



Companies House

LL AD02

Register a single alternative inspection location (SAIL) for an LLP



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

Or visit:

ewf.companieshouse.gov.uk

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

LL AD02

Notification of single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP)



Companies House

✓ **What this form is for**
You may use this form to tell us the address (other than the registered office) of an alternative inspection location where LLP records may be kept for inspection.

✗ **What this form is NOT for**
You cannot use this form to tell us the address of a location outside of the part of the United Kingdom where the LLP is registered.

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

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 Address of the single alternative inspection location (SAIL) ①

This is the address for an alternative location to the LLP's registered office for the inspection of the LLP records.

Building name/number

Street

Post town

County/Region

Postcode

① **Important**

The SAIL must always be in the part of the United Kingdom in which your LLP is registered.

You need to notify which LLP records have moved to the SAIL on form LL AD03 'Change of location of the records to the single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP)'. If you have not previously filed form LL AD03, please file one.

3 Signature

I am signing this form on behalf of the LLP

Signature

Signature

✗

✗

This form may be signed by:
Designated member, Member, Administrator, Administrative receiver, Receiver manager, Receiver, Judicial factor.

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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 LLP name and number match the information held on the public Register.
- You have provided the address of the single alternative inspection location in Section 2.
- The address provided is in the part of the UK where the LLP is registered.
- 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.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