

CH03

Change of secretary's details

BLUEPRINT**OneWorld**

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

☒ **What this form is NOT for**

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

TUESDAY



A43

A8AKMROD

15/02/2011

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COMPANIES HOUSE

1 Company details

Company number

Company name in full

Filing in this form

Please complete in typescript or in bold black capitals

All fields are mandatory unless specified or indicated by *

2 Secretary's current details on the Register

Title*
Full forename(s)
Surname

Current details

This information is used to identify your details on the public record

3 Date of change of details

Date of change of details

Please complete the appropriate sections to indicate which of your details have changed

4 Change of name details

Please enter your new name

Title*
Full forename(s)
Surname

5 Change of service address

Building name/number
Street
Post town
County/Region
Postcode
Country

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.

Change of secretary's details

Signature

Signature

X

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X

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

Under either section 270 or 274 of the Companies Act 2006

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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

Company name **BAKER & MCKENZIE LLP (ref: dgp)**

Address **100 NEW BRIDGE STREET**

Post town **LONDON**

County/Region

Postcode **E C 4 V 6 J A**

Country

DX **233 CHANCERY LANE**

Telephone **020 7919 1859**



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 details
- ☐ 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,
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