

# AD01

## Change of registered office address



You can use the WebFiling service to file this form online.  
Please go to [www.companieshouse.gov.uk](http://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 (LLP).  
To do this, please use form LL A.  
Change of registered office address  
of a limited liability partnership (LLP)

TUESDAY



SCT \*S161XCUZ\* #428  
03/04/2012  
COMPANIES HOUSE

### 1 Company details

Company number S C 2 5 6 8 2 2

Company name in full 24 TRANSLATION SERVICES LIMITED

→ **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 CBC House, 24

Street Canning Street

Post town Edinburgh

County/Region Scotland

Postcode E H 3 8 E G

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

Signature

X *CA* X


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.



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.

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 <b>Presenter information</b>	
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	Jane McKeown
Company name	Maclay Murray & Spens LLP
Address 66 Queen's Road	
Post town Aberdeen	
County/Region	
Postcode	A B 1 5 4 Y E
Country United Kingdom	
DX	AB17
Telephone	01224 356 150

 <b>Checklist</b>
<b>We may return forms completed incorrectly or with information missing.</b>
<b>Please make sure you have remembered the following:</b>
<input type="checkbox"/> The company name and number match the information held on the public Register.
<input type="checkbox"/> You have provided the new registered office address in section 2.
<input type="checkbox"/> The registered office is in the location where the company was registered e.g. England and Wales, Wales, Scotland, Northern Ireland.
<input type="checkbox"/> You have signed the form.

 <b>Important information</b>
<b>Please note that all information on this form will appear on the public record.</b>
 <b>Where to send</b>
<b>You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:</b>
<b>For companies registered in England and Wales:</b> The Registrar of Companies, Companies House, Crown Way, Cardiff, Wales, CF14 3UZ. DX 33050 Cardiff.
<b>For companies registered in Scotland:</b> 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).
<b>For companies registered in Northern Ireland:</b> 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.

 <b>Further information</b>
For further information, please see the guidance notes on the website at <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a> or email <a href="mailto:enquiries@companieshouse.gov.uk">enquiries@companieshouse.gov.uk</a>
<b>This form is available in an alternative format. Please visit the forms page on the website at <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a></b>