

## How to change the registered office

To change the registered office, go to **Company > Details**:

The screenshot shows the 'Company' menu with 'Details' highlighted. The 'Details' dropdown menu is open, showing options like 'Company', 'Shares', 'Mortgages & Charges', 'Title Case', 'E-filing authority code', 'History', 'Datashheet', 'Allocate to staff', 'Compare with Companies House', and 'Archive company'. An arrow points to the 'Details' option in the main menu.

Click on **Details**, then select **Regd office, email, SAIL & HMRC**:

The screenshot shows the 'REGISTERED OFFICE' form. The 'Registered Office address at Companies House' field is pre-filled with '31 renaissance square'. The 'Appropriate address confirmation' checkbox is checked. The 'Copy options for address below' dropdown is set to '(none)'. The 'Contact' field is empty. The 'Address' field is pre-filled with '31 renaissance square'. The 'Save' button is highlighted.

Update the information accordingly and select **Save**. To prompt the pre-filled AD01 form you will need to add the **Date of change**.

Now you can go to the Filing centre on the company's homepage (**Filing > Filing centre**) where the AD01 form will be waiting for filing:

My office	Select all...	Company	Person	Filing	Documents	Companies Hse	Sign out
Tick to file (submission number)	Form needed for update/ (E-filing status)	Date of update/ (Submission date)	Description of update/ (Document e-filed)	Missing fields which prevent filing	by Staff		
<input type="checkbox"/>	AD01 Registered office change	08 May 2024	Change of registered office address to 31 square, London, w3 2dz, United Kingdom. Date of change 8/5/2024		Elizabeth		
<input type="checkbox"/>	AP03 appoint secretary	07 May 2024	Appointment of Hyacinth TUNGSTEN as company secretary. Appointment date 7/5/2024		Elizabeth		
<input type="checkbox"/>	AP01 appoint director	04 May 2024	Appointment of Elizabeth RHODES as director. Appointment date 4/5/2024		Elizabeth		

If you want to **Preview** the form before filing it, pick it up under **Filing > Company Forms > AD01**:

### AD01 - CHANGE OF REGISTERED OFFICE ADDRESS

Data option

Form with data for WilliamHSMITH

Date of change

8/5/2024

The company confirms that the new registered office address is an appropriate address as outlined in section 86(2) of the Companies Act 2006.

Appropriate address confirmation

\*

May be authenticated by: Director, Secretary, Person Authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

Form authenticated by

Select...

#### NEW ADDRESS

Copy options for address below

(none)

Preview

Cancel form

The form can be downloaded, encrypted with a password:

The screenshot shows a PDF viewer displaying the AD01 form. The sidebar on the left contains the following buttons: 'Download PDF', 'Download encrypted PDF', 'File electronically', 'Back', and 'Cancel form'. The main content area shows the form title 'AD01 Change of registered office address' and the Companies House logo. Below the title, there is a note: 'You can use the WebFiling service to file this form online. Please go to companieshouse.gov.uk'. The form is divided into sections: '1 Company details' with fields for 'Company number' (50000000) and 'Company name in full' (WilliamHSMITH); and '2 New registered office address' with instructions on how to use the home address and a note about the change taking effect. There are also several informational notes and a 'What this form is NOT for' section.

Once Filed the AD01 can be found in the **Cloud Library (Documents > Cloud Library)**:

DOCUMENT CLOUD FOR WILLIAMHSMITH								
<input type="text"/>		<input type="button" value="Search"/>		<input type="button" value="Show all"/>		<a href="#">All companies</a> <a href="#">Upload additional document</a> <a href="#">Print &amp; export</a>		
Edit	Document	Document date	Source	Created	Modified	Uploaded by	File name	Size(Kb)
	AD01Change Registered Office	09 May 2024	System generated	09 May 2024 21:47:10		Elizabeth RHODES	AD01 Change Registered Office 2024-05-09.pdf	2