

# RP07

## Application to change a company's disputed registered office address



Companies House

✓ **What this form is for**  
You may use this form to apply to  
the registrar to change a company's  
registered office address if there is a  
dispute over the address.

✗ **What this form is NOT for**  
A company cannot use this form  
to change its own registered office  
address.

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Applicant's name <sup>①</sup>

	Show the name of the individual if the applicant is an individual.
Title*	
Full forename(s)	
Surname	
	Show the company name if the applicant is a company
Company name	

#### → Filling in this form

Complete in typescript or in bold  
black capitals.

All fields are mandatory unless  
specified or indicated by \*

① If the applicant is an individual,  
please give the full forename(s) and  
surname. If the applicant is a  
corporate body or firm, please give  
the corporate name.

### 2 Applicant's address

Building name/number	
Street	
Post town	
County/Region*	
Postcode*	
Country *	

### 3 Company details

	Show the company number and name the application is for. <sup>②</sup>
Company number	
Company name	

② The company number and name  
of the company whose registered  
office address is the subject of this  
application

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## 4 Registered office address ①

Building name/number	
Street	
Post town	
County/Region	
Postcode	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>

① The registered office address of the company whose registered office address is the subject of this application

## 5 Reason for applying to change the company's registered office

Show the reason for applying to change the company's registered office.

**You must provide any relevant documents or information to support this application. ②**

The registrar will notify the company named in section 3 of this application. The notice will include your name, the reason you're making this application and will include anything you provide in support. You need to consider carefully what information you send us.

Reason for applying

### ② Relevant documents or information

In the case of a private individual, where the address is being used without their authority, this may include:

- documents showing the applicant's proprietary rights in the address, including leasehold or freehold
- a written agreement entitling the applicant to use the address
- a utility bill sent to the applicant at the address dated within the last 6 months

The above examples may also apply to a service provider where their address is being used without their authority.

In the case of a service provider, where a contract has been entered into and subsequently terminated, this may include:

- written evidence of the start and termination of the contract, including the applicant's initial request for the service or a receipted invoice showing proof of payment or any other evidence of the company's direct involvement in the process, and a copy of the letter terminating the contract, or
- a copy of the signed contract and the termination letter.

We will consider any other evidence on a case by case basis.

### Continuation pages

Use a continuation page if necessary.

## 6 Signature

Please sign the form

Applicant's signature

Signature

X

X

**Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form.

Contact name

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone

**Checklist**

**We may return forms completed incorrectly or with information missing.**

**Make sure you have remembered the following:**

- ☐ You have completed all relevant sections of this form.
- ☐ You have given the grounds for the application and provided documents or information to support it.
- ☐ You have signed the form

**Important information**

The information on this form will **not** appear on the public record.

**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,  
Registered Office and Directors' Disputes Team  
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.

**Further information**

For further information, please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**

# RP07 - continuation

## Application to change a company's disputed registered office address

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### Reason for applying to change the company's registered office

Show the reason for applying to change the company's registered office.

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Reason for applying

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- written evidence of the start and termination of the contract, such as the applicant's initial request for the service or a receipted invoice showing proof of payment or any other evidence of the company's direct involvement in the process, or
- and a copy of the letter terminating the contract.

We will consider any other evidence on a case by case basis.