



**BLUEPRINT**  
Company Secretary

Please complete in typescript,  
or in bold black capitals.

CHFP055

Company Number **1176089**

Company Name in full **RIB Secretaries Limited**

# 288a

## APPOINTMENT of director or secretary

(NOT for resignation (use Form 288b) or  
change of particulars (use Form 288c))

### Appointment form

Notes on completion  
appear on reverse.

Date of appointment

Day	Month	Year	Day	Month	Year
2	5	0	7	2	0
0	7	2	0	0	0

†Date of Birth

Appointment as director

as secretary



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

NAME \*Style / Title

\*Honours etc

Forename(s)

**Margaret Elaine**

Surname

**Woods**

Previous  
Forename(s)

Previous  
Surname

Usual residential  
address

**13 North Close**

Post town

**Drayton Parslow**

Postcode

**MK17 0JQ**

County / Region

**Bucks**

Country

**England**

† Nationality

†Business  
occupation

† Other directorships  
(additional space overleaf)

I consent to act as ~~director~~ <sup>secretary</sup> of the above named company

Consent Signature

Date

**25/07/2000**

A director, secretary etc must sign the form below.

Signed

Date

**25/07/2000**

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

\* Voluntary details.

† Directors only.

\*\* Please delete as appropriate.

Please give the name, address,  
telephone number and, if available,  
a DX number and Exchange of  
the person Companies House should  
contact if there is any query

**M E Woods  
Company Secretary's Department  
Reed Elsevier (UK) Limited  
25 Victoria Street  
London SW1H 0EX**



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****1176089**

† 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.