

# AD01

## Change of registered office address



Companies House

You can use the WebFiling service to file this form online.  
Please go to [companieshouse.gov.uk](http://companieshouse.gov.uk)

**What this form is for**  
You may use this form to change  
a company's registered office  
address.

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COMPANIES HOUSE

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

### 1 Company details

Company number 0 4 1 9 6 8 4 1

Company name in full 04196841 Limited (Formerly known as Cosys Services  
Limited)

→ **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

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 the Registrar  
has registered this notice.

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

① **Change of registered office**  
For England and Wales companies,  
the address provided can either be  
in England or Wales.  
  
For Welsh companies, the address  
provided must be in Wales.  
  
For companies registered in Scotland  
or Northern Ireland, the address  
provided must be in Scotland or  
Northern Ireland respectively.

Building name/number c/o Grant Thornton UK Advisory & Tax LLP

Street 11th Floor Landmark St Peter's Square

Post town 1 Oxford St

County/Region Manchester

Postcode M 1 4 P B

### 3 Appropriate registered office address

I confirm that the new registered office address is an appropriate address  
as outlined in section 86(2) of the Companies Act 2006.

② **Registered office address:**  
An address is an "appropriate  
address" if, in the ordinary course of  
events –  
  
(a) a document addressed to the  
company, and delivered there by  
hand or by post, would be expected  
to come to the attention of a person  
acting on behalf of the company, 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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### Authentication ①

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

Name

Russ D Parkin

This form may be authenticated by:  
Director ②, Secretary, Person Authorised ③, Liquidator, Administrator,  
Administrative receiver, Receiver, Receiver manager, Charity commission receiver  
and manager, CIC manager, Judicial factor.

#### ① Authentication

This will appear on the public record.

#### ② United Kingdom Societas (UKS)

If the form is being filed on behalf of a UKS please delete 'director' and insert details of which organ of the UKS the person authenticating has membership

#### ③ Person authorised

Under either section 270 or 274 of the Companies Act 2006.



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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 Nicola Moss

Company name Grant Thornton UK Advisory & Tax LLP

Address 11th Floor Landmark St Peter's Square

Post town 1 Oxford St

County/Region Manchester

Postcode M 1 4 P B

Country United Kingdom

DX

Telephone 0161 953 6900

### 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 provided the new registered office address in section 2.
- The registered office is in the location where the company 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.

### How to send your form

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](http://gov.uk/companies-house/offices)**

### Further information

For further information, please see the guidance notes on the website at [gov.uk/companieshouse](http://gov.uk/companieshouse) 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 our website:  
**[gov.uk/companieshouse](http://gov.uk/companieshouse)**

