



Companies House

RR02

Application by a public company for re-registration as a private limited company

What this form is for

You may use this form to re-register a public company as a private limited company.

A fee of £71 is payable on this form.

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Application by a public company for re-registration as a private limited company



Companies House

A fee is payable with this form.

Please see 'How to pay' on the last page.

✓ **What this form is for**
You may use this form to re-register a public company as a private limited company.

✗ **What this form is NOT for**
You cannot use this form to re-register a public company as a private limited company following a court order reducing capital, a cancellation of shares or a reduction of capital due to re-denomination.

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

1 Company details

Company number

Company 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 Re-registration

The above company applies to be re-registered as a private limited company by the name of:

Full name of re-registered company

① **Name**

Please insert the full name of the company including the appropriate name ending for a private limited company.

and for that purpose delivers the following documents for registration:

1. A copy of the special resolution that the company should re-register as a private limited company (unless previously delivered).
2. A printed copy of the articles as proposed to be amended.

3 Authentication ②

I am authenticating this form on behalf of the company and confirm that the requirements of Part 7 of the Companies Act 2006 as to the re-registration as a private limited company have been complied with.

Enter your printed name. You do not need to include a signature.

Name

② **Authentication**

This will appear on the public record.

③ **UK Societas**

If the form is being filed on behalf of a UK Societas (UKS) please delete 'director' and insert details of which organ of the UKS the person authorising has membership.

④ **Person authorised**

Under either section 270 or 274 of the Companies Act 2006.

This form may be authenticated by:

Director③, Secretary, Person authorised④, CIC 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 company name and number match the information held on the public Register.
- You have provided details in section 2 of the new company name following re-registration.
- You have provided the supporting documentation as required in section 2 of the form.
- You have authenticated the form.
- You have provided the correct fee.



Important information

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



How to pay

A fee of £71 is payable to Companies House in respect of an application to re-register. Make cheques or postal orders payable to 'Companies House'.



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



Further information

For further information, please see the guidance notes on the website at gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on our website: gov.uk/companieshouse