



# EE MP02

## Notice of setting up of an additional or closure of any establishment of an EEIG whose official address is outside the UK



Companies House

✓ **What this form is for**  
You may use this form to notify of the setting up of an additional or closure of any establishment of an EEIG.

✗ **What this form is NOT for**  
You cannot use this form to close a UKEIG. You must file EE MP01 with the relevant liquidation forms.

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

### 1 EEIG details

Grouping number

Grouping 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 Member state

Member state in which official address is situated

  

### 3 Address ①

The above grouping gives notice that an establishment at the below address has been ②

set up  
closed

① Please complete this in all cases.

② Please tick one box and complete the address below.

Building name/number

Street

  

Post town

County/Region

Postcode

Country

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## Further address details

This section is to be completed in appropriate circumstances if:

- a) this form is being used to report the opening or closure of an establishment in the UK and
- b) the EEIG will then have more than one establishment in the UK

then it may if it wishes give the address in the UK at which it would be most convenient to receive correspondence.

Building name/number

Street

Post town

County/Region

Postcode

Country

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## Signature

I am signing this form on behalf of the grouping.

Signature

Signature

X

X

This form may be signed by a member or manager.

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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 grouping name and number match the information held on the public Register.
- You have provided the name of the Member State in Section 2.
- You have completed the address in section 3 and, if appropriate, the address in Section 4.
- You have signed the form.
- You have completed this form for an establishment of an EEIG whose official address is outside the UK.
- You cannot use this form to close a UKEIG.

## 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 EEIG establishments in England and Wales:**

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

**For EEIG establishments in Scotland:**

The Registrar of Companies, Companies House,  
Fourth floor, Edinburgh Quay 2,  
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.  
DX ED235 Edinburgh 1

**For EEIG establishments 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)**