

# AD01

## Change of registered office address



Companies House

You can use the WebFiling service to file this form online.  
Please go to [companieshouse.gov.uk](https://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 cha  
the registered office address of  
Limited Liability Partnership (LL  
do this, please use form LL AD0  
Change of registered office add  
a limited liability partnership (LL

MONDAY



A02 \*ACZ5Z2QQ\* 18/03/2024 #5  
COMPANIES HOUSE

### 1 Company details

Company number 1 0 2 3 6 1 6 9

Company name in full Avacas Ltd

#### → 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 ①

If you use your home address it will be available on our website and you won't  
be able to remove it.

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 63

Street St. Mary Axe

Post town London

County/Region

Postcode E C 3 A S A A

#### ① 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 Appropriate registered office address ②

☒ I confirm that the new registered office address is an appropriate address  
as outlined in section 86(2) of the Companies Act 2006.

#### ② Registered office address:

An address is an "appropriate  
address" if, in the ordinary course of  
events –

(a) a document addressed to the  
company, and delivered there by  
hand or by post, would be expected  
to come to the attention of a person  
acting on behalf of the company, and

(b) a person can get an  
acknowledgement of delivery to  
record the delivery of documents to  
the new registered office address.

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**Authentication ①**

I am authenticating this form on behalf of the company.  
**Enter your printed name.** You do not need to include a signature.

Name

GEORGIOS KARLAFTIS

This form may be authenticated by:  
Director ②, Secretary, Person Authorised ③, Liquidator, Administrator,  
Administrative receiver, Receiver, Receiver manager, Charity commission receiver  
and manager, CIC manager, Judicial factor.

**① Authentication**

This will appear on the public record.

**② United Kingdom Societas (UKS)**

If the form is being filed on behalf of a UKS please delete 'director' and insert details of which organ of the UKS the person authenticating has membership

**③ 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 TTCA Ltd

Address 269 Farnborough Road

Post town Farnborough

County/Region

Postcode

G U I 4 7 L Y

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 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, or Northern Ireland.
- ☐ You have authenticated the form.

**Important information**

Please note that all information on this form will appear on the public record.

**How to send your form**

You can upload certain forms to Companies House instead of sending them by post.

If you need to post your form, you must send it to the correct address.

For more information on where to send the form visit:  
**[gov.uk/companies-house/offices](http://gov.uk/companies-house/offices)**

**Further information**

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

Regus  
63 St Mary Axe  
London  
EC3A 8AA

06-03-2024

Dear Pedro Rangel,

**RE: Registered Office Approval for Avacas Ltd**

We refer to your Regus Office service agreement dated 01-01-2024 and made between our respective companies Avacas Ltd ("your Office Agreement").

We confirm that in consideration for you using the business centre address as your registered office address you agree to observe the following conditions:


1. You may only do so for the duration of your Virtual Office Agreement;
2. You must ensure that with immediate effect from the date your agreement ends that the address is changed to any address other than the business centre address; and
3. You must ensure compliance with all relevant laws regarding your registered office.

It is a legal requirement to keep certain information relating to a UK company at that company's registered office. We will allow you to store this information at the business centre until the date when your agreement ends. We cannot provide company secretarial services or legal advice and it remains entirely your responsibility to comply with the law in this regard. If you have any queries as to your obligations you should speak to your solicitor or other professional advisers.

You agree to indemnify us in respect of all liability, claims, damages, loss and expenses which may arise if you do not comply with the terms of this letter.

You also agree to pay any additional costs, including reasonable legal fees, which we may incur in relation to providing this service and enforcing the terms of this letter.

Yours faithfully,



Petra Capanova  
**Community Sales Manager**

IW Group Services (UK) Limited  
Registered Office : 1 Burwood Place, London W2 2UT, United Kingdom  
Incorporated and registered in England & Wales under Company No. 2755077

[www.regus.com](http://www.regus.com)