

# LL AD03

## Change of location of the records to the single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP)



Companies House

**✓ What this form is for**  
You may use this form to tell us which of the LLP records are held at the SAIL.

**✗ What this form is NOT for**  
You cannot use this form to tell us which LLP records are returning to the registered office. To do this, use form LL AD04.

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

<b>1</b>		<b>LLP details</b>	
LLP number	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>		
LLP name in full	<div></div> <div></div>		
		<b>→ Filling in this form</b> Please complete in typescript or in bold black capitals.  All fields are mandatory unless specified or indicated by *	
<b>2</b>		<b>LLP records</b>	
The following records are kept at the single alternative inspection location which is as stated on the last filed form LL AD02 'Notification of single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP)'. <b>①</b>  Please tick as appropriate: <div> <input type="checkbox"/> Register of members.           <input type="checkbox"/> Register of debenture holders.           <input type="checkbox"/> Instruments creating charges and register of charges: England and Wales or Northern Ireland.           <input type="checkbox"/> Instruments creating charges and register of charges: Scotland.         </div>		<b>① Important</b> You must file form LL AD02 'Notification of single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP)' with this form if you have not filed one previously.  If you have previously filed a form LL AD03, you do not need to include those records on this form.  A full list of the LLP records which are held at the SAIL must be included in the LLP's next Annual Return (LL AR01).	
<b>3</b>		<b>Signature</b>	
I am signing this form on behalf of the LLP			
Signature	<div> <div>Signature</div> <div>✗</div> </div>		✗
This form may be signed by: Designated member, Member, Administrator, Administrative receiver, Receiver manager, Receiver, 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 ticked the relevant boxes in Section 2.
- ☐ 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)