



Application to change an address

What this form is for

You may use this form to apply to the registrar to change a company or LLP's registered office address; or a person's service address or principal office address.

To complain about a:

- registered office address
- correspondence (service) address of a director, secretary, LLP member or PSC
- principal office address of a director, secretary, LLP member or PSC



Supporting evidence

You must include evidence with your application. Your evidence might be:

- a utility bill dated within the last 6 months
- a land registry deed dated within the last 12 months
- a written agreement allowing the applicant to use the address
- documents showing the applicant's rights in the address, such as leasehold or freehold
- written evidence of the start and end of a contract (if you're a service provider)

Your evidence can be copies of original documents.

RP07

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Companies House



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What this form is NOT for

A company or LLP cannot use this form to change its own addresses.

For further information, please refer to our guidance at: gov.uk/companieshouse

How to complete this form

- Use **Part A** to give your details and the company you're complaining about.
- Use **Part B** to give more details about the address.
- Use **Part C** to give reasons for your application.

Part A

Applicant and company or LLP details

A1

Applicant's name ^①

Show the name of the individual if the applicant is an individual.

Title*

Full forename(s)

Surname

Show the corporate body or firm name if the applicant is a corporate body or firm.

Corporate/firm name

→ Filling in this form

Complete in typescript or in bold black capitals.

All fields are mandatory unless specified or indicated by *

^① If the applicant is an individual, please give the full forename(s) and surname. If the applicant is a corporate body or firm, please give the corporate name.

A2

Applicant's address

Building name/number

Street

Post town

County/Region*

Postcode*

Country *

Email address

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A3

Company details

Show the company number and name the application is for. ❶

Company number

Company name

❶ The company number and name of the company which is the subject of this application.

Part B

Address❷

Is the address which you're complaining about the same as in section A2?

Yes Go to section B2

No Complete the address below and then go to section B2

❷ The address which is the subject of this application.

B1

Address

Building name/number

Street

Post town

County/Region

Postcode

B2

Use of address

Is this address being used as (tick as appropriate)?

A registered office address

A person's correspondence (service) address

A person's principal office address

03/24 Version 3.0

Part C Reason for application

C1

Reason for applying to change an address

Give the reason for this application. ❶

Give the name of any person or company who is shown on our records using this address.

Give as much detail as you can about where the address can be found on our records.

Explain why the company and/or person named is not entitled to use this address.

You must provide copies of any relevant documents or information to support this application (do not send originals). ❷

Reason for applying

❶ Reason for application

Tell us why this is not an appropriate ROA, and/or why it's not an effective correspondence (service) address; or why it's not a person's principal office address and tell us where the address can be found ie on what form(s)

❷ Relevant documents or information

In the case of a private individual, where the address is being used without their authority, this may include:

- documents showing the applicant's proprietary rights in the address, including leasehold or freehold
- a written agreement entitling the applicant to use the address
- a utility bill sent to the applicant at the address dated within the last 6 months

The above examples may also apply to a service provider where their address is being used without their authority.

In the case of a service provider, where a contract has been entered into and subsequently terminated, this may include:

- written evidence of the start and termination of the contract, such as the applicant's initial request for the service or a receipted invoice showing proof of payment or any other evidence of the company's direct involvement in the process, or
- a copy of the signed contract and the termination letter.

We will consider any other evidence on a case by case basis.

Continuation pages

Use a continuation page if necessary.

C2

Authentication

Enter your printed name. You do not need to include a signature.

Name

**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.

Contact name

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone

**Checklist**

We may return forms completed incorrectly or with information missing.

Make sure you have remembered the following:

- ☐ You have completed all relevant sections of this form.
- ☐ You have given the grounds for the application and provided documents or information to support it.
- ☐ You have authenticated the form

**Important information**

The information on this form will not 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

**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

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Part C Reason for application

C1

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You must provide copies of any relevant documents or information to support this application (do not send originals).❷

Reason for applying

❶ Notes for guidance here

Tell us why this is not an appropriate ROA, and/or why it's not an effective correspondence (service) address; or why it's not a person's principal office address and tell us where the address can be found ie on what form(s)

❷ Relevant documents or information

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