

CH05

Change of service address for manager appointed under Section 47 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 or receiver and manager under Section 18 of the Charities Act 1993 or judicial factor (Scotland)



✓ **What this form is for**
You may use this form to change
the service address for a
Community Interest Company
manager, a Charity Commission
receiver and manager or a judicial
factor (Scotland).

✗ **What this form is NOT for**
You cannot use this form to register
any other change of service address.

For further information, please
refer to our guidance at
www.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 Position

Please tick one box to indicate whose service address is being changed.

- Manager under Section 47 of the Companies (Audit, Investigations and
Community Enterprise) Act 2004.
- Receiver and manager under Section 18 of the Charities Act 1993.
- Judicial factor (Scotland).

3 Name

Please give the full name of the manager, receiver and manager or judicial factor
whose service address is being changed.

Title *

Forename(s)

Surname/Corporate
name

4 Change of service address^①

Building name/number

Street

Post town

County/Region

Country

Postcode

① **Service address**

This is the address that will appear
on the public record. This does not
have to be the usual residential
address.

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5

Signature

Please sign the form here.

Signature

Signature

X

X

This form may be signed by:
The Charity commissioners, The Regulator of Community Interest Companies,
The 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 company name and number match the information held on the public Register.
- You have indicated whose service address is being changed in Section 2.
- You have correctly entered the name of the manager, receiver and manager or judicial factor whose service address is being changed in Section 3.
- You have entered the new service address in Section 4.
- Your address must be a physical location. It cannot be a PO Box number (unless part of a full address), DX or LP (Legal Post in Scotland) number.
- You have provided an authorising signature.



Important information

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



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:

For companies registered in England and Wales:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

For companies registered in Scotland:

The Registrar of Companies, Companies House,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.
DX ED235 Edinburgh 1
or LP - 4 Edinburgh 2 (Legal Post).

For companies registered in Northern Ireland:

The Registrar of Companies, Companies House,
Second Floor, The Linenhall, 32-38 Linenhall Street,
Belfast, Northern Ireland, BT2 8BG.
DX 481 N.R. Belfast 1.



Further information

For further information please see the guidance notes on the website at www.companieshouse.gov.uk or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.companieshouse.gov.uk