

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'

TUESDAY



A09 09/11/2010 210
COMPANIES HOUSE

1 Company details

Company number 0 6 8 7 2 9 3 2

Company name in full BOXX LIMITED

→ **Filing 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 d3 d0 m0 m9 y2 y0 y1 y0

3 New secretary's details

Title * MR

Full forename(s) RASHID

Surname CHINCHANWALA

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 woman 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 6A

Street DAVENHAM AVENUE

Post town NORTHWOOD

County/Region MIDDLESEX

Postcode H A 6 3 H N

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

X

12/05/11 G.C.

X

X

Authorising signature

Signature

X

X

12/05/11 G.C.

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

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

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	MR M J WHALEY
Company name	BELMONT & LOWE
Address	PRIORY HOUSE
18-25 ST JOHNS LANE	
Post town	LONDON
County/Region	
Postcode	E C 1 M 4 H D
Country	UNITED KINGDOM
DX	53320 CLERKENWELL
Telephone	020 7608 4600

	Checklist
We may return forms completed incorrectly or with information missing	
Please make sure you have remembered the following:	
<input type="checkbox"/> The company name and number match the information held on the public Register	
<input type="checkbox"/> You have completed the date of appointment	
<input type="checkbox"/> You have provided the service address	
<input type="checkbox"/> 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	
<input type="checkbox"/> You have included all former names used for business purposes over the last 20 years	
<input type="checkbox"/> The new secretary has signed the form	
<input type="checkbox"/> 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	