



Replacement of document not meeting requirements for proper delivery

What this form is for

You can only use this form to file a replacement of a document that was previously delivered to the Registrar of Companies under the Companies Act 2006 on or after 1 October 2009 and was either not properly delivered or contained unnecessary material.

RPO1

Replacement of document not meeting requirements for proper delivery



Companies House

✓ **What this form is for**
You can only use this form to file a replacement of a document that was previously delivered to the Registrar of Companies under the Companies Act 2006 on or after 1 October 2009 and was either not properly delivered or contained unnecessary material.

✗ **What this form is NOT for**
You cannot use this form to change information in a previously filed document, or to replace a document delivered under Section 25 of the Companies Act 2006 - Company Charges.

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

1 Company details

Company number

Company name in full

→ Filling in this form

Please complete in typescript or in bold black capitals.

2 Description of the original document

Document type ①

① Description of the original document

Please enter the document type (e.g. articles of association) and any distinguishing information if more than one document of that type was filed on the same day.

Date of registration of the original document

3 Authentication

A replacement document must only be filed where (i) a document has previously been delivered and either (ii) that document was not properly delivered or (iii) that document contained unnecessary material.

Please authenticate either **Section 3a** or **Section 3b**.

3a The company to which the original document relates ①

Please complete this section if you are authenticating on behalf of the company to which the original document relates.

Enter your printed name. You do not need to include a signature.

I am authenticating on behalf of the company and confirm the replacement information is properly delivered

Name

This form may be authenticated by:

Director ②, Secretary, Person authorised ③, Permanent representative on behalf of an overseas company, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

① Authentication

This will appear on the public record.

② United Kingdom Societas (UKS)

If the form is being filed on behalf of a UKS please delete 'director' and insert details of which organ of the UKS the person authenticating has membership

③ Person authorised

Under either section 270 or 274 of the Companies Act 2006.

RP01

Replacement of document not meeting requirements for proper delivery

3b

The person who delivered the original document ¹

Please complete this section if you are the person who delivered the original document.

Enter your printed name. You do not need to include a signature.

I confirm the replacement information is properly delivered.

¹ Authentication

This will appear on the public record.

Name

4

Notes

Please note:

If you are applying for, or have been granted, exemption under Section 243 of the Companies Act 2006 and the document(s) you are replacing contain(s) your usual residential address, please post this form along with the replacement document to the address below:

The Registrar of Companies, PO BOX 4082, Cardiff, CF14 3WE.

RP01

Replacement of document not meeting requirements for proper delivery



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

Please make sure you have remembered the following:

- You have fully completed Section 2 'Description of the original document'.
- The correct person has authenticated the form in **either** Section 3a **or** Section 3b.
- If you are replacing a document where you have previously paid a fee, do not send a fee along with this form.
- You have enclosed the replacement document.
- If the company to which this document relates has signed up to the PROOF (PROtected Online Filing) scheme, you **must** also deliver with this form and the replacement document a PR03 form 'Consent for paper filing'.



Important information

The information on this form will appear on the public record.



How to send your form

You can upload certain forms to Companies House instead of sending them by post.

If you need to post your form, you must send it to the correct address.

For more information on where to send the form visit:

gov.uk/companies-house/offices



Further information

For further information, please see the guidance notes on the website at gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on our website: **gov.uk/companieshouse**