

# AP04

## Appointment of corporate secretary



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 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  
secretary. To do this, please use  
AP03 'Appointment of secretary'

SATURDAY



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A24

27/10/2012


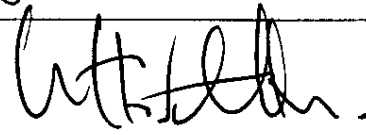
#380

COMPANIES HOUSE

<b>1</b>	<b>Company details</b>	<p><b>Filing in this form</b> Please complete in typescript or in bold black capitals</p> <p>All fields are mandatory unless specified or indicated by *</p>	
Company number	0 6 5 4 5 5 4 2		
Company name in full	Enara Group Limited		
<b>2</b>	<b>Date of corporate secretary's appointment</b>		
Date of appointment	0 9 / 1 0 / 2 0 1 2		
<b>3</b>	<b>Corporate secretary's details</b>	<p><b>Registered or principal address</b> 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</p>	
Corporate body/firm name	MITIE Company Secretarial Services Limited		
Building name/number	8		
Street	Monarch Court		
	The Brooms		
Post town	Bristol		
County/Region			
Postcode	B S 1 6 7 F H		
Country			
	<p>Is the corporate secretary registered within the European Economic Area (EEA)?</p> <p>► Yes Complete Section 4</p> <p>► No Complete Section 5</p>		
<b>4</b>	<b>EEA companies</b>	<p><b>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></p> <p>This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)</p>	
	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	England/Wales		
Registration number	01223825		

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<b>5</b>	<b>Non-EEA companies</b>		<b>1 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
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 <sup>1</sup>			
Registration number			
<b>6</b>	<b>Signature</b>		<b>2 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>3 Person authorised</b> 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 <sup>2</sup> , Secretary, Person authorised <sup>3</sup> , Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor			

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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  
Liam Fitzpatrick

Company name  
Osborne Clarke

Address  
1 London Wall

London

Post town

County/Region

Postcode  
E C 2 Y S E B

Country

DX  
DX 466 LDE

Telephone  
+44 (0) 20 7105 7000



### 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,  
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](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)