

Companies House - forms you need to know about

Primary Companies Act Forms

There are over 100 forms prescribed by the Companies Act 2006. We list below the main forms and include a link to all the forms which can be downloaded direct from Companies House.

Many of the procedures can now be completed online rather than by completing and posting a form; a receipt is issued for online transactions showing the date and the nature of the transaction accepted.

To view a **full list** of Companies House forms:

<http://www.companieshouse.gov.uk/forms/formsOnline.shtml>

Most commonly used forms, often with an online option:

- **AP01 Appointment of director** - This form is submitted to Companies House to notify of an appointment of a person as a company director.
- **TM01 Termination of appointment of director** - This form is submitted to Companies House to notify of the termination of appointment (resignation) of a company director (person or corporate).
- **AD01 Change of registered office address** - This form is submitted to Companies House to notify of a change to the company's registered office address.
- **SH01 Return of allotment of shares** - This form is submitted to Companies House to notify that the company has issued additional shares and that these have been allotted.
- **CS01 composite return** - This form is submitted to Companies House as a snapshot of company information as of the made up date. A company must submit at least one composite return each year within 28 days of legal return date (made up date).

Summary of all the relevant Companies House forms:

- **AP01 Appointment of director** - This form is submitted to Companies House to notify of an appointment of a person as a company director.
- **AP02 Appointment of corporate director** - This form is submitted to Companies House to notify of an appointment of a corporate entity as a company director.
- **AP03 Appointment of secretary** - This form is submitted to Companies House to notify of an appointment of a person as a company secretary.
- **AP04 Appointment of corporate secretary** - This form is submitted to Companies House to notify of an appointment of a corporate entity as a company secretary.
- **CH01 Change of director's details** - This form is submitted to Companies House to notify of any changes to the details of a person appointed as a company director.
- **CH02 Change of corporate director's details** - This form is submitted to Companies House to notify of any changes to the details of a corporate entity appointed as a company director.
- **CH03 Change of secretary's details** - This form is submitted to Companies House to notify of any changes to the details of a person appointed as a company secretary.
- **CH04 Change of corporate secretary's details** - This form is submitted to Companies House to notify of any changes to the details of a corporate entity appointed as a company secretary.
- **TM01 Termination of appointment of director** - This form is submitted to Companies House to notify of the termination of appointment (resignation) of a company director (person or corporate).
- **TM02 Termination of appointment of secretary** - This form is submitted to Companies House to notify of the termination of appointment (resignation) of a company secretary (person or corporate).
- **AA01 Change of accounting reference date** - This form is submitted to Companies House to notify of a change of accounting reference date of the company.

- **AD01 Change of registered office address** · This form is submitted to Companies House to notify of a change to the company's registered office address.
- **AD02 Notification of single alternative inspection location (SAIL)** · This form is submitted to Companies House to notify of a SAIL address.
- **AD03 Change of location of the company records to the single alternative inspection location (SAIL)** · This form is submitted to Companies House to notify of company records which are kept at the SAIL address.
- **AD04 Change of location of the company records to the registered office** · This form is submitted to Companies House to notify of company records which are moved from the SAIL address and kept at the company's registered office.
- **SH01 Return of allotment of shares** · This form is submitted to Companies House to notify that the company has issued additional shares and that these have been allotted.
- **CS01 Composite return** · This form is submitted to Companies House as a snapshot of company information as of the made up date. A company must submit at least one composite return each year within 28 days of legal return date (made up date).
- **NM01 Notice of change of name by resolution** · This form is submitted to Companies House to give notice of an unconditional change of name by the company members.
- **Special Resolution** · A resolution is an agreement or decision made by the members, a class of members, or the directors of a company to carry out certain changes. This could include resolving to change the name of the company, to alter its share capital or to change its articles.

Primary Limited Liability Companies House forms

Forms you need to know about

- **LLAD01 Change of registered office address** · This form is submitted to Companies House to notify of a change to the [Limited Liability Partnership \(LLP\)](#) registered office address.
- **LLAP01 Appointment of member of an LLP** · This form is submitted to Companies House to notify of an appointment of a person as a member of a [Limited Liability Partnership \(LLP\)](#).
- **LLAP02 Appointment of corporate member of an LLP** · This form is submitted to Companies House to notify of an appointment of a corporate entity as a member of a [Limited Liability Partnership \(LLP\)](#).
- **LLCH01 Change of details of a member of an LLP** · This form is submitted to Companies House to notify of any changes to the details of a person appointed as a member of a [Limited Liability Partnership \(LLP\)](#).
- **LLCH02 Change of details of a corporate member of an LLP** · This form is submitted to Companies House to notify of any changes to the details of a corporate entity appointed as a member of a [Limited Liability Partnership \(LLP\)](#).
- **LLTM01 Termination of appointment of member of an LLP** · This form is submitted to Companies House to notify of the termination of appointment (resignation) of a member of a [Limited Liability Partnership \(LLP\)](#) (person or corporate).
- **LLAD02 Notification of the single alternative inspection location (SAIL) of an LLP** · This form is submitted to Companies House to notify of a SAIL address for a [Limited Liability Partnerships \(LLP\)](#).
- **LLAD03 Change of location of the records to the single alternative inspection location (SAIL) of an LLP** · This form is submitted to Companies House to notify of company records which are kept at the SAIL address of a [Limited Liability Partnership \(LLP\)](#).
- **LLAD04 Change of location of the records to the registered office of an LLP** · This form is submitted to Companies House to notify of company records which are moved from the SAIL address and kept at the registered office of a [Limited Liability Partnership \(LLP\)](#).
- **LLAA01 Change of accounting reference date of an LLP** · This form is submitted to Companies House to notify of a change of accounting reference date of a [Limited Liability Partnership \(LLP\)](#).
- **LLAR01 composite return** · This form is submitted to Companies House as a snapshot of the [Limited Liability Partnership \(LLP\)](#) information as of the made up date. An LLP must submit at least one composite return document each year within 28 days of legal return date (made up date).

To view a **full list** of all Companies Act forms

<https://ewf.companieshouse.gov.uk/help/en/stdwf/glossaryHelp.html>

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