

AD02

Notification of single alternative inspection location (SAIL)

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 NOT for
You cannot use this form to tell us
the address of a location outside
of the part of the United Kingdom
where the company is registered.

1 Company details

Company number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Company name in full	<input type="text"/>							
	<input type="text"/>							

→ **Filling in this form**
Please complete in typescript or in
bold black capitals.

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.	
Building name/number	<input type="text"/>	
Street	<input type="text"/>	
	<input type="text"/>	
Post town	<input type="text"/>	
County/Region	<input type="text"/>	
Postcode	<input type="text"/>	

3 Signature

	I am signing this form on behalf of the company.	
Signature	<div>Signature</div> <input type="text"/>	
	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.	

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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 Linenhall, 32-38 Linenhall Street,
Belfast, Northern Ireland, BT2 8BG.
DX 481 N.R. Belfast 1.