

## Change of location of LLP records to the single alternative inspection location (SAIL) – LL AD03

And

## Change of location of company records from the single alternative inspection location (SAIL) - LL AD04

Data Item	Type	Max Char Length	Mandatory	Comments
Building Name/No.	Free text	50	Yes	-
Postcode	Free text	12	No	Look up functionality
Address 1 (street)	Free text	50	Yes	-
Address 2	Free text	50	No	-
Post Town	Free text	50	Yes	-
County/Region	Free text	50	No	-
Country	Drop down box		Yes	-
Care of details	Free text	100	No	Only if applicable
PO box number	Free text	10	No	Only if applicable
<b>Location of registers</b>				
Register of members	Radio Button	-	No	-
Register of debenture holders	Radio Button	-	No	-
Instruments creating charges and register of charges	Radio Button	-	No	-
Where registers located	Alternative boxes	-	No	Sail or registered office

If records are **moved to** the SAIL address a **form AD03** will be generated upon submission

If records are **moved from** the SAIL address a **form AD04** will be generated upon submission