

[Print on individual letterhead]

e, Number, Place of Registration

Companies House
Crown Way
Cardiff
CF14 3UZ

<<Date>>

Dear Sir / Madam,

Re: Fraudulent/Inaccurate Use of Registered Office Address (“ROA”) under Section 1097A of the Companies Act 2006 (Fraudulent/Inaccurate Use of Registered Office Address (“ROA”) under Section 1097A of the Companies Act 2006)

Registered Office Address (“ROA”) under Section 1097A of the Companies Act 2006 (Address of Registered Office) (“ROA”) under Section 1097A of the Companies Act 2006)

[I/We] have become aware that <<insert name of company & company number>> is [fraudulently/inaccurately] using <<insert disputed relevant address>> as its ROA, for which <<insert name of company & company number>> has not given any authorisation.

<<insert name of company & company number>> is [fraudulently/inaccurately] using <<insert disputed relevant address>> as its ROA, for which <<insert name of company & company number>> has not given any authorisation.

We should be grateful as a matter of course if you could investigate this and using your powers under the Legislation, change <<insert name of company & company number>>’s ROA with immediate effect.

We should be grateful as a matter of course if you could investigate this and using your powers under the Legislation, change <<insert name of company & company number>>’s ROA with immediate effect.

We are making this application on the grounds of the application>>.

<<insert statement explaining the grounds of the application>>.

As part of your investigation please provide evidence evidencing that <<insert name of company & company number>> has no legitimate right to use <<insert disputed registered office address>> as its ROA:

As part of your investigation please provide evidence evidencing that <<insert name of company & company number>> has no legitimate right to use <<insert disputed registered office address>> as its ROA:

- <<insert name of evidencing document>>
- <<insert name of evidencing document>>

Thank you for your attention and assistance. Please contact << insert name of company & company number >> should you require any further contact details >> should you require any further contact details regarding this matter.

Thank you for your attention and assistance. Please contact << insert name of company & company number >> should you require any further contact details >> should you require any further contact details regarding the resolution of this matter.

Yours faithfully,

<< Name of individual/Company Secretary >>
[For and on behalf of <<Company Name>>]

¹ Evidencing documents that the company has no legitimate right to the disputed address may include, title deeds, rental agreement, etc. <<insert name of company & company number>> should be able to provide evidence that they are allowed to exclusively use the address.

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