

OS TN01

Transitional return by a UK establishment of an overseas company



Companies House

✓ **What this form is for**
You may use this form to register a UK establishment where you have previously registered a place of business.

✗ **What this form is NOT for**
You cannot use this form to change the details of an existing company, officer or establishment.

For further information, please refer to our guidance at www.companieshouse.gov.uk

Part 1 Overseas company details

A1 Corporate company name

Overseas company number ❶										
Overseas company name registered in the UK ❷										
UK establishment number ❸	B	R								

→ **Filling in this form**
Please complete in typescript or in bold black capitals.
All fields are mandatory unless specified or indicated by *
❶ This is the registered number of the company in the UK.
❷ This is the corporate name or alternative name registered in the UK.
❸ This is the registered establishment number in the UK.

A2 Particulars previously delivered

Have particulars about this company been previously delivered in respect of another UK establishment? ❹										
→ No. Go to Section A3 .										
→ Yes. Please enter the registration number below and then go to Part 3 of the form. Please note the original UK establishment particulars must be filed up to date.										
UK establishment number	B	R								

❹ The particulars are: legal form, identity of register, number in registration, director and secretaries details, whether the company is a credit or financial institution, law, governing law, accounting requirements, objects, share capital and accounts.

A3 Credit or financial institution

Is the company a credit or financial institution? Please tick one box.										
<input type="checkbox"/> Yes										
<input type="checkbox"/> No										

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A4

Company details

	If the company is registered in its country of incorporation, please enter the details below.	<p>① This includes whether the company is a private or public company or whether or not the company is limited.</p> <p>② This will be the registry where the company is registered in its parent country.</p>
Legal form ①		
Country of incorporation *		
Identity of register in which it is registered ②		
Registration number in that register		

A5

EEA or non-EEA member state

Was the company formed outside the EEA? → Yes. Complete Sections A6 and A7 . → No. Go to Section A7 .
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A6

Governing law and accounting requirements

	Please give the law under which the company is incorporated.	<p>③ This means the relevant rules or legislation which regulates the incorporation of companies in that state.</p>
Governing law ③		
	Is the company required to prepare, audit and disclose accounting documents under parent law? → Yes. Complete the details below. → No. Go to Part 2 .	
	Please give the period for which the company is required to prepare accounts by parent law.	
From	d d m m	
To	d d m m	
	Please give the period allowed for the preparation and disclosure of accounts for the above accounting period.	
Months		

A7

Latest disclosed accounts

	Are copies of the latest disclosed accounts being sent with this form? Please note if accounts have been disclosed, a copy must be sent with the form, and, if applicable, with a certified translation. ④	<p>④ Please tick the appropriate box(es).</p>
	<input type="checkbox"/> Yes	
	Please indicate what documents have been disclosed.	
	<input type="checkbox"/> Please tick this box if you have enclosed a copy of the accounts.	
	<input type="checkbox"/> Please tick this box if you have enclosed a certified translation of the accounts.	
	<input type="checkbox"/> Please tick this box if no accounts have been disclosed.	
	<input type="checkbox"/> Please tick this box if accounts have been filed for another UK establishment. Please give the registration number below and go to Part 3.	
UK establishment number	B R	

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Part 2 Principal place of business

B1

	Please give the address of the principal place of business or registered office in the country of incorporation. ❶		❶ This address will appear on the public record. ❷ Please give a brief description of the company's business. ❸ Please specify the amount of shares issued and the value.
Building name/number			
Street			
Post town			
County/Region			
Post code			
Country			
	Please give the objects of the company and the amount of issued share capital.		
Objects of the company ❷			
Amount of issued share capital ❸			

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Part 3 UK establishment details

C1 Documents previously delivered – accounting documents

Has the company previously delivered a copy of the company's accounting documents with material delivered in respect of another UK establishment?

Please tick the appropriate box.

- No.** Go to **Section C2**.
- Yes.** Please enter the UK establishment number below and then go to **Section C2**.

UK establishment number

B	R								
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C2 Delivery of accounts and reports

Please state if the company intends to comply with accounting requirements with respect of this establishment or in respect of another UK establishment.

Please tick the appropriate box.

