

# LL AD01

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



**This form is part of the PROOF scheme. If your LLP is registered for PROOF, paper versions of this form will be rejected and sent back to the registered office address. Avoid unnecessary rejection and file online. You can view your LLP's PROOF status on the WebFiling Menu Screen.**

**✓ 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 [www.companieshouse.gov.uk](http://www.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

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

**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 Signature

I am signing this form on behalf of the LLP.

Signature

Signature

✗

✗

This form may be signed 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 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, however for expediency we advise you to return it to the appropriate address below:**

**For LLPs registered in England and Wales:**

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

**For LLPs 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 LLPs 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](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)**