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## Application under section 1088 by an individual to make an address unavailable for public inspection

### What this form is for

You may use this form to apply to remove your home address, or part of it, from the public register if you are (or were):

- an officer, person with significant control (PSC), subscriber or member of a company, LLP, SE or eligible Scottish partnership
- an officer or permanent representative of an overseas company
- a person authorised to accept service for an overseas company
- or if your home address was used as a company or LLP's former registered office address

Throughout this form, reference to 'company' also includes limited liability partnership (LLP) and eligible Scottish partnership.

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**A fee of £30 per applicable document is payable with this form**



# SR01

## Application under section 1088 by an individual to make an address unavailable for public inspection



Companies House

**It costs £30 to remove your address from each document**

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

### ✓ What this form is for

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- an officer, PSC, subscriber or member of a company, LLP, SE or eligible Scottish partnership
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### ✗ What this form is NOT for

You cannot use this form if you are a company (please use form SR02) or if you are a person who registered a charge (please use form SR03).

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

Do not barcode

For official use only

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Pass to the secure room

## Part 1 Applicant's details

### 1 Applicant's details

Enter the details of the person who wants to remove their home address.

Title*	
Full forename(s)	
Surname	
Former name(s) ①	

#### → Filling in this form

Please complete in typescript or in bold black capitals.

All fields are mandatory unless specified or indicated by \*

#### ① Former name(s)

Give any previous names which have been used for business purposes in the past 20 years.

### 2 Date of birth

Date of birth	d	d	m	m	y	y	y	y
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### 3 Email address ②

Email address	
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#### ② Email address

We'll use this to contact you for information about this form.

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## Part 2 Address details on the public register

### 1 Home address to remove

Give the home address you want removed from the public register. This will be the home address shown in the documents you've listed in Part 3.

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

**You cannot remove a live company's current registered office address.**

If your home address is the current registered office address of a live company, the company must first submit a 'Change a company's registered office address (AD01)' filing. You can find this at [gov.uk/companieshouse](http://gov.uk/companieshouse).

If your home address was a company's registered office address at the time of its dissolution, you cannot apply to remove it until 6 months after the date on which the company was dissolved.

### 2 Replacement correspondence address <sup>1</sup>

Only complete this section if your home address has been used, and you're a current:

- director or secretary
- member
- partner
- person with significant control (PSC)
- shareholder
- officer or permanent representative of, or person authorised to accept service for, an overseas company

This address will replace your home address and will be shown on the public register.

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

<sup>1</sup> You do not need to provide a replacement address if:

- the company is dissolved
- the person is no longer active in the company
- your home address has been used as a former registered office address

In these cases, we'll hide part of the address. For a UK address, we'll only show the first part of the postcode for public inspection. For a non-UK address, we'll only show the state or province and the country.

You must provide a replacement address if your home address has been used for a company that is dormant or in liquidation.

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## Part 3 Documents on the public register

List the documents that you want your home address to be removed from. It costs £30 to remove your address from each document. You must give all the information for each document.

Example document details									
Company number	0	1	2	3	4	5	6	7	
Company name in full	Demo company limited								
Document title or filing type	AP01 Appointment of director								
Document registration date	<sup>d</sup> 0	<sup>d</sup> 1	<sup>m</sup> 0	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 4	

### 1 Document details

You can find the document title, type and registration date by searching for the company (or LLP or Scottish partnership) on the Companies House register and checking its filing history: [gov.uk/get-information-about-a-company](http://gov.uk/get-information-about-a-company)

### 2 Document registration date

This is the date the document was registered at Companies House. You can find it in the first column of the company's filing history: [gov.uk/get-information-about-a-company](http://gov.uk/get-information-about-a-company)

### Document details 1

Company number									
Company name in full									
Document title or filing type									
Document registration date 2	<sup>d</sup>	<sup>d</sup>	<sup>m</sup>	<sup>m</sup>	<sup>y</sup>	<sup>y</sup>	<sup>y</sup>	<sup>y</sup>	

### Document details 1

Company number									
Company name in full									
Document title or filing type									
Document registration date 2	<sup>d</sup>	<sup>d</sup>	<sup>m</sup>	<sup>m</sup>	<sup>y</sup>	<sup>y</sup>	<sup>y</sup>	<sup>y</sup>	

### Document details 1

Company number									
Company name in full									
Document title or filing type									
Document registration date 2	<sup>d</sup>	<sup>d</sup>	<sup>m</sup>	<sup>m</sup>	<sup>y</sup>	<sup>y</sup>	<sup>y</sup>	<sup>y</sup>	

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## Part 4 Authentication

**1**

### Authentication

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

Name

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## Part 5 Presenter contact details

**1**

### Presenter address contact details

Enter your address.  
We'll use this to contact you if we need to reject your application and  
return the filing fee.

Building name/number

Street

Post town

County/Region

Postcode

Country

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## ✓ Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- You have provided your name in Part 1.
- You have provided your home address in Part 2.
- You have provided a correspondence address in Part 2 (if necessary).
- You have provided relevant registered names and numbers and completed the details of the documents in Part 3.
- Your address is in a physical location. It cannot be a PO Box number or DX number.
- You are not submitting a photocopy.
- You have authenticated the form.
- You have enclosed the correct fee.

## ! Important information

The only information on this form that'll appear on the public record will be the correspondence address (shown in part 2) or partial address details as appropriate.

## £ How to pay

It costs £30 for each document which contains the address you want to remove. We'll reject your application if you do not include the correct fee.

Make cheques or postal orders payable to 'Companies House'. For information on fees go to: [gov.uk/companieshouse](http://gov.uk/companieshouse)

## ✉ How to send your form

The quickest way to file an SR01 application is to email us a digital copy.

For instructions on how to do this, including how to pay the fee online, search GOV.UK for 'Apply to remove your home address from the Companies House register (SR01)'.

If you want to file your application on paper, send it to:  
The Registrar of Companies PO Box 4082  
Cardiff CF14 3WE

For more information on where to send the form visit:

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

## i 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)**