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 a
appointing a corporate secretary
To do this, please use form
AP04 'Appointment of corporate
secretary'



A02 26/02/2010

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→ Filling in this form Please complete in typescript or in bold black capitals.
All fields are mandatory unless specified or indicated by *
• 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
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	• Societas Europaea If the form is being filed on behalf
New secretary's signature	Signature X	of a Societas Europaea (SE) please delete 'director' and insert details of which organ of the SE the person signing has membership.
Authorising signature	Signature X	Person authorised Under either section 270 or 274 of the Companies Act 2006
	This form may be signed and authorised by Director •, Secretary, Person authorised •, Administrator, Administrative Receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor	
6	Additional former names (continued from Section 3)	
Former names 9		◆ Additional former names Use this space to enter any additional names.

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.		
Company name		
Address		
Post town		
County/Region		
Postcode		

✓ Checklist

DX

Telephone

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 appointmentYou 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 formYou 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, First Floor, Waterfront Plaza, 8 Laganbank Road, Belfast, Northern Ireland, BT1 3BS 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