

# AP03

## Appointment of secretary

form produced by

**MetroPM**  
Chartered Surveyors - Property Managers Ver 14 02

**You can use the WebFiling service to file this form online.**  
Please go to [www.companieshouse.gov.uk](http://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 the form if  
appointing a corporate secretary  
To do this, please use form  
'Appointment of corporate secretary'

WEDNESDAY



A18  
\*A7NF9UTF\*  
08/06/2011  
COMPANIES HOUSE 249

### 1 Company details

Company number

2 6 1 4 2 5 8

Company name in full

10 Queens Parade Residents Association 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

d 2 d 1 m 0 m 7 y 2 y 0 y 1 y 0

### 3 New secretary's details

Title \*

Mr

Full forename(s)

Matthew William

Surname

Arnold

Former name(s) ①

#### 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 ②

Please complete your service address below

Building name/number

68 Harborne Park Road

Street

Harborne

Post town

Birmingham

County/Region

Postcode

B 1 7 0 D H

Country

United Kingdom

#### 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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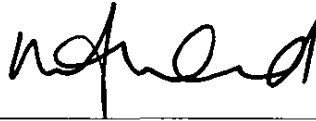
Signatures

New secretary's  
signature

I consent to act as secretary of the above named company

Signature

X

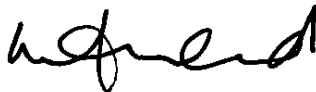


X

Authorising signature

Signature

X



X

This form may be signed by  
Director ❶, Secretary, Person Authorised ❷, Liquidator, 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 names ❸


❸ Additional former names

Use this space to enter any  
additional names

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## 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

MetroPM

Address

St Mary's House, 68 Harborne  
Park Road

Post town

Harborne

County/Region

Birmingham

Postcode

B 1 7 0 D H

Country

United Kingdom

DX

Telephone

0121 428 4747

**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

**Section 243 exemption**

If you are applying for, or have been granted a section 243 exemption, please post this whole form to the different postal address below  
The Registrar of Companies, PO Box 4082,  
Cardiff, CF14 3WE

**Further information**

For further information, please see the guidance notes on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.companieshouse.gov.uk)**