

AD02

Notification of single alternative inspection location (SAIL)

BLUEPRINT

OneWorld

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 tell us the
address of an alternative inspection
location where company records may
be kept for inspection.

☒ **What this form is for**

You cannot use
address of a lo
part of the United
company is re

For further information, please

it
:gov.uk



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27/07/2010

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COMPANIES HOUSE

TUESDAY

1 Company details

Company number

Company name in full

Filing 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

Signature

☒ 

☒

This form may be signed by
Director ², Secretary, Person authorised ³, 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

Company name

Company Secretary's Office

Address

3rd Floor

26 Red Lion Square

Post town

London

County/Region

Postcode

W C 1 R 4 H Q

Country

United Kingdom

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 address of the single alternative inspection location in section 2.
- ☐ The address provided is in the part of the UK where the company is registered.
- ☐ 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,
Second Floor, The Linnenhall, 32-38 Linnenhall Street,
Belfast, Northern Ireland, BT2 8BG.
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