

# LL AD02

## Notification of single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP)



**✓ What this form is for**  
You may use this form to tell us the address (other than the registered office) of an alternative inspection location where LLP records may be kept for inspection.

**✗ What this form is NOT for**  
You cannot use this form to tell us the address of a location outside of the part of the United Kingdom where the LLP is registered.

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	<input type="text"/>	<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>
LLP name in full	<input type="text"/>	

<b>2</b>	<b>Address of the single alternative inspection location (SAIL) ①</b>	
	This is the address for an alternative location to the LLP's registered office for the inspection of the LLP records.	<p><b>① Important</b> The SAIL must always be in the part of the United Kingdom in which your LLP is registered.</p> <p>You need to notify which LLP records have moved to the SAIL on form LL AD03 'Change of location of the records to the single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP)'. If you have not previously filed form LL AD03, please file one.</p>
Building name/number	<input type="text"/>	
Street	<input type="text"/>	
Post town	<input type="text"/>	
County/Region	<input type="text"/>	
Postcode	<input type="text"/>	

<b>3</b>	<b>Signature</b>	
	I am signing this form on behalf of the LLP	
Signature	<p>Signature</p> <p style="font-size: 2em; text-align: center;">✗</p>	✗
	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 provided the address of the single alternative inspection location in Section 2.
- The address provided is in the part of the UK where the LLP is registered.
- 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)**