In accordance with Section 276 of the Companies Act 2006

AP03
Appointment of secretary

IRIS Laserform

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 appointing a corporate secr
To do this, please use form AP04 'Appointment of corpo secretary'

FRIDAY

A239CUWJ
A22 01/03/2013 #199
COMPANIES HOUSE

1 Company details

Company number	0 2 6 9 2 5 4
Company name in full	Gradehelp 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 0 d 8 m 0 m 1 y 2 y 0 y 1 y 3

3 New secretary's details

Title *	
Full forename(s)	Christopher
Surname	Goodwin
Former name(s) ❶	

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

Married woman 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	Devonshire Hall
Street	Devonshire Avenue, Street Lane
Post town	Leeds
County/Region	
Postcode	L S 8 1 A W
Country	

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

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5 Signatures

I consent to act as secretary of the above named company

New secretary's signature

Signature

X X

Authorising signature

Signature

X X

This form may be signed and authorised by
Director ❶, Secretary, Person authorised ❷, 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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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 Ref TDO

Company name Pinsent Masons LLP

Address 1 Park Row

Post town Leeds

County/Region

Postcode L S 1 5 A B

Country

DX 26440 Leeds 28

Telephone 0113 244 5000

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,
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