

# OS AA02

## Return of alteration of manner of compliance with accounting requirements



Companies House

**✓ What this form is for**  
You may use this form to change the UK establishment in respect of which the accounting documents have been delivered.

**✗ What this form is NOT for**  
You cannot use this form to give notice of a change of accounting details. To do this, please use form OS CH02 'Return by an overseas company for a change of company details'.

For further information, please refer to our guidance at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

### 1 Overseas company details

Company number									
Company name in full or alternative name registered in the UK <sup>1</sup>									
UK establishment number	B	R							

**→ Filling in this form**  
Please complete in typescript or in bold black capitals.  
All fields are mandatory unless specified or indicated by \*  
<sup>1</sup> A company may register an alternative name under which it proposes to carry on business in the United Kingdom.

### 2 Accounting requirements

The statement on registration that the company intended to file accounting documents, or accounts, in respect of a particular UK establishment (giving the registered number of that establishment), now ceases to be true. <sup>2</sup>

UK establishment number	B	R							
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<sup>2</sup> Please give the number of the UK establishment.

### 3 UK establishment details

The company gives notice that <sup>3</sup>

the accounting documents or accounts will be filed in respect of the establishment to which this return relates; or

the accounting documents or accounts will be filed in respect of the UK establishment shown below. <sup>4</sup>

UK establishment number	B	R							
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<sup>3</sup> Please tick one box.  
<sup>4</sup> Please give the number of the UK establishment.

### 4 UK establishments

A return must be delivered in respect of any alteration to the company particulars by each UK establishment. If, however, a company has more than one UK establishment, it may deliver only one form in respect of all those UK establishments, provided it completes the table below.

UK establishment name	Registration number							

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5	<b>Signature</b>		
	I am signing this form on behalf of the overseas company.		
	Signature	<p>X</p>	
This form may be signed by: Director, Secretary, Permanent representative.			

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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

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone

## Checklist

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

- The company name and number as registered in the UK match the information held on the public Register.
- You have completed Section 2.
- You have ticked one box in Section 3.
- You have completed Section 4, if applicable.
- You have signed the form.

## Important information

**Please note that all this information will appear on the public record.**

## Where to send

**You may return this form to any Companies House address:**

### **England and Wales:**

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.

### **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).

### **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](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)**