



Practical & Professional Property Management

Old Form Pre October 2009	New Form 1 st October 2009 onwards	Description
88(2)	SH01	Return of Allotment of Shares
123	n/a	Increase Nominal Capital
190	AD02 / AD03 / AD04	Location Register of Debenture Holders (old) Notification of Single Alternative Inspection Location (SAIL) / Change Records to/from SAIL (new)
225	AA01	Change Accounting Reference Date
287	AD01	Change Registered Office Address
288a	AP01 / AP02 / AP03 / AP04	Appointment of Director or Company Secretary
288b	TM01 / TM02 / TM03 / TM04	Resignation of Director or Company Secretary
288c	CH01 / CH02 / CH03 / CH04	Change of Details of Director or Company Secretary
353	AD02	Location of Register of Members
363a	AR03	Annual Return

Companies House Forms

All 'paper' forms for submitting information to Companies House have been completely redesigned in order to comply with legislative changes, effective from 1st October 2009. The 'old style' forms continue to be used after 1st October 2009 to the extent that they relate to events and/or changes prior to that date.

Residential Address

For directors, their usual residential address continues to be held on Companies House records but from 1st October 2009 they will not be placed on public record. From that date, company secretaries will not file their residential address at Companies House.

Service Address

The Service Address is an address that must, from 1st October 2009, be recorded and filed at Companies House and will be placed on record. The Service Address may be at the director's or company secretary's residential address or an alternative address specified and registered at Companies House.

Authorised Share Capital

The concept of authorised share capital no longer exists after 1st October 2009.

Further information

... can be obtained from <http://www.berniewales.co.uk/CompanySecretary.aspx> or email bernie@berniewales.co.uk for specific advice.