

# VT01

## Certified voluntary translation of an original document that is or has been delivered to the Registrar of Companies

### What this form is for

You may use this form to deliver  
a certified voluntary translation of a  
document in English (subject to the  
Directive disclosure requirements)  
that is being filed with this form or  
has been previously delivered to  
the Registrar of Companies on or  
after 1st January 2007.

### What this form is NOT for

You cannot use this form to deliver a  
certified translation in any language  
other than official EU languages or  
in respect of any non-Directive  
disclosure documents.

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### Company details

Company number

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Company name in full


#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

All fields are mandatory unless  
specified or indicated by \*

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### Description of the original document

Document type

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Original document

If the original document is not enclosed with the VT01, please enter the date  
of registration of the original document (which must be on or after  
1st January 2007).

d	d	m	m	y	y	y	y
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### Certified voluntary translation

The certified voluntary translation must be in an official language of the  
European Union. Please indicate the language here.

Language of the  
certified voluntary  
translation \*

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## Notes

Please note:

If you are applying for, or have been granted, exemption under section 243 of the Companies Act 2006 and the document(s) you are voluntarily translating contain(s) your usual residential address, please post this form along with the certified voluntary translation and, if applicable, the original document to the address below:

The Registrar of Companies, PO BOX 4082, Cardiff, CF14 3WE.

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## Signature

I am signing this form on behalf of the company.

Signature

Signature

This form may be signed by:

Director, Secretary, Person authorised, Permanent representative on behalf of an overseas company, 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,  
First Floor, Waterfront Plaza, 8 Laganbank Road,  
Belfast, Northern Ireland, BT1 3BS.  
DX 481 N.R. Belfast 1.

**Section 243 exemption**

If you are applying for, or have been granted, a section 243 exemption, please post this form along with the translation to the different postal address below:

The Registrar of Companies, PO Box 4082,  
Cardiff, CF14 3WE.