

# AD05

## Notice to change the situation of an England and Wales company or a Welsh company



**✓ What this form is for**  
You may use this form to change the situation of the registered office of a company registered in England and Wales to Wales or for a company registered in Wales to England and Wales.

**✗ What this form is NOT for**  
You may not use this form to change a registered office address. 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)

<b>1 Company details</b>		<p><b>→ Filling in this form</b> Please complete in typescript or in bold black capitals.</p> <p>All fields are mandatory unless specified or indicated by *</p>								
Company number	<input type="text"/>									
Company name in full	<input type="text"/>									
<b>2 Change of situation of registered office</b>										
Change of situation of registered office	<p>A special resolution was passed to change the situation of the registered office from <b>1</b></p> <p><input type="checkbox"/> England and Wales to Wales</p> <p><input type="checkbox"/> Wales to England and Wales</p>	<p><b>1</b> Please tick the appropriate box.</p> <p><b>New certificate</b> The Registrar will issue a new certificate of incorporation to reflect the change.</p>								
<b>3 Date of special resolution <sup>2</sup></b>										
Date of special resolution	<table border="1"> <tr> <td>d</td><td>d</td><td>m</td><td>m</td><td>y</td><td>y</td><td>y</td><td>y</td> </tr> </table>	d	d	m	m	y	y	y	y	<b>2</b> Please enter the date the special resolution was passed.
d	d	m	m	y	y	y	y			
<b>4 Welsh companies <sup>3</sup></b>										
	<p><input type="checkbox"/> In the case of a Welsh company, its name can end with the appropriate Welsh equivalent e.g. 'Cyf', 'Cyfyngedig', 'CCC', 'Cwmni Cyfyngedig Cyhoeddus', 'Cwmni Buddiant Cymunedol' or 'CBC'. If the company wishes to have the Welsh equivalent name ending printed on the incorporation certificate, please indicate by ticking this box.</p>	<b>3</b> Please tick the box, if appropriate.								
<b>5 Signature</b>										
	I am signing this form on behalf of the company.									
Signature	<p>Signature</p> <p><b>X</b></p>	<p><b>4 Societas Europaea</b> If the form is being filed on behalf of a Societas Europaea (SE), please delete 'director' and insert details of which organ of the SE the person signing has membership.</p> <p><b>5 Person authorised</b> Under either section 270 or 274 of the Companies Act 2006.</p>								
	<p>This form may be signed by: Director <b>4</b>, Secretary, Person Authorised <b>5</b>, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager.</p>									

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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 match the information held on the public Register.
- You have ticked one box in Section 2.
- You have entered the date of special resolution in Section 3.
- You have ticked the box in Section 4 if you require the Welsh language name ending.
- You have referred to guidance on our website for scenarios to which this form applies.
- 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 companies registered in England and Wales:**

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



### 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)**