



Companies House

# LL AD01

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## Change of registered office address of a Limited Liability Partnership (LLP)

### What this form is for

You may use this form to change an LLP's registered office address.

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**FileOnline** 

Use the **online service** to update your information as quickly as possible.

[gov.uk/file-changes-to-a-company-with-companies-house](https://gov.uk/file-changes-to-a-company-with-companies-house)

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



# LL AD01

## Change of registered office address of a Limited Liability Partnership (LLP)



Companies House

✓ **What this form is for**  
You may use this form to change an LLP's registered office address.

✗ **What this form is NOT for**  
You cannot use this form to change the registered office address of a private or public limited company. To do this, please use form AD01 'Change of registered office address'.

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

### 1 LLP details

LLP 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"/>
LLP name in full	<input type="text"/>								

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

### 2 New registered office address ①

If you use your home address it will be available on our website and you won't be able to remove it.

The change in registered office address does not take effect until this notice has been registered.

A person may validly serve any document on the LLP at its previous registered office for 14 days from the date that a change of registered office is registered.

Building name/number	<input type="text"/>
Street	<input type="text"/>
Post town	<input type="text"/>
County/Region	<input type="text"/>
Postcode	<input type="text"/>

① **Change of registered office**  
For England and Wales LLPs, the address provided can either be in England or Wales.  
  
For Welsh LLPs, the address provided must be in Wales.  
  
For LLPs registered in Scotland or Northern Ireland, the address provided must be in Scotland or Northern Ireland respectively.

### 3 Appropriate registered office address ②

I confirm that the new registered office address is an appropriate address as outlined in section 2(5) of the Limited Liability Partnerships Act 2000.

② **Registered office address:**  
An address is an "appropriate address" if, in the ordinary course of events –  
  
(a) a document addressed to the LLP, and delivered there by hand or by post, would be expected to come to the attention of a person acting on behalf of the LLP, and  
  
(b) a person can get an acknowledgement of delivery to record the delivery of documents to the new registered office address.

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### Authentication <sup>1</sup>

I am authenticating this form on behalf of the LLP.  
**Enter your printed name.** You do not need to include a signature.

Name

This form must be authenticated by:  
Designated member, Judicial factor.

#### <sup>1</sup> Authentication

This will appear on the public record.

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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 new registered office address in section 2.
- The registered office is in the location where the LLP was registered e.g. England and Wales, Wales, Scotland, or Northern Ireland.
- You have authenticated the form.



### Important information

**Please note that all information on this form will appear on the public record.**



### How to send your form

You can upload certain forms to Companies House instead of sending them by post.

If you need to post your form, you must send it to the correct address.

For more information on where to send the form visit:

**[gov.uk/companies-house/offices](http://gov.uk/companies-house/offices)**



### Further information

For further information, please see the guidance notes on the website at [gov.uk/companieshouse](http://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 our website: [gov.uk/companieshouse](http://gov.uk/companieshouse)**