

# 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).  
If you do this, please use form LL AD01.  
Change of registered office address of  
a limited liability partnership (LLP)

THURSDAY



A36 \*A25LSJEP\* #89  
04/04/2013  
COMPANIES HOUSE

### 1 Company details

Company number

Company name in full 02215065 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

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 77

Street MILSON ROAD

WEST KENSINGTON

Post town LONDON

County/Region

Postcode W 1 4 0 L H

➊ **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

*William*

➋ **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

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

This form may be signed by  
Director ➊, Secretary, Person Authorised ➋, Liquidator, Administrator,  
Administrative receiver, Receiver, Receiver manager, Charity commission receiver  
and manager, CIC manager, Judicial factor

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy auditing of the accounts.

In addition, it is noted that regular reconciliation of the books is essential. This process involves comparing the internal records with bank statements to identify any discrepancies. Promptly addressing these differences helps prevent errors from compounding over time.

Furthermore, the document highlights the need for clear communication between all parties involved. Keeping stakeholders informed about the financial status and any upcoming obligations is crucial for maintaining trust and ensuring smooth operations.

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AD01

Change of registered office address

 **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

Company name **MURUGESU ASSOCIATES**

Address **77**

**MILSON ROAD**

**WEST KENSINGTON**

Post town **LONDON**

County/Region

Postcode 

W	1	4			O	L	H
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Country

DX

Telephone **0207 371 3155**

 **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 8PG  
DX 481 N R Belfast 1

 **Further information**

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

Handwritten notes at the top of the page, including a date and some illegible text.

Handwritten notes in the middle section of the page, separated by horizontal lines.

Handwritten notes in the lower middle section of the page, continuing the text.

Handwritten notes at the bottom of the page, including a signature and date.