

# RR09

## Application by a public company for re-registration as a private company following a cancellation of shares



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 company following a  
cancellation of shares.

✗ **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 or due  
to a redenomination of shares.

For further information, please  
refer to our guidance at:  
[companieshouse.gov.uk](https://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, having cancelled shares and reduced the nominal value of  
its allotted share capital below the authorised minimum, applies to be  
re-registered as a private company by the name of:

Full name of  
re-registered company

①

and for that purpose delivers the following documents for registration:

1. Copy of the directors' resolution under section 662(1) of the Companies  
Act 2006 (unless previously delivered).
2. A printed copy of the articles as altered by the directors' resolution.

#### ① Name

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

### 3 Statement of Compliance<sup>②</sup>

I am authenticating this form on behalf of the company and confirm that the  
requirements of section 664 of the Companies Act 2006 as to re-registration as  
a private company have been complied with.

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

Name

This form may be authenticated by:  
Director<sup>③</sup>, Secretary, Person authorised<sup>④</sup>, Administrator, Administrative receiver,  
Receiver, Receiver manager, CIC manager.

#### ② Authentication

This will appear on the public record.

#### ③ Societas Europaea

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

#### ④ Person authorising

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

RR09

Application by a public company for re-registration as a private company following a cancellation of shares



### 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 enclosed a copy of the director's resolution under section 662(1) of the Companies Act 2006 (unless previously delivered).
- ☐ You have provided a copy of the company's articles as altered by the directors' resolution.
- ☐ You have authenticated the form.
- ☐ You have enclosed 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](https://gov.uk/companies-house/offices)**



### Further information

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