

# OS AD02

## Notice of location, or change in location, of instruments creating charges and register of charges for an overseas company

**What this form is for**  
You may use this form to tell us when the instruments creating charges are held at the single alternative inspection location (SAIL) or are returned to the principal place of business.

**What this form is NOT for**  
You cannot use this form to give notice of a change in any other overseas company details.

1

Overseas company details

Company number

Company name in full or alternative name as registered in the UK

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

2

Location of instruments within the UK

Have the instruments creating charges and register of charges returned to the principal place of business?

→ No

Go to **Section 3** 'Address of the single alternative inspection location (SAIL)'.

→ Yes

Tick the box below and give the UK establishment number, then go to **Section 4** 'Signature'.

☐

The instruments have returned to the principal place of business.

UK establishment number

3

Address of the single alternative inspection location (SAIL)

This is the address for an alternative location to the company's principal place of business for the inspection of instruments creating charges and register of charges.

Building name/number

Street

Post town

County/Region

Postcode

4

Signature

I am signing this form on behalf of the overseas company.

Signature

This form may be signed by: Director, Secretary, Permanent representative.

## **OS AD02**

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### **Where to send**

**You may return this form to any Companies House address:**

**England and Wales:**

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

**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).

**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.