

AD05

Notice to change the situation of an England and Wales company or a Welsh company



Companies House

✓ **What this form is for**
You may use this form to change the situation of the registered office of a company registered in England and Wales to Wales or for a company registered in Wales to England and Wales.

✗ **What this form is NOT for**
You may not use this form to change a registered office address. To do this, please use form AD01 'Change of registered office address.'

For further information, please refer to our guidance at 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 Change of situation of registered office ①

A special resolution was passed to change the situation of the registered office from (Please tick the appropriate box). ②

- England and Wales to Wales
 Wales to England and Wales

Important guidance

If you have indicated that the company is changing from an England and Wales to a Wales company, its name can end with the English name ending (e.g. ltd for a limited company) or the Welsh name ending (e.g. Cyf for a limited company).

If you have indicated that the company is changing from a Wales to an England and Wales company, its name can only end with the English name ending (e.g. Ltd for a limited company). If your name currently includes the Welsh name ending, you must file a notice of change of name **before** this form can be registered.

Please note it is a breach of company law for an England and Wales company to have a Welsh name ending.

If the company wishes to change its name ending, you must file a notice of change of name before this form can be registered. ③

Location of Registered Office

If you are a Wales company, your registered office address must be in Wales. You may need to file an AD01 'Change of registered office address' **at the same time** as this form if the new situation of the registered office will be inconsistent with the physical location of the registered office address.

① The physical location of your registered office address must be consistent with the situation of your registered office indicated in Section 2.

② A copy of which must be sent to registrar of companies within 15 days after it is passed or made.

③ **Change of name ending**
For more information on the means whereby you can change the company's name, please see the guidance on our website www.companieshouse.gov.uk

New certificate

The Registrar will issue a new certificate of incorporation to reflect the change of situation.

3 Signature

I am signing this form on behalf of the company.

Signature

Signature

✗

✗

④ 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.

⑤ Person authorised

Under either section 270 or 274 of the Companies Act 2006.

This form may be signed by: Director ④, Secretary, Person Authorised ⑤, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, 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 ticked one box in Section 2.
- You have filed an AD01 'Change of registered office address' with this form, if appropriate.
- You have filed a change of name to change the company's name ending before submitting this form, if appropriate.
- 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 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 or email 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