- In respect of this establishment. Please go to **Section C3**.
- In respect of another UK establishment. Please give the registration number below and then go to **Section C3**.

UK establishment number

B	R								
---	---	--	--	--	--	--	--	--	--

C3 Particulars of UK establishment ①

Please enter the name and address of the UK establishment.

Name of establishment

Building name/number

Street

Post town

County/Region

Post code

Country

Business carried on at the UK establishment

① Address

This is the address that will appear on the public record.

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Part 4 Permanent representative

Please enter the name and address of every person authorised to represent the company as a permanent representative of the company in respect of the UK establishment.

D1 Permanent representative's details

Please use this section to list all the permanent representatives of the company. Please complete **Sections D1-D4**.

Continuation pages

Please use a continuation page if you need to enter more details.

Full forename(s)

Surname

D2 Permanent representative's service address ①

Building name/number

Street

Post town

County/Region

Post code

Country

① Service address

This is the address that will appear on the public record. This does not have to be your usual residential address.

If you provide your residential address here it will appear on the public record.

D3 Permanent representative's authority

Please enter the extent of your authority as permanent representative. Please tick one box.

Extent of authority

- Limited ②
 Unlimited

Description of limited authority, if applicable

Are you authorised to act alone or jointly? Please tick one box.

- Alone
 Jointly ③

If applicable, name(s) of person(s) with whom you are acting jointly

② If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.

③ If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.

This page is not shown on the public record



Do not cover this barcode

D4

Permanent representative's usual residential address ^①

	Please complete your usual residential address below.						
Building name/number							
Street							
Post town							
County/Region							
Postcode							
Country							

① Permanent representative's usual residential address

Please state 'Same as service address' in this section if your usual residential address is 'Same as the service address'.

This cannot be a PO Box, DX or LP (Legal Post in Scotland) number.

Regulation 25 of the Overseas Companies Regulations 2009.

Higher protection ^②

Only tick the box below if you are in the process of applying for, or have been granted, higher protection by the Registrar from disclosing your usual residential address to credit reference agencies under Regulation 25 of the Overseas Companies Regulations 2009.

Different postal address:

If you are applying for, or have been granted, higher protection, please post this whole form to the different postal address below:
The Registrar of Companies, PO Box 4082, Cardiff, CF14 3WE.

Where you are applying for higher protection with this notice, the application and this form must be posted together.

② If you are currently in the process of applying for, or have been granted, higher protection, you may wish to check you have not entered your usual residential address in Section D2 as this will appear on the public record.

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Part 5

Person authorised to accept service

Does the company have any person(s) in the UK authorised to accept service of documents on behalf of the company in respect of its UK establishment?

- **Yes.** Please enter the name and service address of every person authorised below.
- **No.** Tick the box below and then go to **Part 6 'Signature'**
- If there is no such person, please tick this box.

E1

Details of person authorised to accept service of documents in the UK

Please use this section to list all the persons' authorised to accept service below. Please complete **Sections E1-E2**.

Continuation pages

Please use a continuation page if necessary.

Full forename(s)

Surname

E2

Service address of person authorised to accept service ¹

Building name/number

Street

Post town

County/Region

Postcode

Country

¹ Service address

This is the address that will appear on the public record. This does not have to be your usual residential address. Please note a DX address would not be acceptable.

Part 6

Signature

This must be completed by all companies.

I am signing this form on behalf of the company.

Signature

Signature

X

X

This form may be signed by:
Directors, 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 overseas corporate name on the form matches the registered name.
- You have included a copy of the latest disclosed accounts and certified translations, if appropriate.
- You have completed all of the company details in Section A4 if the company has not registered an existing establishment.
- You have completed the officer details in Part 4.
- Any addresses given must be a physical location. They cannot be a PO Box number (unless part of a full service address), DX or LP (Legal Post in Scotland) number.
- You have signed the form.



Important information

Please note that all information on this form will appear on the public record, apart from information relating to usual residential addresses.



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.

Higher protection

If you are applying for, or have been granted, higher protection, please post this whole form to the different postal address below:

The Registrar of Companies, PO Box 4082, Cardiff, CF14 3WE.



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