

AP03

Appointment of secretary

BLUEPRINT

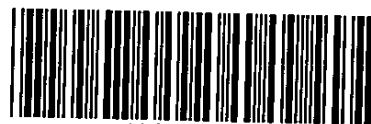
OneWorld

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 for
You cannot use this form to appoint a company as a secretary
To do this, please use form AP04 'Appoint a company as secretary'

WEDNESDAY



A28 24/08/2011 231
COMPANIES HOUSE

, please
visit
www.companieshouse.gov.uk

1 Company details

Company number 05618883

Company name in full SGN 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 26/07/2011

3 New secretary's details

Title*
Full forename(s) Nicola Anne
Surname Shand
Former name(s) ①

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 St Lawrence House

Street Station Approach

Post town Horley

County/Region Surrey

Postcode RH6 9HJ

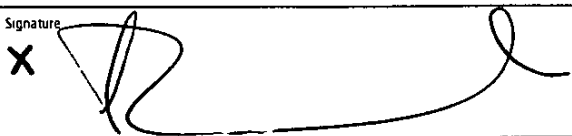

Country United Kingdom

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	
		I consent to act as secretary of the above named company	
New secretary's signature	Signature		X
Authorising signature	Signature		X
	This form may be signed and authorised by Director ❶, Secretary, Person authorised ❷, Administrator, Administrative Receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor		

- ❶ **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.
- ❷ **Person authorised**
Under either section 270 or 274 of the Companies Act 2006

6		Additional former names (continued from Section 3)	
Former names ❶			❶ 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

Company name **Scottish and Southern Energy Plc, Company Secretariat**

Address **Inveralmond House
200 Dunkeld Road**

Post town **Perth**

County/Region **Scotland**

Postcode **P H 1 3 A Q**

Country **Scotland**

DX

Telephone **01738455165**



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