

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: 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 Authentication

Name

I am authenticating this form on behalf of the LLP.

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

This form may be authenticated by:

Designated member, Member, Administrator, Administrative receiver, Receiver manager, Receiver, Judicial factor.

LL AD02

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



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 authenticated the form.



Important information

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



Where to send

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**