

# AP03

## Appointment of secretary



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

TUESDAY



\*AJDNXWQC\*  
A30 16/08/2011 57  
COMPANIES HOUSE  
A17 01/08/2011 115  
COMPANIES HOUSE

### 1 Company details

Company number 03210281  
Company name in full Riverside Childcare 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 1 8 m 0 7 y 2 0 / 1 1

### 3 New secretary's details

Title \* Mr  
Full forename(s) James  
Surname Archibald  
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 The Company's Registered Office  
Street  
Post town  
County/Region  
Postcode  
Country

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.

RE-SCAN

AP03

Appointment of secretary

5

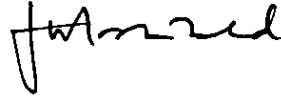
## Signatures

New secretary's  
signature

I consent to act as secretary of the above named company

Signature

X

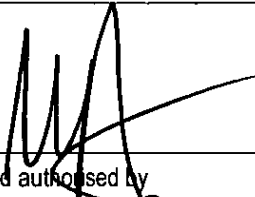


X

Authorising signature

Signature

X



X

This form may be signed 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

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## ③ Additional former names

Use this space to enter any  
additional names

AP03

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 Alice Twomey

Company name SNR Denton UK LLP

Address One Fleet Place

Post town London

County/Region

Postcode E C 4 M 7 W S

Country United Kingdom

DX DX 242 LONDON/CHANCERY LANE

Telephone 020 7242 1212



### 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](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)**



*Companies House*  
— for the record —

**COMPANY NAME:** RIVERSIDE CHILDCARE LIMITED

**COMPANY NUMBER:** 03210281

This document is a duplicate of AP03 registered on 12/09/11 for James Archibald