

RP04

Second filing of a document previously delivered



Companies House

✓ What this form is for

You can only use this form to file a second filing of a document delivered under the Companies Act 2006 on or after 1 October 2009 that held inaccuracies

A second filing of a document must only be filed where it is providing corrected information that has been properly delivered but inaccuracies still appear on the register

✗ What this form is NOT for

You cannot use this form to file a second filing of a document delivered under the Companies Act 1985 regardless of when delivered

A second filing of a document cannot be filed where it is providing information that was or properly delivered. Form RP04 cannot be used in these circumstances

For further information, please refer to our guidance at www.companieshouse.gov.uk



A4BSVDGR

A06

17/07/2015

#238

COMPANIES HOUSE

1 Company details

Company number

4311199

Company name in full

RQ BLOCK D LIMITED.

→ Filing in this form

Please complete in typescript or in bold black capitals

All fields are mandatory unless specified or indicated by *

2 Description of the original document

Document type ①

Appointment of a corporate secretary - AP04

① Description of the original document

Please enter the document type (e.g. a Return of allotment of shares—SH01) and any distinguishing information if more than one document of that type was filed on the same day

Date of registration of the original document

1 6 1 0 2 0 1 4

3 Applicable documents

This form only applies to the following forms

AP01 Appointment of director
AP02 Appointment of corporate director
AP03 Appointment of secretary
AP04 Appointment of corporate secretary
CH01 Change of director's details
CH02 Change of corporate director's details
CH03 Change of secretary's details
CH04 Change of corporate secretary's details
TM01 Termination of appointment of director
TM02 Termination of appointment of secretary
SH01 Return of allotment of shares
AR01 Annual Return

4 Section 243 Exemption ②

If you are applying for, or have been granted, exemption under section 243 of the Companies Act 2006 and the document(s) you are updating contain(s) your usual residential address, please post this form along with the updated document(s) to the address below

The Registrar of Companies, PO BOX 4082, Cardiff, CF14 3WE

② If you are currently in the process of applying for or have been granted a Section 243 exemption, you may wish to check that you have not entered your usual residential address as the service address in the accompanying form (e.g. AP01 or CH01)

RPO4

Second filing of a document previously delivered

**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 **ABBEY BINGEL**Company name **SANNE GROUP**Address **POLLEN HOUSE****10 CORK STREET**Post town **LONDON**

County/Region

Postcode **W 1 S 3 N P**Country **UNITED KINGDOM**

DX

Telephone **020 3327 9714****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 can only use this form to file a second filing of a document delivered to the Registrar of Companies under the Companies Act 2006 on or after 1 October 2009 that held inaccuracies
- ☐ If you are updating a document where you have previously paid a fee, do not send a fee along with this form
- ☐ You have enclosed the second filed document(s)
- ☐ If the company to which this document relates has signed up to the PROOF (PROtected Online Filing) scheme, you must also deliver with this form, and the second filed document(s), a PR03 form 'Consent for paper filing'

**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

Section 243 exemption

If you are applying for or have been granted a section 243 exemption, please post this whole form to the different postal address below
The Registrar of Companies, PO Box 4082,
Cardiff, CF14 3WE

**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

AP04

Appointment of corporate secretary



Companies House

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 a
corporate body or firm as secretary

☐ What this form is NOT for
You cannot use this form if you
are appointing an individual as
secretary. To do this, please use
AP03 'Appointment of secretary'

A06

A4BSVDGZ*

17/07/2015

#239

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 Date of corporate secretary's appointment

Date of appointment

3 Corporate secretary's details ^①

Corporate body/firm name

Building name/number

Street

Post town

County/Region

Postcode

Country

Is the corporate secretary registered within the European Economic Area (EEA)?

→ Yes Complete **Section 4**

→ No Complete **Section 5**

① Registered or principal address
This address will appear on the
public record. This address must be
a physical location for the delivery
of documents. It cannot be a PO box
number (unless contained within
a full address), a DX number or LP
(Legal post in Scotland) number

4 EEA companies ^②

Please give details of the register where the company file is kept (including the
relevant state) and the registration number in that register

Where the company/
firm is registered ^③

Registration number

② EEA
A full list of countries of the EEA can
be found in our guidance
www.companieshouse.gov.uk

③ This is the register mentioned in
Article 3 of the First Company Law
Directive (68/151/EEC)

AP04
Appointment of corporate secretary

5 Non-EEA companies

Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.		❶ Non - EEA Where you have provided details of the register (including state) where the company or firm is registered you must also provide its number in that register.
Legal form of the corporate body or firm		
Governing law		
If applicable, where the company/firm is registered ❶		
Registration number		

6 Signature

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 ❶, Secretary, Person authorised ❶, 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
- ❶ **Person authorised**
 Under either section 270 or 274 of the Companies Act 2006

AP04

Appointment of corporate secretary

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County/Region

Postcode **W 1 S 3 N P**Country **UNITED KINGDOM**

DX

Telephone **020 3327 9714****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 entered the new corporate secretary's 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 completed either section 4 or section 5
- ☐ An officer of the new corporate 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

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