

LL AD01

Change of registered office address of a Limited Liability Partnership (LLP)



Companies House

✓ **What this form is for**
You may use this form
to change an LLP's registered
office address.

✗ **What this form is NOT for**
You cannot use this form to change
the registered office address of a
private or public limited company.
To do this, please use form AD01
'Change of registered office address'.

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 New registered office address ①

If you use your home address it will be available on our website and you won't
be able to remove it.

The change in registered office address does not take effect until this notice has
been registered.

A person may validly serve any document on the LLP at its previous registered
office for 14 days from the date that a change of registered office is registered.

Building name/number

Street

Post town

County/Region

Postcode

Country

① Change of registered office

For England and Wales LLPs, the
address provided can either be in
England or Wales.

For Welsh LLPs, the address provided
must be in Wales.

For LLPs registered in Scotland
or Northern Ireland, the address
provided must be in Scotland or
Northern Ireland respectively.

3 Appropriate registered office address ②

I confirm that the new registered office address is an appropriate address
as outlined in section 2(5) of the Limited Liability Partnerships Act 2000.

② Registered office address:

An address is an "appropriate
address" if, in the ordinary course of
events –

(a) a document addressed to the LLP,
and delivered there by hand or by
post, would be expected to come to
the attention of a person acting on
behalf of the LLP, and

(b) a person can get an
acknowledgement of delivery to
record the delivery of documents to
the new registered office address.

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4

Authentication ¹

I am authenticating this form on behalf of the LLP.
Enter your printed name. You do not need to include a signature.

¹ **Authentication**
This will appear on the public record.

Name

This form must be authenticated by:
Designated member, Judicial factor.

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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 new registered office address in section 2.
- ☐ The registered office is in the location where the LLP was registered e.g. England and Wales, Wales, Scotland, or Northern Ireland.
- ☐ 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