

CH04

Change of corporate secretary's details

BLUEPRINT**OneWorld**

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 for**
You cannot use this form if y
changing the details of a cor
director To do this, please us
form CH02 'Change of corpo
director's details'

SATURDAY

A09 *A319GAAR* #93
COMPANIES HOUSE

1	Company details	
Company number	0 7 4 5 6 1 1 9	→ Filling in this form Please complete in typescript or in bold black capitals All fields are mandatory unless specified or indicated by *
Company name in full	Formcomplete Limited	
2	Secretary's current details on the Register ^①	
Corporate body/firm name	MITIE Company Secretarial Services 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 0 ^m 0 ^m 1 ^y 2 ^y 0 ^y 1 ^y 4 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	1	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
Street	Harlequin Office Park, Fieldfare Emersons Green	
Post town	Bristol	
County/Region	England	
Postcode	B S 1 6 7 F N	
Country	England	

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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	① EEA A full list of countries of the EEA can be found in our guidance www.companieshouse.gov.uk ② This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)
New details where the company/firm is registered ^②		
New registration number		

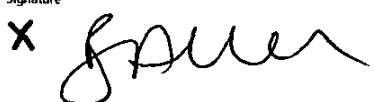
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Change of non-EEA company details

	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	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 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 ^③		
New registration number		

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Signature

	I am signing this form on behalf of the company	
Signature	Signature 	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 ⑤ Person authorised Under either section 270 or 274 of the Companies Act 2006
	This form may be signed by Director ^④ , Secretary, Person authorised ^⑤ , 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

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 NR 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