

# RP04

## Second filing of a document previously delivered



☒ **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 regardless of when it was delivered

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

For further information, please refer to our guidance at



A42 10/11/2011 10  
COMPANIES HOUSE

THURSDAY

### 1 Company details

Company number 5 5 3 3 5 7 8

Company name in full DAVID L L ROBERTSON DEVELOPMENTS LIMITED

**Filing in this form**  
Please complete in typescript or in bold black capitals  
All fields are mandatory unless specified or indicated by \*

### 2 Description of the original document

Document type **CHO4 – Change of Corporate Secretary Details**

**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

Date of registration of the original document 0 7 2 0 1 1

### 3 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

### 4 Section 243 Exemption

If you are applying for, or have been granted, exemption under section 243 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.

If you are currently in the process of applying for or have been granted a Section 243 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)

RP04

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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 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 exemption

If you are applying for or have been granted a section 243 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.companieshouse.gov.uk](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.companieshouse.gov.uk)

# CH04

**BLUEPRINT****2000**

## Change of corporate secretary's details

You can use the WebFiling service to file this form online.  
Please go to [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

☒ **What this form is for**  
You may use this form to change  
the details of a corporate  
secretary

☐ **What this form is NOT for**  
You cannot use this form if you  
are changing the details of a company  
director. To do this, please use  
form CH02 'Change of corporate  
director's details'

A42

COMPANIES HOUSE

<b>1</b>	<b>Company details</b>	
Company number	5 5 3 3 5 7 8	<b>→ Filing in this form</b> Please complete in typescript or in bold black capitals.  All fields are mandatory unless specified or indicated by *
Company name in full	DAVID L L ROBERTSON DEVELOPMENTS LIMITED	
<b>2</b>	<b>Secretary's current details on the Register <sup>①</sup></b>	
Corporate body/firm name	CAPITAL TRADING COMPANIES SECRETARIES LIMITED	<b>① Current details</b> This information is used to identify your details on the public record
<b>3</b>	<b>Date of change of details</b>	
Date of change of details	<sup>d</sup> 0 <sup>d</sup> 1 <sup>m</sup> 0 <sup>m</sup> 4 <sup>y</sup> 2 <sup>y</sup> 0 <sup>y</sup> 1 <sup>y</sup> 1 Please complete the appropriate sections to indicate which of your details have changed	
<b>4</b>	<b>Change of name details</b>	
	Please enter your new name	
Change of corporate body/firm name		
<b>5</b>	<b>Change of registered or principal office address <sup>②</sup></b>	
Building name/number	7-9	<b>② Registered or principal address</b> 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), DX number or LP (Legal Post in Scotland) number
Street	Swallow Street	
Post town	London	
County/Region		
Postcode	W 1 B 4 D E	
Country	United Kingdom	

## CH04

## Change of corporate secretary's details

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## Change of European Economic Area (EEA) company details ①

	Please give any new details of the register where the company file is kept (including the relevant state) and any change of registration number in that register	<b>① EEA</b> A full list of countries of the EEA can be found in our guidance <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a>  <b>②</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)
New details where the company/firm is registered ②		
New registration number		

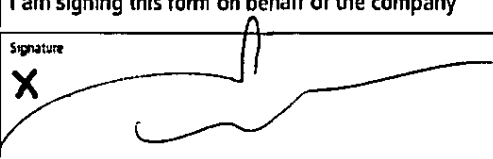
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## Change of non-EEA company details

	Please show any change of details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please detail any change to the register in which it is entered (including the state) and any new registration number in that register	<b>③ Non-EEA</b> 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
Change of details of the legal form of the corporate body or firm		
Change of details of governing law		
If applicable, new details where the company/firm is registered ③		
New registration number		

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## Signature

	I am signing this form on behalf of the company	<b>④ Societas Europaea</b> 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.  <b>⑤ Person authorised</b> Under either section 270 or 274 of the Companies Act 2006
Signature	Signature  This form may be signed by. Director ④, Secretary, Person authorised ⑤, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.	

## CH04

### Change of corporate secretary's details



#### Presenter Information

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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 entered in section 3 the date of change of details.
- ☐ You have entered the relevant change of details
- ☐ A new 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 signed the form.



#### Important Information

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