

**OCRA LONDON LIMITED**

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**IMPORTANT GENERAL NOTICE – Change of address**

Dear Sirs,

We writing to confirm that from 31<sup>st</sup> January 2020 we will be relocating offices.

Despite being in Hanover Street for over 10 years we were unable to renegotiate a new lease as the landlord now intends to demolish the existing building and redevelop the site during the second half of 2020.

In light of this change, we have secured new offices near St Pauls and Bank stations in the City of London and will be moving there towards the end of January 2020. This will in no way affect our ability to continue to provide registered office and mail forwarding services to our clients and we will notify Companies House and HMRC accordingly, so there is no need for you to do anything official apart from changing your stationery on or around the 31<sup>st</sup> January next year. We will continue to visit the offices after our relocation to collect any mail that may have been sent there in error, but this will only be a temporary measure, as the building will be demolished at some point in 2020.

We have also secured the new offices from 1<sup>st</sup> November 2019, so we are able to manage the move and allow clients to change their address earlier if they prefer.

This will be the new registered office address that you can use:

Office 3.05  
1 Kings Street  
London EC2V 8AU

It is important that you include Office 3.05 in the address otherwise your mail will not get to us and will be returned to sender by the receptionist.

In order for us to manage this in an orderly manner, can you please reply to this email confirming the date you wish to affect the change of address, stating either 1<sup>st</sup> November 2019 or 1<sup>st</sup> February 2020?

We trust the change will not cause you too much of an inconvenience, but please do not hesitate to contact us should you require any further information concerning the above.

Yours sincerely

**MICHAEL CLIFFORD, FInstAM**

Managing Director

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**GROUP OFFICES**

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