



**✓ What this form is for**  
You may use this form to change the UK establishment in respect of which the constitutional documents have been delivered.

**✗ What this form is NOT for**  
You cannot use this form to give notice of an amendment to the constitution. To do this, please use form OS CC01 'Return by an overseas company of an alteration to constitutional documents.'

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

### 1 Overseas company details

Company number

Company name in full or alternative name as registered in the UK

**→ Filling in this form**  
Please complete in typescript or in bold black capitals.  
  
All fields are mandatory unless specified or indicated by \*

### 2 Constitution

On registration, the UK establishment below certified that the establishment's constitution was included in material registered in respect of another UK establishment, and this now ceases to be true. ❶

Registered number

❶ Please enter the UK establishment number below.

### 3 Documentation

The company gives notice that: ❷

a certified copy of the constitutional documents and a certified translation have been included with this return.  
Please go to **Section 5**, if applicable, and/or **Section 6**.

a copy of the constitution is included in material registered in respect of another UK establishment.  
Please give the UK establishment number in **Section 4** and then go to **Section 5**, if applicable, and/or **Section 6**

❷ Please tick one box.

### 4 UK establishment details

Registered number of UK establishment ❸

❸ Please enter the UK establishment number.

### 5 UK establishments

A return must be delivered in respect of any alteration to the company particulars by each UK establishment. If, however, a company has more than one UK establishment, it may deliver only one form in respect of all those UK establishments, provided it completes the table below.

UK establishment name	Registration number
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**OS CC02**

Return by an overseas company of change of UK establishment relating to constitutional documents

**6**

**Signature**

I am signing this form on behalf of the overseas company.

Signature

Signature  
**X** **X**

This form may be signed by:  
Director, Secretary, Permanent representative.

# OS CC02

Return by an overseas company of change of UK establishment relating to constitutional documents



## 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 as registered in the UK match the information held on the public Register.
- You have completed Section 2.
- You have ticked one box in Section 3.
- The UK establishment number has been completed in Section 4, if applicable.
- You have completed Section 5, if applicable.
- 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:

### 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.



## 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)