

AD01

Change of registered office address



You can use the WebFiling service to file this form online.

Please go to 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). If you wish to do this, please use form LL AL. Change of registered office address of a limited liability partnership (LLP).

SATURDAY



SCT 17/05/2014 #191
COMPANIES HOUSE

1 Company details

Company number	SC142593
Company name in full	Burns Design 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

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	7 th Floor
Street	90 St Vincent Street
Post town	Glasgow
County/Region	
Post code	G2 5UB

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 Signature

I am signing this form on behalf of the company.	
Signature	X M Hee X
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.	

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.

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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	Maureen Elizabeth Leslie
Company name	mlm Solutions
Address	7th Floor 90, St. Vincent Street
Post town	Glasgow
County/Region	
Postcode	G2 5UB
Country	
DX	
Telephone	0845 051 0210



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 or email 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