

# AP01

## Appointment of director

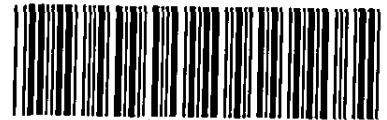


You can use the WebFiling service to file this form online.  
Please go to [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

☒ What this form is for  
You may use this form to appoint  
an individual as a director.

☐ What this form is NOT for  
You cannot use the form to appoint  
a corporate director. To do this,  
please use form AP02 'Appointment  
of corporate director'.

THURSDAY



PC1 04/02/2010 626  
PNLDFH8E  
COMPANIES HOUSE

A04 09/01/2010 296  
COMPANIES HOUSE

### 1 Company details

Company number 11418121 4339438  
Company name in full THE OXFORD LITERARY FESTIVAL LTD

→ 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 director's appointment

Date of appointment 29 10 2009

### 3 New director's details

Title\* Dame  
Full forename(s) Mary  
Surname Richardson  
Former name(s) <sup>1</sup> HABGOOD  
Country/State of residence <sup>2</sup> UK  
Nationality British  
Date of birth 26 10 1936  
Business occupation  
(if any) <sup>3</sup>

**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.  
**2 Country/State of residence**  
This is in respect of your usual  
residential address as stated in  
Section 4a.  
**3 Business occupation**  
If you have a business occupation,  
please enter here. If you do not,  
please leave blank.

### 4 New director's service address <sup>4</sup>

Please complete your service address below. You must also complete your usual  
residential address in Section 4a.

Building name/number 1A  
Street ABBET AVENUE  
Post town ST. ALBANS  
County/Region HERTS  
Postcode AL3 4BJ  
Country UK

**4 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 directors as the  
company's registered office.  
If you provide your residential  
address here it will appear on the  
public record.

AP01  
Appointment of director

5

Signatures

I consent to act as director of the above named company.

New director's  
signature

Signature

X

*Henry Richardson*

X

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.

Authorising signature

Signature

X

*Richardson*  
DIRECTOR/SECRETARY

X

❷ Person authorised  
Under either section 270 or 274 of  
the Companies Act 2006.

This form may be signed and authorised by:  
Director ❶, Secretary, Person authorised ❷, Administrator, Administrative  
Receiver, Receiver, Receiver manager, Charity commission receiver and manager,  
CIC manager, Judicial factor.

6

Additional former names (continued from Section 3)

Former names ❶

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

❶ Additional former names  
Use this space to enter any  
additional names.

AP01

## Appointment of director

**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 Dame Mary RichardsonCompany name The Oxford Literary Festival11 288 20Address 1A Abbey AvenuePost town St AlbansCountry/Region HertsPostcode A 2 3 4 B JCountry UK

DX

Telephone 0777 564 5402**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 provided a business occupation if you have one.
- ☐ You have provided a correct date of birth.
- ☐ You have completed the date of appointment.
- ☐ You have completed the nationality box in Section 3.
- ☐ You have provided both the service address and the usual residential address.
- ☐ Addresses must be a physical location. They cannot be a PO Box number (unless part of a full service address), DX or LP (Legal Post in Scotland) number.
- ☐ You have included all former names used for business purposes over the last 20 years.
- ☐ You have enclosed a relevant section 243 application if applying for this at the same time as completing this form.
- ☐ The new director 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, apart from information relating to usual residential addresses.

**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.

**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](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)