

# LL AD03

## Change of location of the records to the single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP)

**What this form is for**  
You may use this form to tell us which of the LLP records are held at the SAIL.

**What this form is NOT for**  
You cannot use this form to tell us which LLP records are returning to the registered office. To do this, use form LL AD04.

1	LLP details	
LLP number	<div></div>	→ <b>Filling in this form</b> Please complete in typescript or in bold black capitals.
LLP name in full	<div></div>	
2	LLP records	
	<div>The following records are kept at the single alternative inspection location which is as stated on the last filed form LL AD02 'Notification of single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP)'. Please tick as appropriate: <div><input type="checkbox"/> Register of members. <input type="checkbox"/> Register of debenture holders. <input type="checkbox"/> Instruments creating charges and register of charges: England and Wales or Northern Ireland. <input type="checkbox"/> Instruments creating charges and register of charges: Scotland.</div></div>	
3	Signature	
Signature	<div>I am signing this form on behalf of the LLP</div>	
	<div><div>Signature</div><div></div><div>This form may be signed by: Designated member, Member, Administrator, Administrative receiver, Receiver manager, Receiver, Judicial factor.</div></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 LLPs registered in England and Wales:**

The Registrar of Companies, Companies House, Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.

**For LLPs 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 LLPs registered in Northern Ireland:**

The Registrar of Companies, Companies House, First  
Second Floor, The Linenhall, 32-38 Linenhall Street,  
Belfast, Northern Ireland, BT2 8BG.  
DX 481 N.R. Belfast 1.