

How to Change Your Company Address at Companies House

If your company has recently moved or if you need to update your registered address, changing your address at Companies House is essential. Not only does it ensure compliance with UK regulations, but it also keeps all official correspondence on track and up-to-date. In this guide, we'll break down [how to change your company address at Companies House](#)—covering all the steps, tips, and best practices to make this process smooth and stress-free.



Why Updating Your Address with Companies House Matters

Changing your registered company address with Companies House is more than a regulatory formality; it's a critical step in ensuring smooth business operations. Here's why it matters:

- **Stay Legally Compliant:** It's legally required for UK companies to have an up-to-date address. Failing to update this information can result in penalties, fines, or other legal consequences.
- **Keep Communication Flowing:** Your registered address is where Companies House sends official documents, tax notices, and legal correspondence. An accurate address ensures that you don't miss important updates.
- **Maintain a Professional Image:** An updated address reflects positively on your business, showing clients, investors, and partners that your business is organised and proactive.
- **Avoid Potential Financial Risks:** Missing important communications due to an outdated address can lead to penalties or missed deadlines, impacting your finances and business reputation.

What You Need Before Changing Your Address

Before you start the address update process, make sure you have the necessary information ready. Having these on hand will make the process quicker and smoother:

1. **Company Registration Number:** This unique identifier is required for all transactions with Companies House.
2. **New Registered Office Address:** Your new address must be a physical location within the UK—PO Boxes alone aren't accepted.
3. **Company Director Details:** It's useful to have details of your company directors on hand, as they may be required in certain circumstances.
4. **Companies House Webfiling Account:** The quickest and easiest way to update your address is online, so make sure you're registered and have your login details.

Step-by-Step Guide: How to Change Your Company Address at Companies House

Updating your address at Companies House can be done online (fastest option) or by mail. Let's dive into each method to ensure your address update is processed without delay.

Method 1: Changing Your Address Online (The Fastest Way)

Using the Companies House online portal is the quickest and most convenient way to change your address. Here's how to do it:

1. **Log in to Webfiling:** Head over to Companies House Webfiling and log in. If you don't have an account, register first—it's free and only takes a few minutes.
2. **Select "Update Company Details":** After logging in, navigate to the "Update Company Details" section and choose the option to change your registered office address.
3. **Enter Your New Address Carefully:** Input your new registered address accurately to avoid errors. Double-check for typos, as mistakes could delay processing.
4. **Confirm and Submit:** Review the information you've entered, ensuring it's complete and correct. After submission, you should receive an email confirmation from Companies House.
5. **Check for Update Completion:** Online changes are typically processed within 24 hours. To confirm, visit your company's public profile on the Companies House website to ensure the address has been updated.

Method 2: Changing Your Address by Mail (Traditional Paper Submission)

If you prefer a paper trail, you can submit your address change by mail using the Companies House AD01 form. Here's what you need to do:

1. **Download the AD01 Form:** Go to the Companies House website, locate the AD01 form, and download it. This form is designed specifically for changing a registered office address.
2. **Fill Out the Form:** Complete each section carefully, ensuring accuracy. Minor errors can cause delays, so take your time to review your information.
3. **Mail the Form to Companies House:** Send the completed AD01 form to the Companies House address listed on the form. Processing times for mailed submissions can take longer, especially during busy periods, so allow extra time.
4. **Verify the Change:** Unlike online submissions, mailed forms don't provide instant feedback. Check your company's profile on the Companies House register within a few weeks to confirm the address change.

Tip: Keep a copy of your completed form for reference, and consider using tracked mail to ensure it reaches Companies House safely.

What to Do After Updating Your Company Address

Once your address update is confirmed, there are a few additional steps you can take to ensure that all your stakeholders, clients, and suppliers are up-to-date with your new location. Here's what to do:

1. Notify Clients and Business Partners

A smooth transition means keeping your clients, suppliers, and stakeholders informed. Here are a few ways to notify them:

- **Email Announcement:** Send an email announcement to inform clients and suppliers of your new address. Consider attaching your updated contact information in a footer for quick reference.
- **Website and Social Media Updates:** Update your business address on your website, especially on the contact and "About Us" pages. Be sure to update social media profiles like LinkedIn, Facebook, and Google My Business for a consistent presence.

- **Personal Notifications for Key Contacts:** For high-value clients or essential vendors, a personal call or direct message will ensure they have your updated address.

2. Update All Business Materials

Consistency across all business materials reflects a well-organised, professional image. Here's a checklist for items to update:

- **Business Cards and Letterhead:** Update printed materials to avoid confusing clients or contacts.
- **Invoices and Contracts:** Make sure all billing information reflects your new address to avoid payment issues.
- **Directory Listings:** Check online and industry-specific directories where your business is listed, and update your address.

