

# AD03

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

### What this form is for

You may use this form to tell us  
which of the company records are  
held at the SAIL.

### What this form is NOT for

You cannot use this form to tell  
us which company records are  
returning to the registered office. To  
do this, please use form AD04.

## 1 Company details

Company number

Company name in full

### Filling in this form

Please complete in typescript or in  
bold black capitals.

## 2 Company records

The following records are now kept at the (SAIL). 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

You must file form AD02  
'Notification of single alternative  
inspection location (SAIL)' with  
this form if you have not filed one  
previously.

If you have previously filed a form  
AD03, you do not need to include  
those records on this form.

## 3 Signature

I am signing this form on behalf of the company.

Signature

Signature

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.