

AP03

Appointment of secretary

Oyez

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

WEDNESDAY



A04 08/12/2010 287
COMPANIES HOUSE

1 Company details	
Company number	0 2 8 6 7 4 6 8
Company name in full	O L Dec 16 Limited

Filing 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	0 7 1 2 2 0 1 0

3 New secretary's details	
Title*	Mr
Full forename(s)	Stephen Edward
Surname	Hubble
Former name(s)	

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	
Please complete your service address below	
Building name/number	Verrington House
Street	Old London Road
	Knockholt
Post town	Sevenoaks
County/Region	Kent
Postcode	T N 1 4 7 L U
Country	United Kingdom

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

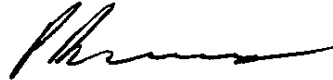
Signature
X



X

Authorising signature

Signature
X



X

This form may be signed and authorised by
Director 1, Secretary, Person authorised 2, Administrator, Administrative Receiver,
Receiver, Receiver manager, Charity commission receiver and manager,
CIC 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 3:

3- 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

Charlotte Baker

Company name

Cumberland Ellis LLP

Address

Altrium Court

15 Jockey's Fields

London

Post town

County/Region

Postcode

W C I R 4 Q R

Country

DX

DX 250 Chancery Lane

Telephone

020 7242 0422



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