

# AD01

## Change of registered office address

**What this form is for**  
You may use this form to change  
a company's registered office  
address.

**What this form is NOT for**  
You cannot use this form for  
the registered office address of a  
Limited Liability Partnership. To  
do this, please use form AD02.  
Change of registered office address of  
a limited liability partnership (LLP).

SATURDAY



SCT 03/12/2011 403  
COMPANIES HOUSE

### 1 Company details

Company number	S	C	0	5	6	2	2	8
Company name in full	G. A. Duncan & Sons Limited							

→ Filling in this form  
Please complete in typescript or in  
bold black capitals.

### 2 New registered office address

The change in registered office address does not take effect until the Registrar has registered this notice.

A person may validly serve any document on the company at its previous registered office for 14 days from the date that a change of registered office is registered.

Building name/number	16 Carden Place
Street	Aberdeen
Post town	AB10 1FX
County/Region	
Postcode	

### 3 Signature

I am signing this form on behalf of the company.

Signature

Signature

This form may be signed by:  
~~Director, Secretary, Person Authorised, Liquidator, Administrator,~~  
~~Administrative receiver, Receiver, Receiver-manager, Charity commission receiver~~  
~~and manager, CIC manager, Judicial factor.~~

**AD01**  
**Change of registered office address**

**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  
 Ewen R Alexander CA

Company name  
 Ritson Smith

Address  
 16 Carden Place  
 Aberdeen  
 AB10 1FX  
 ☐  
 ☐

DX

Telephone  
 01224 643311

**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 the new registered office address in section 2.
- The registered office is in the location where the company was registered e.g. England and Wales, Scotland, or Northern Ireland.
- 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 Quay2,  
 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,  
 First Floor, Waterfront Plaza, 8 Laganbank Road,  
 Belfast, Northern Ireland, BT1 3BS  
 DX 481 N.R. Belfast 1.

**Further information**

For further information 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)**