30	2,541.00	138.85
Investigations	0.00	0.80	0.00	3.60	4.40	557.00	126.59
Realisation of Assets	0.20	0.00	0.00	0.00	0.20	42.00	210.00
Creditors	0.00	0.70	0.00	2.10	2.80	428.50	153.04
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Retention of Title	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Shareholders	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total hours</b>	<b>1.80</b>	<b>8.60</b>	<b>0.50</b>	<b>14.80</b>	<b>25.70</b>		
<b>Time costs</b>	<b>378.00</b>	<b>1,596.00</b>	<b>92.50</b>	<b>1,502.00</b>		<b>3,568.50</b>	
<b>Average hourly rate</b>	<b>210.00</b>	<b>185.58</b>	<b>185.00</b>	<b>101.49</b>			<b>138.85</b>

Description	Total Incurred £	Total Recovered £
	0.00	0.00
<b>Totals</b>	<b>0.00</b>	<b>0.00</b>

#### Summary of Fees

Time spent in administering the Assignment	Hours	25.70
Total value of time spent to 09 May 2019	£	3,568.50
Total Liquidator's fees charged to 09 May 2019	£	0.00

## Philmore & Co

### Charge out rates from 1 April

	2018	2019
Grade	(£) Rate per Hour	(£) Rate per Hour
Directors	210.00	230.00
Managers	185.00	195.00
Technical Staff	140.00	150.00
Support Staff	45.00	50.00

Time is charged in 6 minute units

### Category 1 and Category 2 Disbursements

Category 1 disbursements relate to external services provided to third parties which are directly attributable to the case.

Category 2 disbursements relate to internal charges made for items such as postage, faxes, room hire and mileage. Creditor approval is required for Category 2 disbursements to be charged as an expense of the case in accordance with best practice guidelines as set out in Statement of Insolvency Practice 9 (as amended December 2015).

The rates at which these charges are made are listed below and in my opinion are in line with the cost of external provision of these charges.

Disbursement	Charge p/£
Postage – First Class (Circulars only, per copy depending on size)	50p - £1.50
Postage – Second Class (Circulars only, per copy depending on size)	40p – £1.00
Photocopying (Circulars only per page)	15p
Faxes (incoming and outgoing per page)	25p
Virtual Meeting Charge	£50.00
Room Hire (per hour)	£25.00
Mileage (per mile)	15p – 45p
Records Storage (per box, per annum) Charged Pro Rata	£5.00
Bank Account opening Charge	£50.00

## Appendix 4

### Detailed list of work undertaken for Bamm Hub Limited in Creditors' Voluntary Liquidation for the review period 10 May 2018 to 9 May 2019

Below is detailed information about the tasks undertaken by the Liquidator.

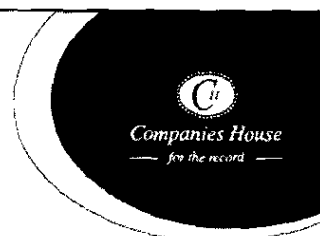
General Description	Includes
<b>Statutory and General Administration</b>	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns Quarterly VAT returns Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Document maintenance/file review/checklist	Filing of documents Periodic file reviews documenting strategy Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending job files to storage
Pension scheme	Identifying whether there is a pension scheme
Reports	Circulating initial report to creditors upon appointment Preparing annual progress report, investigation, meeting and general reports to creditors
Decision Procedure	Preparation of meeting notices, proxies/voting forms and advertisements notice of meeting to all known creditors Collate and examine proofs and proxies/votes to decide on resolutions Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Responding to queries and questions following meeting Issuing notice of result of meeting.
<b>Investigations</b>	
SIP 2 Review	Collection and making an inventory of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors (if applicable) Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service
<b>Realisation of Assets</b>	
Cash at Bank	Liaising with the Company's bank and requesting funds
Book Debts	Strategy meeting to review the outstanding book debts Liaising with the director Correspondence with debtors Sending the debtors to the debt collectors Requesting updates from the debt collectors Instructing solicitors Correspondence with Solicitors
<b>Creditors and Distributions</b>	
Creditor	Receive and follow up creditor enquiries via telephone

General Description	Includes
Communication	Review and prepare correspondence to creditors and their representatives via facsimile, email and post
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on the validity of secured creditors' claims and other complex claims



# AD01

## Change of registered office address



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 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).

For further information, please refer to our guidance at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

### 1 Company details

Company number	09084798
Company name in full	BAMM HUB LIMITED

**➔ Filling in this form**

Please complete in typescript or in bold black capitals.

All fields are mandatory unless specified or indicated by \*

### 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	Yorkshire House
Street	7 South Lane
Post town	Holmfirth
County/Region	West Yorkshire
Post code	HD9 1HN

**➔ Change of registered office**

For England and Wales companies, the address provided can either be in England or Wales.

For Welsh companies, the address provided must be in Wales.

For companies registered in Scotland or Northern Ireland, the address provided must be in Scotland or Northern Ireland respectively.

### 3 Signature

I am signing this form on behalf of the company.

Signature

Signature

✗  ✗

**➔ 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.

**➔ Person authorised**

Under either section 270 or 274 of the Companies Act 2006.

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	Jonathan Paul Philmore
Company name	Philmore & Co
Address	Yorkshire House
	7 South Lane
Post town	Holmfirth
County/Region	West Yorkshire
Postcode	HD9 1HN
Country	
DX	
Telephone	01484 461959



**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,  
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)