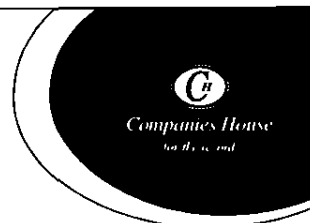


CH04

Change of corporate secretary's details



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 change
the details of a corporate
secretary

☐ **What this form is NOT**
You cannot use this form
changing the details of a
director To do this, please
form CH02 'Change of co
director's details'

THURSDAY



A22 *A8YV2LB9* 16
01/07/2010
COMPANIES HOUSE

1 Company details

Company number
Company name in full

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

2 Secretary's current details on the Register ^①

Corporate body/firm
name

① **Current details**
This information is used to identify
your details on the public record

3 Date of change of details

Date of change of
details
Please complete the appropriate sections to indicate which of your details
have changed

4 Change of name details

Change of corporate
body/firm name

5 Change of registered or principal office address ^②


Building name/number
Street

Post town
County/Region
Postcode
Country

② **Registered or principal address**
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

CH04

Change of corporate secretary's details

6	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		
New details where the company/firm is registered ²			¹ EEA A full list of countries of the EEA can be found in our guidance www.companieshouse.gov.uk
New registration number			² This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)
7	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.		
Change of details of the legal form of the corporate body or firm			³ Non-EEA 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 governing law			
If applicable, new details where the company/firm is registered ⁴			
New registration number			
8	Signature		
	I am signing this form on behalf of the company		
Signature	Signature <div style="display: flex; align-items: center; justify-content: space-between;"> X  X </div>		⁴ 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
	This form may be signed by Director ⁵ , Secretary, Person authorised ⁶ , Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor		⁶ Person authorised Under either section 270 or 274 of the Companies Act 2006

CH04

Change of corporate secretary's details



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 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

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