

# RP04

## Second filing of a document previously delivered



Companies House

### ✓ What this form is for

You can only use this form to file a second filing of a document delivered under the Companies Act 2006 on or after 1 October 2009 that held inaccuracies.

A second filing of a document must only be filed where it is providing corrected information that has been properly delivered but inaccuracies still appear on the register.

### ✗ What this form is NOT for

You cannot use this form for a second filing of a document under the Companies Act 2006 or the Companies (Northern Ireland) Order 1986 regardless of whether it was previously delivered.

A second filing of a document cannot be filed where it is providing information that was originally properly delivered. Form used in these circumstances.

For further information, please



\*ACGXZBKB\*

A28 24/11/2023 #90

COMPANIES HOUSE

\*ACFJBTB\*

A12 03/11/2023 #34

COMPANIES HOUSE

## 1 Company details

Company number 00103819

Company name in full THE SCOTCH HOUSE LIMITED

### → Filling in this form

Please complete in typescript or in bold black capitals.

All fields are mandatory unless specified or indicated by \*

## 2 Applicable documents

This form **only** applies to the following forms:

AP01 Appointment of director  
AP02 Appointment of corporate director  
AP03 Appointment of secretary  
AP04 Appointment of corporate secretary

CH01 Change of director's details  
CH02 Change of corporate director's details  
CH03 Change of secretary's details  
CH04 Change of corporate secretary's details

TM01 Termination of appointment of director  
TM02 Termination of appointment of secretary

SH01 Return of allotment of shares

AR01 Annual Return

CS01 Confirmation statement (Parts 1-4 only)

PSC01 Notice of individual person with significant control (PSC)  
PSC02 Notice of relevant legal entity (RLE) with significant control  
PSC03 Notice of other registrable person (ORP) with significant control  
PSC04 Change of details of individual person with significant control (PSC)  
PSC05 Change of details of relevant legal entity (RLE) with significant control  
PSC06 Change of details of other registrable person (ORP) with significant control  
PSC07 Notice of ceasing to be a person with significant control (PSC), relevant legal entity (RLE), or other registrable person (ORP)  
PSC08 Notification of PSC statements  
PSC09 Update to PSC statements

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### Description of the original document

Document type ①

Appointment of Company Secretary - Form AP03.

**① Description of the original document**

Please enter the document type (e.g. a Return of allotment of shares—SH01) 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

<sup>d</sup>1<sup>d</sup>2<sup>m</sup>0<sup>m</sup>7<sup>y</sup>2<sup>y</sup>0<sup>y</sup>1<sup>y</sup>8

4

### Section 243 or 790ZF Exemption ②


If you are applying for, or have been granted, exemption under section 243 or 790ZF of the Companies Act 2006 and the document(s) you are updating contain(s) your usual residential address, please post this form along with the updated document(s) to the address below:


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

**②** If you are currently in the process of applying for or have been granted a Section 243 or 790ZF exemption, you may wish to check that you have not entered your usual residential address as the service address in the accompanying form (e.g. AP01 or CH01).


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 <b>Presenter information</b>	
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 Secretary
Company name	Burberry Group plc
Address	Horseferry House, Horseferry Road
Post town	
County/Region	London
Postcode	S W 1 P 2 A W
Country	United Kingdom
DX	
Telephone	+44 (0)20 3367 3000

 <b>Checklist</b>
<b>We may return forms completed incorrectly or with information missing.</b>
<b>Please make sure you have remembered the following:</b>
<input type="checkbox"/> The company name and number match the information held on the public Register. <input type="checkbox"/> You can only use this form to file a second filing of a document delivered to the Registrar of Companies under the Companies Act 2006 on or after 1 October 2009 that held inaccuracies. <input type="checkbox"/> If you are updating a document where you have previously paid a fee, do not send a fee along with this form. <input type="checkbox"/> You have enclosed the second filed document(s). <input type="checkbox"/> 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 second filed document(s), a PR03 form 'Consent for paper filing.'

