



Companies House

# LL AD04

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## Move your LLP's records to the registered office

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Use the [online service](#) to update your information as quickly as possible.

Or visit:

**[ewf.companieshouse.gov.uk](http://ewf.companieshouse.gov.uk)**

**It takes longer to  
process paper forms  
sent to us by post**



# LL AD04

## Change of location of the records to the registered office of a Limited Liability Partnership (LLP)



Companies House



Go online to file this information  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

✓ **What this form is for**  
You may use this form to tell us which LLP records are returning to the registered office.

✗ **What this form is NOT for**  
You cannot use this form if the LLP records have always been at the registered office.

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

### 1 LLP details

LLP number

LLP 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 LLP records

The following records are kept at the registered office. ①

Please tick as appropriate:

- Register of people with significant control.
- Register of members.
- Register of debenture holders.
- Instruments creating charges and register of charges: England and Wales or Northern Ireland.
- Instruments creating charges and register of charges: Scotland.
- Historic register of people with significant control.

① **Important**

If form LL AD03 'Change of location of the records to the single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP)' has not been filed previously, please file one with this form to indicate which LLP records are held at the SAIL.

If you have previously filed a form LL AD04, you do not need to include those records on this form.

### 3 Signature

I am signing this form on behalf of the LLP

Signature

Signature

X

X

This form may be signed by:

Designated member, Member, Administrator, Administrative receiver, Receiver manager, Receiver, Judicial factor.

# LL AD04

Change of location of the records to the registered office of a Limited Liability Partnership (LLP)



## 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 LLP name and number match the information held on the public Register.
- You have ticked the relevant boxes in Section 2.
- 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 LLPs registered in England and Wales:**

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

### **For LLPs 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 LLPs 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.gov.uk/companieshouse](http://www.gov.uk/companieshouse) 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.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**