

RR02

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

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.

① Name

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

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

This form may be authenticated by:
Director③, Secretary, Person authorised④, CIC manager.

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.

**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 £124 is payable to Companies House in respect of an application to re-register. Make cheques or postal orders payable to 'Companies House'.

**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