

# RR02

## Application by a public company for re-registration as a private limited company



Companies House

**A fee is payable with this form.**

Please see 'How to pay' on the last page.

✓ **What this form is for**  
You may use this form to re-register a public company as a private limited company.

✗ **What this form is NOT for**  
You cannot use this form to re-register a public company as a private limited company following a court order reducing capital, a cancellation of shares or a reduction of capital due to re-denomination.

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

### 1 Company details

Company number

Company name in full

→ **Filling in this form**

Please complete in typescript or in bold black capitals.

All fields are mandatory unless specified or indicated by \*

### 2 Re-registration

The above company applies to be re-registered as a private limited company by the name of:

Full name of re-registered company

①

and for that purpose delivers the following documents for registration:

1. A copy of the special resolution that the company should re-register as a private limited company (unless previously delivered).
2. A printed copy of the articles as proposed to be amended.

① **Name**

Please insert the full name of the company including the appropriate name ending for a private limited company.

### 3 Statement of compliance

I am signing this form on behalf of the company and confirm that the requirements of Part 7 of the Companies Act 2006 as to re-registration as a private limited company have been complied with.

Signature

Signature

✗

✗

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, CIC manager.

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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 match the information held on the public Register.
- You have provided details in section 2 of the new company name following re-registration.
- You have provided the supporting documentation as required in section 2 of the form.
- You have signed the form.
- You have provided the correct fee.



## Important information

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



## How to pay

**A fee of £20 is payable to Companies House in respect of an application to re-register.**

Make cheques or postal orders payable to 'Companies House'.



## 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 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)**