

# OS AD02

## Notice of location, or change in location, of instruments creating charges and register of charges for an overseas company



**✓ What this form is for**  
You may use this form to tell us when the instruments creating charges are held at the single alternative inspection location (SAIL) or are returned to the principal place of business.

**✗ What this form is NOT for**  
You cannot use this form to give notice of a change in any other overseas company details.

For further information, please refer to our guidance at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

### 1 Overseas company details

Company number	<input type="text"/>
Company name in full or alternative name as registered in the UK	<input type="text"/>

**→ Filling in this form**  
Please complete in typescript or in bold black capitals.  
  
All fields are mandatory unless specified or indicated by \*

### 2 Location of instruments within the UK

Have the instruments creating charges and register of charges returned to the principal place of business?

- **No** Go to **Section 3** 'Address of the single alternative inspection location (SAIL)'.
- **Yes** Tick the box below and give the UK establishment number, then go to **Section 4** 'Signature'.

The instruments have returned to the principal place of business.

**①** Please enter UK establishment number where the instruments creating charges and register of charges will be held.

UK establishment number <b>①</b>	<input type="text"/>
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### 3 Address of the single alternative inspection location (SAIL) **②**

This is the address for an alternative location to the company's principal place of business for the inspection of instruments creating charges and register of charges.

Building name/number	<input type="text"/>
Street	<input type="text"/>
Post town	<input type="text"/>
County/Region	<input type="text"/>
Postcode	<input type="text"/>

**② Important**  
The SAIL must be in the United Kingdom.

### 4 Signature

I am signing this form on behalf of the overseas company.

Signature	<p>Signature</p> <p><b>X</b></p>
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**X**

This form may be signed by: Director, Secretary, Permanent representative.

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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 as registered in the UK match the information held on the public Register.
- You have completed Section 2 or Section 3 as applicable.
- You have signed the form.



## 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:

### England and Wales:

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

### 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).

### 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](http://www.companieshouse.gov.uk) 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 the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)