



# 288a

Please complete in typescript,  
or in bold black capitals.

CHWP000

## APPOINTMENT of director or secretary (NOT for resignation (use Form 288b) or change of particulars (use Form 288c))

Company Number 01117511

Company Name in full The Institute of Travel And Tourism

Date of appointment  
Day Month Year  
0 1 0 7 2 0 0 3

†Date of Birth  
Day Month Year  
0 4 0 7 1 9 5 6

### Appointment form

Appointment as director



as secretary



Please mark the appropriate box. If appointment is as a director and secretary mark both boxes.

NAME

\*Style / Title

Mrs

\*Honours etc

Notes on completion  
appear on reverse.

Forename(s)

Wendy

DIANE

Surname

Hartley

Previous  
Forename(s)

Previous  
Surname(s)

TIMMINS

†† Tick this box if the  
address shown is a  
service address for  
the beneficiary of a  
Confidentiality Order  
granted under the  
provisions of section  
723B of the  
Companies Act 1985

†† Usual residential  
address

Post town

WELDON

Postcode

NN1 3DX

County / Region

NORTHANTS

Country

ENGLAND

†Nationality

BRITISH

†Business occupation

HEAD OF SALES +  
CALL CENTRE

†Other directorships  
(additional space overleaf)

Consent signature

I consent to act as \*\* director / secretary of the above named company

*[Signature]*

Date

8/9/03

\* Voluntary details.

† Directors only.

\*\*Delete as appropriate

A director / secretary etc must sign the form below.

Signed

*[Signature]*

Date

26.09.03

(\*\*a director / secretary / administrator / administrative receiver / receiver manager / receiver)

You do not have to give any contact  
information in the box opposite but if you  
do, it will help Companies House to  
contact you if there is a query on the  
form. The contact information that you



A12 COMPANIES HOUSE 0293 09/10/03  
A58 COMPANIES HOUSE 0574 30/09/03

Form April 2002

Sara Nicholls

8 Mill Studio, Crane Mead, Ware, Herts,

SG12 9PY

Tel 0870 770 7960

DX number

DX exchange

When you have completed and signed the form please send it to the  
Registrar of Companies at:

Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff  
for companies registered in England and Wales or  
Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB  
for companies registered in Scotland DX 235 Edinburgh

**Company Number** 01117511

† Directors only.

† Other directorships


#### NOTES

Show the full forenames, NOT INITIALS. If the director or secretary is a corporation or Scottish firm, show the name on surname line and registered or principal office on the usual residential line.

Give previous forenames or surname(s) except:

- for a married woman, the name by which she was known before marriage need not be given.
- for names not used since the age of 18 or for at least 20 years

A peer or individual known by a title may state the title instead of or in addition to the forenames and surname and need not give the name by which that person was known before he or she adopted the title or succeeded to it.

#### Other directorships.

Give the name of every company incorporated in Great Britain of which the person concerned is a director or has been a director at any time in the past five years.

You may exclude a company which either is, or at all times during the past five years when the person concerned was a director, was

- dormant
- a parent company which wholly owned the company making the return, or
- another wholly owned subsidiary of the same parent company.