

Change of location of company records to the single alternative inspection location (SAIL) - AD03

And

Change of location of company records from the single alternative inspection location (SAIL) - 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
Location of registers				
Register of members	Radio Button	-	No	-
Register of debentures	Radio Button	-	No	-
Directors' service contracts	Radio Button	-	No	-
Directors' indemnities	Radio Button	-	No	-
Register of secretaries	Radio Button	-	No	-
Records of resolutions and meetings	Radio Button	-	No	-
Register of debenture holders	Radio Button	-	No	-
Instruments creating charges England/Wales and NI	Radio Button	-	No	-
Instruments creating charges Scotland	Radio Button	-	No	-
Contracts relating to purchase of own shares	Radio Button	-	No	-
Documents relating to redemption or purchase of own shares out of capital by private company (only applicable to companies limited by shares)	Radio Button	-	No	-
Report to members on outcome of investigation by public company into interests in its shares (only applicable to public limited companies)	Radio Button	-	No	-
Register of interests in shares disclosed to public company (only applicable to public limited companies)	Radio Button	-	No	-

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