

AD02

Notification of single alternative inspection location (SAIL)



Companies House

You can use the WebFiling service to file this form online
Please go to www.companieshouse.gov.uk

☒ **What this form is for**
You may use this form to tell us the
address of an alternative inspection
location where company records
may be kept for inspection

☐ **What this form is for**
You cannot use this form to tell us
the address of a location where the
company records are kept for inspection

TUESDAY



LD3 15/10/2013 #6
COMPANIES HOUSE

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1 Company details

Company number 0 8 6 8 0 7 5 5

Company name in full Royal Mail plc

Filing in this form
Please complete in typescript or in
bold black capitals.
All fields are mandatory unless
specified or indicated by *

2 Address of the single alternative inspection location (SAIL)

This is the address for an alternative location to the company's registered office
for the inspection of the company records ①

Building name/number Aspect House

Street Spencer Road

Post town Lancing

County/Region West Sussex

Postcode B N 9 9 6 D A

① Important
The SAIL must always be in the part
of the United Kingdom in which your
company is registered

You need to notify which company
records have moved to the SAIL on
form AD03 'Change of location of
the company records to the single
alternative inspection location
(SAIL)' If you have not previously
filed form AD03, please file one

3 Signature

I am signing this form on behalf of the company

Signature

Signature

X *J v M* X

② Societas Europaea
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

③ Person authorised
Under either section 270 or 274 of
the Companies Act 2006

This form may be signed by
Director ④, Secretary, Person authorised ⑤, Liquidator, Administrator,
Administrative receiver, Receiver, Receiver manager, Charity Commission receiver
and manager, CIC manager, 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 company 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 company 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 companies registered in England and Wales
The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ
DX 33050 Cardiff

For companies 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 companies 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 or email 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