

AD01

Change of registered office address



Companies House

You can use the WebFiling service to file this form online.
Please go to www.companieshouse.gov.uk

What this form is for
You may use this form to change a company's registered office address.

What this form is NOT for
You cannot use this form to change the registered office address of a Limited Liability Partnership. If you do this, please use form LLP014. Change of registered office of a limited liability partnership (LLP).

MONDAY



A24 *A4MQG03K* #17
21/12/2015
COMPANIES HOUSE

1 Company details

Company number	1399323
Company name in full	A & H EUROPE LTD

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

All fields are mandatory unless specified or indicated by *

2 New registered office address ①

The change in registered office address does not take effect until the Registrar has registered this notice.

A person may validly serve any document on the company at its previous registered office for 14 days from the date that a change of registered office is registered.

Building name/number	FARLGN COURT
Street	THE STREET
	COWFOLD
Post town	HORSHAM
County/Region	WEST SUSSEX
Postcode	RH113 8BP


① **Change of registered office**
For England and Wales companies, the address provided can either be in England or Wales.

For Welsh companies, the address provided must be in Wales.

For companies registered in Scotland or Northern Ireland, the address provided must be in Scotland or Northern Ireland respectively.

3 Signature

I am signing this form on behalf of the company.

Signature	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>
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This form may be signed by:
Director ②, Secretary, Person Authorised ③, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

② **Societas Europaea**
If the form is being filed on behalf of a Societas Europaea (SE), please delete 'director' and insert details of which organ of the SE the person signing has membership.

③ **Person authorised**
Under either section 270 or 274 of the Companies Act 2006.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for ensuring the integrity of the financial statements and for providing a clear audit trail. The text notes that any discrepancies or errors in the records can lead to significant complications during an audit and may result in the disallowance of certain expenses.

2. The second part of the document outlines the specific requirements for documenting each transaction. It states that every entry must be supported by a valid receipt or invoice, and that these documents must be retained for a minimum of three years. The text also mentions that the records should be organized in a logical and systematic manner to facilitate the audit process.

3. The third part of the document addresses the issue of expense allocation. It explains that certain expenses, such as those for travel or entertainment, may need to be allocated to different departments or projects. The text provides guidance on how to properly allocate these expenses and how to document the allocation process.

4. The fourth part of the document discusses the importance of maintaining accurate records of all assets and liabilities. It notes that this is essential for determining the net worth of the individual or entity and for ensuring that all assets are properly valued and reported. The text also mentions that any changes in the value of assets or liabilities should be promptly recorded.

5. The fifth part of the document outlines the requirements for reporting on the financial statements. It states that the statements must be prepared in accordance with generally accepted accounting principles (GAAP) and must be audited by a qualified professional. The text also mentions that the auditor's report must be included with the financial statements.

6. The sixth part of the document discusses the importance of maintaining accurate records of all income and deductions. It notes that this is crucial for determining the correct amount of tax liability and for ensuring that all income is properly reported. The text also mentions that any deductions claimed must be properly documented.

7. The seventh part of the document addresses the issue of record retention. It explains that all records related to the financial statements and tax returns must be retained for a minimum of three years. The text also mentions that certain records, such as those for real estate transactions, may need to be retained for a longer period.

8. The eighth part of the document discusses the importance of seeking professional advice. It notes that consulting with a qualified accountant or tax professional can help ensure that all requirements are properly met and that the financial statements are accurately prepared. The text also mentions that professional advice can be particularly helpful in complex situations.

9. The ninth part of the document outlines the consequences of non-compliance. It states that failure to maintain accurate records or to properly report on the financial statements can result in penalties, fines, and even criminal charges. The text also mentions that non-compliance can damage the reputation of the individual or entity and may lead to the disallowance of certain expenses.

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 **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. The contact information you give will be visible to searchers of the public record.

Contact name **JULIA KERR**

Company name **A&H EUROPE LTD**

Address **FARREN COURT
THE STREET
COWFOLD**

Post town **HORSHAM**

County/Region **WEST SUSSEX**

Postcode **RH113 1BB**

Country **ENGLAND**

DX

Telephone **01403-710055**

Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- The company name and number match the information held on the public Register.
- You have provided the new registered office address in section 2.
- The registered office is in the location where the company was registered e.g. England and Wales, Wales, Scotland, Northern Ireland.
- You have signed the form.

 **Important information**

Please note that all information on this form will 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, 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.companieshouse.gov.uk or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.companieshouse.gov.uk