

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 or the Companies (Northern Ireland) Order 1986 regardless of whether it was properly delivered.

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

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



1 Company details

Company number	0	4	5	5	6	6	3	4
Company name in full	Sanctuary Care (CP Oxford) Limited							

→ **Filling in this form**
Please complete in typescript or in bold black capitals.
All fields are mandatory unless specified or indicated by *

2 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
- CS01 Confirmation statement (Parts 1-5 only)
- PSC01 Notice of individual person with significant control (PSC)
- PSC02 Notice of relevant legal entity (RLE) with significant control
- PSC03 Notice of other registrable person (ORP) with significant control
- PSC04 Change of details of individual person with significant control (PSC)
- PSC05 Change of details of relevant legal entity (RLE) with significant control
- PSC06 Change of details of other registrable person (ORP) with significant control
- PSC07 Notice of ceasing to be a person with significant control (PSC), relevant legal entity (RLE), or other registrable person (ORP)
- PSC08 Notification of PSC statements
- PSC09 Update to PSC statements

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3		Description of the original document
Document type ^①	AP03 - Appointment of Company Secretary TM02 - Termination of Company Secretary	
Date of registration of the original document	<div> <div>^d2</div> <div>^d9</div> <div>^m0</div> <div>^m5</div> <div>^y2</div> <div>^y0</div> <div>^y1</div> <div>^y8</div> </div>	
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.		

4	Section 243 or 790ZF Exemption ^② If you are applying for, or have been granted, exemption under section 243 or 790ZF 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 or 790ZF 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).
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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 Anita Mobberley

Company name Sanctuary Housing Association

Address Sanctuary House

Chamber Court

Castle Street

Post town Worcester

County/Region Worcestershire

Postcode W R 1 3 Z Q

Country England

DX

Telephone 01905 334000



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 or 790ZF exemption

If you are applying for or have been granted a section 243 or 790ZF 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.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

AP03

Appointment of secretary



Companies House



Go online to file this information
www.gov.uk/companieshouse

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

☐ **What this form is NOT for**
You cannot use this form for
appointing a corporate director.
To do this, please use
AP04 'Appointment of
secretary'.

COMPANIES HOUSE

1 Company details

Company number 0 4 5 5 6 6 3 4
Company name in full Sanctuary Care (CP Oxford) Limited

→ **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 secretary's appointment

Date of appointment d 2 d 3 m 0 m 5 y 2 y 0 y 1 y 8

3 New secretary's details

Title* Mrs
Full forename(s) Nicole
Surname Seymour
Former name(s) ①

① **Former name(s)**
Please provide any previous names
(including maiden or married names)
which have been used for business
purposes in the last 20 years.
Continue in section 7 if required.

4 New secretary's service address ②

Please complete your service address below.
Building name/number Sanctuary House
Street Chamber Court
Castle Street
Post town
County/Region Worcester
Postcode W R 1 3 Z Q
Country England

② **Secretary's 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.

AP03

Appointment of secretary

5

Consent to act as secretary

Please tick the box to confirm consent.

- ☒ The company confirms that the person named in section 3 has consented to act as a secretary of the company named in section 1.

6

Signature

Signature

I am signing this form on behalf of the company.

Signature

X



X

This form may be signed and authorised by:
Director ¹, Secretary, Person authorised ², Administrator, Administrative Receiver,
Receiver, Receiver manager, Charity commission receiver and manager,
CIC manager, Judicial factor.

¹ **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.

² **Person authorised**

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

7

Additional former names (continued from Section 3)

Former names ¹

¹ **Additional former names**

Use this space to enter any additional names.

AP03

Appointment of secretary

**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	Anita Mobberley
Company name	Sanctuary Housing Association
Address	Sanctuary House
	Chamber Court
	Castle Street
Post town	Worcester
County/Region	Worcestershire
Postcode	W R 1 3 Z Q
Country	England
DX	
Telephone	01905 334000

**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 provided the service 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 included all former names used for business purposes over the last 20 years.
- ☐ You have ticked the consent to act statement.
- ☐ You have signed the form.

**Important information**

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