

AP03

Appointment of secretary



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
an individual as a secretary

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

WEDNESDAY





A67 *ASDMPQ5L* 149
22/12/2010
COMPANIES HOUSE

1 Company details	
Company number	0 5 5 3 9 5 0 9
Company name in full	QC 30 (BRISTOL) MANAGEMENT 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	0 1 1 0 2 0 1 0
3 New secretary's details	
Title*	Mrs
Full forename(s)	Barbara Lesley
Surname	Hunt
Former name(s) 1	Edwards
1 Former name(s) Please provide any previous names which have been used for business purposes in the past 20 years Married women do not need to give former names unless previously used for business purposes Continue in section 6 if required	
4 New secretary's service address 2	
Please complete your service address below	
Building name/number	7
Street	Queen Square
Post town	Bristol
County/Region	
Postcode	B S 1 4 J E
Country	
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	

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5			Signatures		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
I consent to act as secretary of the above named company					
New secretary's signature	Signature X		X		
Authorising signature	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					
6					
Additional former names (continued from Section 3)					
Former names 3	_____ _____ _____ _____ _____ _____ _____ _____				3 Additional former names Use this space to enter any additional names

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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

Gregg Latchams LLP

Address

7 Queen Square

Bristol

Post town

County/Region

Postcode

B

S

1

4

J

E

Country

DX

DX 7845 Bristol

Telephone

0117 9069 400



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
- ☐ The new 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,
Second Floor, The Linenhall, 32-38 Linenhall Street,
Belfast, Northern Ireland, BT2 8BG
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