

AP04

Appointment of corporate secretary

TUESDAY



SCT 22/03/2011 132
COMPANIES HOUSE

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

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

1 Company details

Company number 0 5 3 9 0 6 8 5

Company name in full Dry Lube 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 corporate secretary's appointment

Date of appointment d 1 d 7 m 0 m 3 y 2 y 0 y 1 y 1

3 Corporate secretary's details

Corporate body/firm
name HBJGW Secretanal Limited

Building name/number Exchange Tower

Street 19 Canning Street

Post town Edinburgh

County/Region

Postcode E H 3 8 E H

Country Scotland

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

→ Yes Complete **Section 4**

→ No Complete **Section 5**

➊ **Registered or principal address**
This address 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

4 EEA companies

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 Scotland

Registration number SC131085

➋ **EEA**
A full list of countries of the EEA can
be found in our guidance
www.companieshouse.gov.uk

➌ 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.

Legal form of the corporate body or firm

Governing law

If applicable, where the company/firm is registered ^①

Registration number

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.

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Signature

I consent to act as secretary of the above named company

New secretary's signature

Signature

X

Director *Shen Wai*
HBJGW Secretarial Limited

X

Authorising signature

Signature

X

[Signature]

X

This form may be signed and authorised by Director ^②, Secretary, Person authorised ^③, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor

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

③ Person authorised

Under either section 270 or 274 of the Companies Act 2006

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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 **Debbie Almond**

Company name **HBJ Gateley Wareing**

Address **Exchange Tower**

19 Canning Street

Post town **Edinburgh**

Country/Region

Postcode **E H 3 8 E H**

Country

DX **ED27**

Telephone **0131 222 9812**



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,
First Floor, Waterfront Plaza, 8 Laganbank Road,
Belfast, Northern Ireland, BT1 3BS
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