

AP04

Appointment of corporate secretary



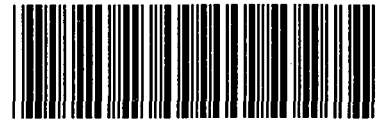
Companies House

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 a
corporate body or firm as secretary.

☐ **What this form is NOT for**
You cannot use this form if you
are appointing an individual
secretary. To do this, please use
AP03 'Appointment of individual
secretary'.

WEDNESDAY



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A16

16/07/2014

#123

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 corporate secretary's appointment

Date of appointment

3 Corporate secretary's details

Corporate body/firm name

Building name/number

Street

Post/town

County/Region

Postcode

Country

Is the corporate secretary registered within the European Economic Area (EEA)?
→ **Yes** Complete **Section 4**
→ **No** Complete **Section 5**

➊ **Registered or principal address**
This address will appear on the
public record. This address must be
a physical location for the delivery
of documents. It cannot be a PO box
number (unless contained within
a full address), a DX number or LP
(Legal post in Scotland) number.

4 EEA companies

Please give details of the register where the company file is kept (including the
relevant state) and the registration number in that register.

Where the company/
firm is registered

Registration number

➋ **EEA**
A full list of countries of the EEA can
be found in our guidance:
www.companieshouse.gov.uk

➌ This is the register mentioned in
Article 3 of the First Company Law
Directive (68/151/EEC).

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Non-EEA companies

Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.

Legal form of the corporate body or firm

Governing law

If applicable, where the company/firm is registered ❶

Registration number

❶ Non - EEA

Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register.

6

Signature

I consent to act as secretary of the above named company.

New secretary's signature

Signature

X



X

Authorising signature

Signature

X



X

❷ 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.

❸ Person authorised

Under either section 270 or 274 of the Companies Act 2006.

This form may be signed and authorised by:
Director ❹, Secretary, Person authorised ❹, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

**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

FRANCIS BUTSON & ASSOCIATES

Address

YEW TREE HOUSE

10 CHURCH STREET

Post town

ST NEOTS

County/Region

CAMBS

Postcode

P E 1 9 2 B U

Country

ENGLAND

DX

Telephone

01480 226740

**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 entered the new corporate secretary's 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 completed either section 4 or section 5.
- ☐ An officer of the new corporate 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,
Second Floor, The Linenhall, 32-38 Linenhall Street,
Belfast, Northern Ireland, BT2 8BG.
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