In accordance with Section 276 of the Companies Act 2006.

# **CH03**

## BLUEPRINT

2000

Change of secretary's details

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 change the details of an individual who is a secretary.

## X What this form is NOT for

You cannot use this form if you are changing the details of a corporate secretary. To do this, please use form CH04 'Change of corporate secretary's details'.



A16 23/11/2009 COMPANIES HOUSE

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Title*  Company number 3 0 0 8 8 6 3 3			COMPANIES HOUSE
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# CH03

Change of secretary's details

6	Signature			
	I am signing this form on behalf of the company.	Societas Europaea     If the form in being filed on behalf of a		
Signature	This form may be signed by: Director Q Secretary, Person authorised Q Administrator, Administrative receiver, Receiver, Receiver, manager, Charity commission receiver and manager, CIC manager, Judicial factor.	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.  Person authorised Under either section 270 or 274 of the Companies Act 2006.		

## CH03

Change of secretary's details

### 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	The Company Secretary
Address	Empire House
	175 Piccadilly
Post town	London
County/Region	
Pestcode	W 1 J 9 D J
Country	
DX	
Telephone	

### 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 entered in Section 3 the date of change of
- You have entered the relevant change of details.
- □ A new 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 signed the form.

### 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.

### 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