

Please complete in typescript,  
or in bold black capitals.

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

CHFP016

Company Number

Company Name in full

Date of appointment  † Date of birth

**Appointment form**

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

Notes on completion appear on reverse.

Forename(s)

Surname

Previous Forename(s)  Previous Surname(s)

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under the provisions of section 723B of the Companies Act 1985

†† 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.  
\*\* Delete as appropriate.

A director, secretary etc must sign the form below.

Signed  Date

(\* a director / secretary / administrator / administrative receiver / receiver manager / receiver)

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Tel   
DX number  DX exchange



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(s) 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 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 5 years.

You may exclude a company which either is, or at all times during the past 5 years when the person 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.