

AP04

Appointment of corporate secretary

form produced by

PC Share Register

Ver 14 02

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 the form if you are
appointing an individual as a
secretary. To do this, please use
AP03 'Appointment of secretary'

SATURDAY



A27 18/12/2010 300
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 Date of corporate secretary's appointment

Date of appointment

3 New corporate secretary's details ^①

Corporate body/firm name

Building name/number

Street

Post town

County/Region

Postcode

Country

① Registered or principal address
This is the address that 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

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

→ **Yes** Complete **Section 4**
→ **No** Complete **Section 5**

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)

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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

1 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 **1**

Registration number

6

Signature

I consent to act as secretary of the above named company

New secretary's signature

Signature

X

 **Cosec Management Services Ltd.**

X

2 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



X

3 Person authorised

Under either section 270 or 274 of the Companies Act 2006

This form may be signed by

Director **2**, Secretary, Person Authorised **3**, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor

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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
Address
Post town
County/Region
Postcode
Country
DX
Telephone



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



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