 <b>Important information</b>
<b>Please note that all information on this form will appear on the public record.</b>
 <b>Where to send</b>
<b>You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:</b>
<b>For companies registered in England and Wales:</b> The Registrar of Companies, Companies House, Crown Way, Cardiff, Wales, CF14 3UZ. DX 33050 Cardiff.
<b>For companies registered in Scotland:</b> 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).
<b>For companies registered in Northern Ireland:</b> 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.
<b>Section 243 or 790ZF exemption</b> If you are applying for or have been granted a section 243 or 790ZF exemption, please post this whole form to the different postal address below: The Registrar of Companies, PO Box 4082, Cardiff, CF14 3WE.

 <b>Further information</b>
For further information, please see the guidance notes on the website at <a href="http://www.gov.uk/companieshouse">www.gov.uk/companieshouse</a> or email <a href="mailto:enquiries@companieshouse.gov.uk">enquiries@companieshouse.gov.uk</a>
<b>This form is available in an alternative format. Please visit the forms page on the website at <a href="http://www.gov.uk/companieshouse">www.gov.uk/companieshouse</a></b>

# AP03

## Appointment of secretary



Go online to file this information  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

☒ **What this form is for**  
You may use this form to appoint  
an individual as a secretary.

☐ **What this form is NOT for**  
You cannot use this form if you are  
appointing a corporate secretary.  
To do this, please use form  
AP04 'Appointment of corporate  
secretary'.

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 00103819

Company name in full The Scotch House Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

All fields are mandatory unless  
specified or indicated by \*

### 2 Date of secretary's appointment

Date of appointment d 0 1 m 0 7 y 2 0 y 1 8

### 3 New secretary's details

Title\*  
Full forename(s) Gemma Elizabeth Mary  
Surname Parsons  
Former name(s) ❶

#### ❶ Former name(s)

Please provide any previous names  
(including maiden or married names)  
which have been used for business  
purposes in the last 20 years.

Continue in section 7 if required.

### 4 New secretary's service address ❷

Please complete your service address below.

Building name/number Horseferry House

Street Horseferry Road

Post town London

County/Region England and Wales

Postcode S W 1 P 2 A W

Country United Kingdom

#### ❷ Secretary's service address

This is the address that will  
appear on the public record. This  
does not have to be your usual  
residential address.

Please state 'The Company's  
Registered Office' if your service  
address is recorded in the company's  
register of secretaries as the  
company's registered office.

If you provide your residential  
address here it will appear on the  
public record.

AP03

Appointment of secretary

**5** Consent to act as secretary

Please tick the box to confirm consent.

- ☒ The company confirms that the person named in section 3 has consented to act as a secretary of the company named in section 1.

**6** Signature

I am signing this form on behalf of the company.

Signature

Signature

X

*[Handwritten Signature]*

X

This form may be signed and authorised by:  
Director ❶, Secretary, Person authorised ❷, Administrator, Administrative Receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

**❶ Societas Europaea**

If the form is being filed on behalf of a Societas Europaea (SE) please delete 'director' and insert details of which organ of the SE the person signing has membership.

**❷ Person authorised**

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

**7** Additional former names (continued from Section 3)

Former names ❸


**❸ Additional former names**

Use this space to enter any additional names.

AP03

## Appointment of secretary

**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 Secretary**

Company name **Burberry Group plc**

Address **Horseferry House, Horseferry Road**

Post town

County/Region **London**

Postcode **S W 1 P 2 A E**

Country **United Kingdom**

DX

Telephone **020 3367 3000**

**Checklist**

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

- ☐ The company name and number match the information held on the public Register.
- ☐ You have completed the date of appointment.
- ☐ You have provided the service address.
- ☐ The 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 included all former names used for business purposes over the last 20 years.
- ☐ You have ticked the consent to act statement.
- ☐ You have signed the form.

**Important information**

**Please note that all information on this form will appear on the public record.**

**Where to send**

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**For companies registered in England and Wales:**  
The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.

**For companies registered in 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).

**For companies registered in 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**

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**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**