



## Company Secretarial Unit

### Registered office address and alternative inspection location

A company's registered office is the address provided to Companies House and put on the public file as the address for receiving official communications and notices.

On incorporation, a company's registers and records are deemed to be kept at its registered office. It may however, choose to register an alternative inspection location (SAIL address) at which it keeps all, or some of its records, by filing forms AD02 (notification of Single Alternative Inspection Location) and AD03 (change of location of the company records to the SAIL). The relevant records are:

- Register of members
- Register of Directors
- Directors' Service Contracts
- Directors Indemnities
- Register of Secretaries
- Records of resolutions etc
- Contracts relating to purchase of own shares
- Documents relating to redemption or purchase of own shares out of capital by private company
- Register of debenture holders
- Report to members of outcome of investigation by public company into interests in its shares
- Register of interests in shares disclosed to public company
- Instruments creating charges and register of charges.

### Trading Disclosures

The Company, Limited Liability Partnership and Business (Names and Trading Disclosures) Regulations 2015 set out a company's obligations in terms of displaying its registered information. A company's full name must be shown on:

- All business letters
- Website
- Email
- Other documents including: publications, cheques, orders for goods and services, invoices and receipts.

Unless it has been dormant since incorporation, a company must display its registered name at its registered office, at

any place where its records can be inspected and at any other premises at which it carries on business (excluding any premises used primarily for living accommodation).

Where a company uses a trading name, this can be shown on its letterhead, but its registered name must also be given, usually in small print at the foot of the page.

The place of registration, registered office address and the registered number of the company must also be shown on business letters, website and email and order forms.

If a company is registered for VAT, it must disclose its VAT number on its website, regardless of whether the website is used to sell goods or services or not.

### Change of address

The directors may resolve to change a company's registered office address, and notice must be given to the Registrar on Form AD01 (change of registered office address). The change is effective once it has been registered, but service of any document may still be made at the old registered office for a period of 14 days following registration of the change.

Details of a change of registered office must be notified to the company's corporation and income tax offices, its VAT office, and its professional advisers as appropriate.

The company's headed stationery, website and email must be amended to show the new registered office address within 14 days of the change.

Notice of a change of SAIL address must be given to the Registrar on form AD02. Form AD04 (change of location of the company records to the registered office) should be used if they are moved back to the registered office. There is no need to file a further form AD03.

### Contact

For further information please contact:



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