

OS CH02

Return by an overseas company for a change of company details



✓ **What this form is for**
You may use this form to
change the details of an
overseas company.

✗ **What this form is NOT for**
You cannot use this form to change
the details of a UK establishment.
To do this, please use form OS CH01
'Return by a UK establishment of
an overseas company for change
of details.'

For further information, please
refer to our guidance at
www.companieshouse.gov.uk

Part 1 Overseas company details

This section must be completed by all companies.

A1 Overseas company details

Company number

Company name in full
or alternative name as
registered in the UK

→ **Filling in this form**
Please complete in typescript or in
bold black capitals.

All fields are mandatory unless
specified or indicated by *

Part 2 Company change of details

Please complete the appropriate **Sections B1-B6** to indicate which of your
details have changed. Please note that **Section B3, B4, B5 & B6** are not
required to be completed by companies incorporated in an EC member state or
if the changes are already disclosed in the constitutional documents and have
been filed with the Registrar.

This return must be delivered to the Registrar within 21 days of the alteration
being made.

B1 Change in legal form

Change in legal form

Date of change

❶ If the company has changed its legal
form either by its own decision or
by a change in its parent law, please
give the details here.

B2 Change to accounting requirements

Please give the period for which the company is required to prepare accounts by
parent law, in substitution for a period previously notified.

From

To

Please give the period allowed for the preparation and public disclosure of
accounts for the above accounting period.

Months

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B3

Principal place of business or registered office address in parent country

Building name/number	
Street	
Post town	
County/Region	
Postcode	
Country	
Date of change	d d m m y y y y

B4

Objects

Please give the change of objects and the date of change of the objects.

Change of objects	
Date of change	d d m m y y y y

B5

Capital

Has the capital been increased or decreased?

- **Increased** Please complete 'Increased from/Increased to'.
- **Decreased** Please complete 'Decreased from/Decreased to'.

Please also give the date of change of the capital.

Increased from	
Increased to	
or	
Decreased from	
Decreased to	
Date of change	d d m m y y y y

B6

Governing Law

Please list any changes in the law under which the company was incorporated (e.g. a change in legislation) and give the date of change.

Date of change	d d m m y y y y
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B7

UK establishments

A return must be delivered in respect of any alteration to the company particulars by each UK establishment. If, however, a company has more than one UK establishment, it may deliver only one form in respect of all those UK establishments, provided it completes the table below.

UK establishment name	Registration number							

Part 3

Signature

I am signing this form on behalf of the overseas company.

Signature

Signature

X

X

This form may be signed by:
Director, Secretary, Permanent representative.

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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 as registered in the UK match the information held on the public Register.
- You have entered the relevant change of company details.
- A new address must be a physical location. It cannot be a PO Box number (unless part of a full address), DX or LP (Legal Post in Scotland) number.
- You have completed Section B7, if applicable.
- 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:

England and Wales:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

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).

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