

RP01

Replacement of document not meeting requirements for proper delivery



Companies House

✓ **What this form is for**
You can only use this form to file a replacement of a document that was previously delivered to the Registrar of Companies under the Companies Act 2006 on or after 1 October 2009 and was either not properly delivered or contained unnecessary material.

✗ **What this form is NOT for**
You cannot use this form to change information in a previously filed document, or to replace a document delivered under Part 25 of the Companies Act 2006—Company Charges.

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.

2 Description of the original document

Document type ①

① Description of the original document

Please enter the document type (e.g. articles of association) and any distinguishing information if more than one document of that type was filed on the same day.

Date of registration of the original document ddmmyyyy

3 Replacement filing statement ②

Select only one of the following statements that applies to the replacement filing:

I am filing this replacement on behalf of the company, and I confirm that the replacement information is properly delivered.

I filed the original document and confirm that the replacement information is properly delivered.

② Replacement filing statement

A replacement document must only be filed where:

- a document has previously been delivered and that document was not properly delivered
- that document contained unnecessary material

**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**

Please make sure you have remembered the following:

- ☐ You have fully completed section 2 'Description of the original document'.
- ☐ You have selected a statement that applies to the replacement filing in section 3.
- ☐ If you are replacing a document where you have previously paid a fee, do not send a fee along with this form.
- ☐ You have enclosed the replacement document.
- ☐ If the company to which this document relates has signed up to the PROOF (PROtected Online Filing) scheme, you **must** also deliver with this form and the replacement document a PR03 form 'Consent for paper filing'.

**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