In accordance with Section 276 of the . Companies Act 2006

AP03

Appointment of secretary



08/02/2010 **COMPANIES HOUSE**

Please go to www companieshouse gov uk

What this form is for

You may use this form to appoint an individual as a secretary

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.companieshouse.gov.uk

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5	Signatures	
	I consent to act as secretary of the above named company	If the form is being filed on behalf of a Societas Europaea (SE) please delet director and insert details of which organ of the SE the person signing has membership Person authorised Under either section 270 or 274 of the Companies Act 2006
lew secretary's agnature	Signature X	
Authonsing signature	This form may be signed and authorised by Director Secretary, Person authonsed Administrator, Administrative Receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor	
6	Additional former names (continued from Section 3)	<u> </u>
Former names •		Additional former names Use this space to enter any additional names

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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 name Jaynie Phillips Address Guardian Media Group Number 1 Scott Place Post town Manchester County/Region Postcode М 3 G Country United Kingdom

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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
- $\hfill \square$ 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
- ☐ The new secretary has signed the form
- ☐ You have provided an authorising signature

Important information

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

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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

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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