3. Inform Financial and Governmental Institutions

Keep your financial and legal communications on track by updating your new address with institutions such as:

- **Banks and Insurance Providers:** Ensure your bank and insurance providers have your latest address to avoid disruptions in statements and policy notifications.
- **HMRC:** Notify HMRC of your new address to ensure all tax documents reach you without delay. This is crucial for staying compliant with tax obligations.
- **Business Licences and Permits:** If you hold any business licences or permits, update them with your new address to remain compliant with UK regulations.

4. Consider Mail Forwarding for a Few Months

If there's a risk that some correspondence could still be sent to your old address, consider setting up mail forwarding with Royal Mail. This will ensure that any misdirected mail reaches your new location and minimises the chance of missing

important documents. Many businesses find that mail forwarding is worth maintaining for at least a few months after an address change.

5. Monitor Communications During the Transition

After updating your address, monitor your incoming mail and communications to make sure everything is redirected as expected. This can help catch any overlooked listings or forgotten subscriptions that may still be using your old address.

Benefits of Keeping Your Address Updated with Companies House

By updating your address promptly and accurately, you create a smooth, professional transition that benefits your business in multiple ways:

- **Legal Compliance:** Staying compliant with Companies House requirements prevents fines and penalties.
- **Professionalism:** A current, consistent address across all channels reflects a well-managed and professional business.
- **Timely Communication:** Important legal and financial documents reach you promptly, allowing you to stay on top of business requirements.
- **Trust Building:** Clients and stakeholders value transparency, and keeping your address updated demonstrates reliability and trustworthiness.

Final Tips for a Hassle-Free Address Change

A few last tips can help make your address change smooth and successful:

1. **Double-Check Everything:** Mistakes in your registered address can lead to miscommunication or missed documents. Double-check all information before submitting it to Companies House.
2. **Be Proactive with Notifications:** Inform clients, partners, and suppliers as soon as the change is official to prevent confusion.

3. **Batch Update All Listings:** Use a checklist to update your address across all marketing materials, digital listings, social media, and directories to ensure consistency.
4. **Seek Professional Help if Needed:** If your business is complex, with multiple entities or permits, consider consulting a professional to manage your updates. This can be especially helpful for busy business owners who want a smooth transition without missing any details.

Conclusion

Updating your registered company address with Companies House is a simple yet crucial task that keeps your business compliant and well-organised. By following this guide on how to change your company address at Companies House or using the [online change of address Companies House in UK](#) option, you ensure that your company remains legally compliant, maintains effective communication, and preserves a professional reputation. A few proactive steps can go a long way in keeping your business running smoothly and giving your clients and partners confidence in your operations. Remember, you can always visit the Companies House official website for additional resources and guidance on making this update. Take a few moments today to ensure your business's address is accurate and up-to-date—it's a small task with a big impact on your company's success and credibility.

#CompanyAddressChange #UpdateBusinessInfo #CompaniesHouseUpdate
#BusinessRegistration #UKCompanyAddress #OfficialAddressChange
#BusinessCompliance #ChangeAddressGuide

FAQs

1. How do I change my registered office address with Companies House?

To change your registered office address with Companies House, you can use the online Webfiling service or submit Form AD01 by mail. Both methods require your

company registration number and the new physical address. Online changes are usually processed within 24 hours.

2. Is there a fee to update my company address at Companies House?

No, updating your company's registered office address with Companies House is free if you do it yourself through their online service or by mail. Some third-party services may charge a fee to manage the update for you, but it's free directly through Companies House.

3. How long does it take to change my company address online?

When you update your company address online via Companies House Webfiling, it is typically processed within 24 hours. If you submit the change by mail, processing may take a few days to several weeks, depending on the current volume.

4. Can I use a PO Box as my registered office address?

No, Companies House requires a physical UK address as the registered office address. While you can include a PO Box, it must be accompanied by a full street address to be compliant with UK regulations.

5. What happens if I don't update my registered office address?

If you don't update your registered office address, you may miss important documents or notices, potentially leading to fines, legal issues, or penalties. It's legally required to keep your registered office address current with Companies House.

6. Do I need to notify HMRC separately when I change my address with Companies House?

Yes, updating your address with Companies House does not automatically notify HMRC. You should also inform HMRC directly to ensure your tax records and communications are updated.

7. Can I change my registered office address multiple times?

Yes, you can update your registered office address with Companies House as many times as needed. Just be sure to keep all your business records and stakeholders updated to avoid confusion.

8. What information do I need to change my company address at Companies House?

To change your company address, you need your company registration number, the new physical address, and access to your Companies House Webfiling account if you're updating online. For mailed submissions, use Form AD01 and provide accurate, up-to-date information.