

AP03

Appointment of secretary

BLUEPRINT

OneWorld

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
are appointing a corporate secretary.
To do this, please use form
AP04 'Appointment of corporate
secretary'

FRIDAY



AMTZKE5R

A37

16/10/2009

142

COMPANIES HOUSE

1 Company details

Company number

Company name in full

➔ 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

3 New secretary's details

Title*

Full forename(s)

Surname

Former name(s)

1 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 ¹

Please complete your service address below

Building name/number

Street

Post town

County/Region

Postcode

Country

2 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

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Signatures

I consent to act as secretary of the above named company

New secretary's
signature

Signature

X

S. J. H. L.

X

Authorising signature

Signature

X

S. J. H. L.

X

This form may be signed and authorised by
 Director ¹, Secretary, Person authorised ², Administrator, Administrative Receiver,
 Receiver, Receiver manager, Charity commission receiver and manager,
 C/C 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

6

Additional former names (continued from Section 3)

Former names ¹

¹ Additional former names

Use this space to enter any
 additional names

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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.

Full name

Company name STEPHEN HOPKINS

Address 25 GRESHAM STREET

Postcode LONDON

Company number

Company type 2 0 2 1 7 5 K

Company type

Phone

Telephone



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 2
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 NR 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