## AP03

### Appointment of secretary



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 yo appointing a corporate secret To do this, please use form AP04 'Appointment of corporasecretary'



A20 19/06/2010 COMPANIES HOUSE 128

Date of secretary's appointment  Date of appointmen	1	Company details	
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Postcode SO3ZIAH H address here it will appear on the public record	County/Region		
	Postcode	SOBZIAH	address here it will appear on the
	Country	UK	public recold

# AP03 Appointment of secretary

5	Signatures	
	I consent to act as secretary of the above named company	◆ Societas Europaea If the form is being filed on behalf
New secretary's signature	Signature X	of a Societas Europaea (SE) please delete 'director' and insert details of which organ of the SE the perso signing has membership
Authorising signature	Signature X	② Person authorised Under either section 270 or 274 of the Companies Act 2006
	This form may be signed and authorised by Director <b>9</b> , Secretary, Person authorised <b>9</b> , Administrator, Administrative Receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor	
6	Additional former names (continued from Section 3)	
Former names <b>®</b>		Additional former names     Use this space to enter any     additional names

#### AP03

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
Address
Post town
County/Region
Postcode
Country
DX
Telephone
✓ Checklist
We may return forms completed incorrectly or with information missing
Please make sure you have remembered the following

information held on the public Register

☐ You have provided the service address

☐ You have completed the date of appointment

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

☐ The address must be a physical location. It cannot

be a PO Box number (unless part of a full address),

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, Second Floor, The Linenhall, 32-38 Linenhall Street, Belfast, Northern Ireland, BT2 8BG DX 481 N R Belfast 1

### **f** 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