

# CH04

## Change of corporate secretary's details

form produced by

# PC Share Register

Ver 16 03

**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  
change the details of a  
corporate secretary

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

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### 1 Company details

Company number 0 6 9 8 3 7 1 6

Company name in full  
The Firs (Burntwood) Management Company Limited

→ **Filling 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 Exclusive Property Management Limited

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 d 2 d 5 m 0 m 8 y 2 y 0 y 1 y 2

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

### 4 Change of name details

Please enter your new name

Change of corporate  
body/firm name

### 5 Change of registered or principal office address ②

Building name/number Six Olton Bridge

Street 245 Warwick Road

Post town Solihull

County/Region West Midlands

Postcode B 9 2 7 A H

Country England

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<sup>1</sup>**

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 <sup>2</sup>

New registration number

**1 EEA**

A full list of countries of the EEA can be found in our guidance [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

<sup>2</sup> 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

Change of details of governing law

If applicable, new details where the company/firm is registered <sup>3</sup>

New registration number

**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

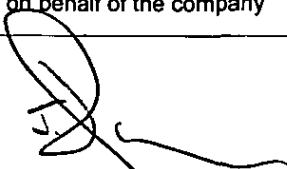
**8****Signature**

I am signing this form on behalf of the company

Signature

Signature

X



X

**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

**3 Person authorised**

Under either section 270 or 274 of the Companies Act 2006

This form may be signed by  
Director <sup>1</sup>, Secretary, Person Authorised <sup>3</sup>, Administrator,  
Administrative receiver, Receiver, Receiver manager, Charitable commission  
receiver and manager, CIC manager, Judicial factor

**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

DJC

Address

Post town

Country/Region

Postcode

Country

United Kingdom

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](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)**