

CH03

Change of secretary's details

TUESDAY



A57 *A0FDKEGT* 22
27/10/2009
COMPANIES HOUSE

You can use the WebFiling service to file this form online.
Please go to www.companieshouse.gov.uk

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

☐ **What this form is NOT for**
You cannot use this form if you are
changing the details of a corporate
secretary. To do this, please use
form CH04 'Change of corporate
secretary's details'.

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

1 Company details

Company number 0 0 2 1 9 0 2 9

Company name in full The Marley Tile Company Limited

→ **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

Title* Miss

Full forename(s) Susan Joy

Surname Fennell

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 2 2 1 0 2 0 0 9

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

4 Change of name details

Please enter your new name.

Title*

Full forename(s)

Surname

5 Change of service address ²

Building name/number

Street 1 Suffolk Way

Post town Sevenoaks

County/Region Kent

Postcode T N 1 3 1 S D

Country England

② **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.

CH03

Change of secretary's details

6

Signature

Signature

I am signing this form on behalf of the company.

Signature

X

Susan Kendal

X

This form may be signed by:

Director¹, Secretary, Person authorised², Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

¹ **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.

² **Person authorised**

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

CH03

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**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 Sue Fennell

Company name The Marley Tile Company Limited

Address

c/o Marley Ltd

1 Suffolk Way

Post town Sevenoaks

County/Region Kent

Postcode T N 1 3 1 S D

Country

DX

Telephone 01732 455255

**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,
First Floor, Waterfront Plaza, 8 Laganbank Road,
Belfast, Northern Ireland, BT1 3BS.
DX 481 N.R. Belfast 1.

**Further information**

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

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