

# AD04

## Change of location of the company records to the registered office

- ✓ **What this form is for**  
You may use this form to tell us which company records are returning to the registered office.
- ✗ **What this form is NOT for**  
You cannot use this form if the company records have always been at the registered office.

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Company details

Company number	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<b>Filling in this form</b> Please complete in typescript or in bold black capitals.
Company name in full	<div></div> <div></div>	

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Company records

The following records are now kept at the registered office. Please tick as appropriate:

☐ Register of people with significant control.

☐ Register of members.

☐ Register of directors.

☐ Directors' service contracts.

☐ Directors' indemnities.

☐ Register of secretaries.

☐ Records of resolutions etc.

☐ Contracts relating to purchase of own shares.

☐ Documents relating to redemption or purchase of own share out of capital by private company.

☐ Register of debenture holders.

☐ Report to members of outcome of investigation by public company into interests in its shares.

☐ Register of interests in shares disclosed to public company.

☐ Instruments creating charges and register of charges: England and Wales or Northern Ireland.

☐ Instruments creating charges and register of charges: Scotland.

☐ Historic register of people with significant control.

☐ Historic register of members.

**Important**  
If form AD03 'Change of location of the company records to the single alternative inspection location (SAIL)' has not been filed previously, please file one with this form to indicate which company records are held at the SAIL.

If you have previously filed a form AD04, you do not need to include those records on this form.

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Signature

	I am signing this form on behalf of the company.	
Signature	<div>Signature</div>	
	<div>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.</div>	

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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.