

# CH03

## Change of secretary's details

form produced by

# PC Share Register

Ver.14.01

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  
change the details of an  
individual who is a secretary.

☐ **What this form is NOT for**  
You cannot use this form to change  
the details of a corporate secretary  
To do this, please use form CH04  
'Change of corporate secretary's  
details'.

THURSDAY



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\*AE0MLEPY\*

05/11/2009

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COMPANIES HOUSE

### 1 Company details

Company number

Company name in full

#### → Filling 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 ①

Title \*

Full forename(s)

Surname

#### ① 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 ②

Building name/number

Street

Post town

County/Region

Postcode

Country

#### ② 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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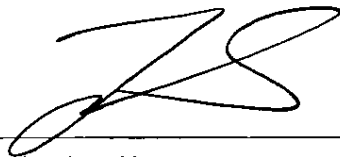
Signature

I am signing this form on behalf of the company.

Signature

Signature

X



X

This form may be signed by:

Director ❶, Secretary, Person Authorised ❷, Liquidator, 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.

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## 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 Bubb Sherwin Partnership  
Limited

Address

100 High Street

Post town

Whitstable

County/Region

Kent

Postcode

C	T	5		1	A	T
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Country

England

DX

Telephone

01227 773086

**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 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,  
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](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)**