

CH04

Change of corporate secretary's details

BLUEPRINT

OneWorld

Go online to file this information
www.gov.uk/companieshouse

☒ **What this form is for**
You may use this form to change
the details of a corporate
secretary.

☐ **What this form is NOT for**
You cannot use this form if y
changing the details of a cor
director. To do this, please u
form CH02 'Change of corpi
director's details'.

THURSDAY



A13

A7376JMY

05/04/2018

#54

COMPANIES HOUSE

1 Company details

Company number

Company name in full

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

All fields are mandatory unless
specified or indicated by *

2 Secretary's current details on the Register ¹

Corporate body/firm
name

1 Current details
This information is used to identify
your details on the public record.

3 Date of change of details

Date of change of
details

Please complete the appropriate sections to indicate which of your details
have changed.

4 Change of name details

Change of corporate
body/firm name

5 Change of registered or principal office address ²

Building name/number

Street

Post town

County/Region

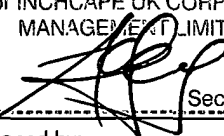
Postcode

Country

2 Registered or principal address
This is the address that will appear
on the public record. This address
must be a physical location for the
delivery of documents. It cannot be
a PO box number (unless contained
within a full address), DX number or
LP (Legal Post in Scotland) number.

CH04

Change of corporate secretary's details

6	Change of European Economic Area (EEA) company details ^①		① EEA A full list of countries of the EEA can be found in our guidance: www.companieshouse.gov.uk ② This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).
	Please give any new details of the register where the company file is kept (including the relevant state) and any change of registration number in that register.		
New details where the company/firm is registered ^②			
New registration number			
7	Change of non-EEA company details		③ Non-EEA Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register.
	Please show any change of details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please detail any change to the register in which it is entered (including the state) and any new registration number in that register.		
Change of details of the legal form of the corporate body or firm			
Change of details of governing law			
If applicable, new details where the company/firm is registered ^③			
New registration number			
8	Signature		④ 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. ⑤ Person authorised Under either section 270 or 274 of the Companies Act 2006.
I am signing this form on behalf of the company.			
Signature	Signature X <div style="border: 1px dashed black; padding: 5px; display: inline-block;"> For INCHCAPE UK CORPORATE MANAGEMENT LIMITED  Secretaries X </div>		
	This form may be signed by: Director ^⑥ , Secretary ^⑦ , Person authorised ^⑧ , Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.		

CH04

Change of corporate secretary's details

**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	The Secretary
Company name	The Secretary, Inchcape
	House
Address	Langford Lane
	Kidlington
Post town	Oxford
County/Region	
Postcode	O X 5 1 H T
Country	United Kingdom
DX	
Telephone	0845 125 5900

**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 entered in section 3 the date of change of details.
- ☐ You have entered the relevant change of 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 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, however for expediency we advise you to return it to the appropriate address below:

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**

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

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