

What is an AD01 Form for Companies House? A Guide for UK Businesses

Moving offices or simply updating your registered company address? Here's a full guide to understanding and filing the AD01 form with Companies House – your essential step to stay compliant.

What is an AD01 Form for Companies House?

In the UK, every registered company must provide Companies House with accurate information, especially when it comes to its official address. Your company's registered office address is vital as it's where all official correspondence, including legal notices, government mail, and compliance letters, will be sent.

The AD01 form is the official document that companies in the UK use to notify Companies House of a change to their registered office address. This document plays a key role in ensuring your business stays up-to-date and compliant with UK regulations.

In this blog, we'll explain [what an AD01 form is for Companies House](#), the importance of filing it, step-by-step instructions on how to file it, and frequently asked questions about changing your registered office address.



Why is an AD01 Form Important?

Changing your registered office address might seem simple, but it's legally essential to inform Companies House. If your registered address isn't up-to-date, you might miss critical documents or correspondence that could lead to compliance issues, fines, or even legal complications.

The AD01 form's purpose is to:

- Officially record your new registered office address.
- Ensure that important government and legal documents are sent to the correct address.
- Maintain transparency and compliance with UK business regulations.

Keeping your registered office address up-to-date is crucial not only for legal purposes but also for protecting your business. By filing the AD01 form correctly, you ensure that Companies House and other government agencies have your latest details on record.

When Should You File an AD01 Form with Companies House?

Whenever there's a change to your registered office address, you are legally required to inform Companies House. This notification must be completed within **14 days** of the address change.

Why is this time frame important? UK law mandates companies to keep their information updated on Companies House records. Missing this deadline can lead to fines and impact your company's standing. If you operate a limited company, limited liability partnership (LLP), or any other registered company in the UK, the AD01 form is the official channel to update Companies House with your new address.

Consequences of Failing to Update Companies House:

- **Penalties:** Late submissions or non-compliance can lead to fines.
- **Legal Risks:** Missing important legal notices could lead to legal actions or missed deadlines.

- **Damaged Reputation:** Non-compliance with Companies House requirements can impact your company's credibility and public standing.

How to File the AD01 Form with Companies House

Filing the AD01 form doesn't have to be complicated! Here's a step-by-step guide on **how to file an AD01 form with Companies House** so you can change your registered office address accurately and efficiently.

Step 1: Download the AD01 Form from Companies House

Start by visiting the official Companies House website and **downloading the AD01 form**. Make sure you use the latest version of the form to avoid any issues. The form is generally available in PDF format, which can be filled out electronically or printed and completed by hand.

Step 2: Fill Out the AD01 Form with Your Company Details

The next step is to complete the form with the required information. You'll need to provide the following:

- **Company Name and Number:** These details must exactly match what's on record with Companies House.
- **Old Registered Office Address:** This is the address currently on file.
- **New Registered Office Address:** Enter your new official company address where all correspondence should be directed.

Double-check these details before moving to the next step. Small errors or typos can delay the update or lead to additional paperwork.

Step 3: Choose Your Submission Method – Online or Postal

Companies House allows you to submit the AD01 form in two ways: online or by post. Here's a quick breakdown of each option:

- **Online Filing:** The fastest and most convenient way is to file the AD01 form online through the Companies House WebFiling service. This option requires you to log in with your company authentication code, which acts as a digital signature for security.
- **Postal Submission:** Alternatively, you can mail the completed AD01 form to Companies House. The address for postal submissions is provided on the Companies House website. Keep in mind that postal submissions may take longer, typically a few extra days to process.

Pro Tip: Online filing is generally processed within 24 hours, whereas postal submissions may take several days. If time is of the essence, go for the online option.

Step 4: Confirmation and Next Steps

Once Companies House processes your form, they'll confirm your new registered office address. If you filed online, expect confirmation within 24 hours. For postal submissions, allow a few extra days. Once confirmed, your new address will officially be updated on the Companies House public register.

Key Considerations When Changing Your Registered Office Address

Changing your registered office address involves a few additional considerations to ensure the process is smooth and compliant.

1. Publicly Accessible Address

Remember that your registered office address is public information. This means anyone, including customers, clients, and competitors, can view it on the Companies House website. For privacy reasons, some businesses choose to use a virtual office address or business service location instead of their primary operating address.

2. Update Your Address Across Other Platforms

Once you've updated your address with Companies House, be sure to update it across all other platforms. This includes your website, social media profiles, and any directories where your business is listed. Consistency in your address information helps maintain professionalism and avoids confusion.

3. Don't Miss the 14-Day Deadline

The **14-day filing requirement** for the AD01 form is essential for legal compliance. Filing late can attract penalties, so aim to complete and submit the form as soon as your address change is finalised.

4. Use an Official or Suitable Address

Your registered office doesn't necessarily have to be your trading address. If privacy is a concern, consider using a business address service or registered office provider.

What Happens if I Don't File the AD01 Form on Time?

If you don't file the AD01 form within 14 days of your address change, your company could face penalties from Companies House. Additionally, you may miss critical legal documents, which can have serious implications.

Final Thoughts

Updating your registered office address with Companies House is essential to ensure all legal and official correspondence reaches your business. The **AD01 form** is the official document that keeps your company's address up-to-date in the public record, ensuring you stay compliant with UK law.

Here's a quick recap on how to file the AD01 form with ease:

1. **Download and complete the AD01 form** from Companies House.
2. **Submit it online or by post** within 14 days of your address change.
3. Await confirmation from Companies House and make sure your address is consistent across all platforms.

Whether you're moving to a larger office space or simply [updating your registered address](#), this straightforward process ensures your company remains in compliance with UK regulations. Following these steps will help you file the AD01 form confidently, allowing your business to operate smoothly without missing a beat.

#AD01Form #CompaniesHouse #RegisteredOfficeChange #UKBusinessCompliance
#FileAD01Form #CompaniesHouseFiling #UpdateRegisteredAddress
#UKCompanyAddressChange

FAQs

Can I Use My Home Address as My Registered Office?

Yes, you can use a residential address as your registered office if you're comfortable with it being publicly accessible. Many small businesses choose this option, though a virtual office or registered office address service is also available.

How Much Does It Cost to File an AD01 Form?

Good news – there's no fee for filing an AD01 form! Changing your registered office address is free whether you file online or by post.

How Often Can I Change My Registered Office Address?

There's no restriction on the number of times you can change your registered office address. Just be sure to file an AD01 form within 14 days of each change to keep Companies House updated.

How Long Does it Take for Companies House to Update My Address?

Online submissions are typically updated within 24 hours. If you filed by post, the process may take longer, usually a few extra days.