(3)

In accordance with Section 276 of the Companies Act 2006

AP03

Appointment of secretary

Companies House
for the record

This form is part of the PROOF scheme If your company is registered for PROOF, paper versions of this form will be rejected and sent back to the registered office address Avoid unnecessary rejection and file online. You can view your company's PROOF status on the WebFiling Menu Screen

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 appoint an individual as a secretary

✗ **What this form is NOT for**
You cannot use this form if you appointing a corporate secretar To do this, please use form AP04 'Appointment of corporat secretary'

TUESDAY

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A32 02/03/2010 68
COMPANIES HOUSE

1 Company details

Company number	1 4 7 7 0 3 7
Company name in full	Branchpoint Limited

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

All fields are mandatory unless specified or indicated by *

2 Date of secretary's appointment

Date of appointment	01 0 1 2 0 1 0

3 New secretary's details

Title*	Mrs
Full forename(s)	Hannah
Surname	Moore
Former name(s) ❶	Sim

❶ **Former name(s)**
Please provide any previous names which have been used for business purposes in the past 20 years.

Married women do not need to give former names unless previously used for business purposes

Continue in section 6 if required

4 New secretary's service address ❷

	Please complete your service address below
Building name/number	Greystone
Street	The Cove
	Coverack
Post town	Helston
County/Region	Cornwall
Postcode	T R 1 2 6 S X
Country	England

❷ **Secretary's 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

AP03
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5 Signatures

I consent to act as secretary of the above named company

New secretary's signature

Signature

X Hamish Moore X

Authorising signature

Signature

X X

This form may be signed and authorised by
Director❶, Secretary, Person authorised❷, Administrator, Administrative Receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor

❶ 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

❷ Person authorised
Under either section 270 or 274 of the Companies Act 2006

6 Additional former names (continued from Section 3)

Former names❸

❸ Additional former names
Use this space to enter any additional names.

AP03
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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 Hannah Moore

Company name Branchpoint Limited

Address Greystone

The Cove

Coverack

Post town Helston

County/Region Cornwall

Postcode T R 1 2 6 S X

Country England

DX

Telephone 01326 280 405

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 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.

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