



Please complete in typescript,  
or in bold black capitals.  
CHFP041

# 288a

## APPOINTMENT of director or secretary (NOT for resignation (use Form 288b) or change of particulars (use Form 288c))

Company Number

Company Name in full

### Appointment Form

Notes on completion  
appear on reverse.

Date of appointment Day Month Year  † Date of Birth Day Month Year

Appointment as director

☒

as secretary

☐

Please mark the appropriate box. If  
appointment is as a director and  
secretary mark both boxes.

NAME

\*Style / Title

\*Honours etc

Forename(s)

Surname

Previous  
Forename(s)

Previous  
Surname(s)

Usual residential  
address

Post town

Postcode

County / Region

Country

† Nationality

† Business occupation

† Other directorships  
(additional space overleaf)

I consent to act as †† director / secretary of the above named company

Consent signature

Date

\*Voluntary details.

† Directors only.

†† Please delete as appropriate.

A director, secretary etc must sign the form below.

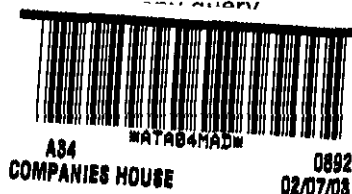
Signed

Date

(†† a director/secretary/administrator/administrative receiver/receiver manager/receiver)

Tel

Please give the name, address,  
telephone number, and if available,  
a DX number and Exchange, of the  
person Companies House should  
contact in any query.



When you have completed and signed the form please send it to the  
Registrar of Companies at:  
Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff  
for companies registered in England and Wales or  
Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB  
for companies registered in Scotland DX 235 Edinburgh

**Company Number**

†Directors only.

†Other directorships


**NOTES**

Show the full forenames. NOT INITIALS. If the director or secretary is a Corporation or Scottish firm, show the name on surname line and registered or principal office on the usual residential line.

Give previous forenames or surname except:

- for a married woman the name by which she was known before marriage need not be given.
- for names not used since the age of 18 or for at least 20 years.

A peer or individual known by a title may state the title instead of or in addition to the forenames and surname, and need not give the name by which that person was known before he or she adopted the title or succeeded to it.

Other directorships.

Give the name of every company incorporated in Great Britain of which the person concerned is a director or has been a director at any time in the past five years.

You may exclude a company which either is, or at all times during the past five years when the person concerned was a director, was

- dormant
- a parent company which wholly owned the company making the return, or
- another wholly owned subsidiary of the same parent company.