

# AP01

## Appointment of director



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 appoint  
an individual as a director

☐ **What this form is NOT for**  
You cannot use the form to appoint  
a corporate director. To do this, please use form AP02 'Appointment of corporate director'



A03 22/06/2012 #304  
COMPANIES HOUSE

### 1 Company details

Company number 08036666  
Company name in full John Kirk House Management Company 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 director's appointment

Date of appointment 23/05/2012

### 3 New director's details

Title \* Mr  
Full forename(s) Andrew John  
Surname Melrose  
Former name(s) ①  
Country/State of residence ② United Kingdom  
Nationality British  
Date of birth 09/08/1954  
Business occupation (if any) ③ Director

- ① **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
- ② **Country/State of residence**  
This is in respect of your usual  
residential address as stated in  
Section 4a.
- ③ **Business occupation**  
If you have a business occupation,  
please enter here. If you do not,  
please leave blank



### 4 New director's service address ④

Please complete your service address below. You must also complete your usual  
residential address in **Section 4a**.

Building name/number 44  
Street Southampton Buildings  
Post town London  
County/Region  
Postcode WC2A 1AP  
Country United Kingdom

- ④ **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 directors as the  
company's registered office  
If you provide your residential  
address here it will appear on the  
public record

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<b>5</b>		<b>Signatures</b>	
		I consent to act as director of the above named company	
New director's signature	Signature		X
Authorising signature	Signature		X
		<p>This form may be signed and authorised by          Director ❶, Secretary, Person authorised ❷, Administrator, Administrative Receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor</p>	
		<p>❶ <b>Societas Europaea</b>          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</p> <p>❷ <b>Person authorised</b>          Under either section 270 or 274 of the Companies Act 2006</p>	

<b>6</b>		<b>Additional former names</b> (continued from Section 3)	
Former names ❸			<p>❸ <b>Additional former names</b>          Use this space to enter any additional names</p>

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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 Jodie Wise

Company name Memery Crystal LLP

Address 44 Southampton Buildings

Post town London

County/Region

Postcode W C 2 A 1 A P

Country United Kingdom

DX 156 Chancery Lane

Telephone 0207 400 3259



### 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 provided a business occupation if you have one
- ☐ You have provided a correct date of birth
- ☐ You have completed the date of appointment
- ☐ You have completed the nationality box in Section 3
- ☐ You have provided both the service address and the usual residential address
- ☐ Addresses must be a physical location. They cannot be a PO Box number (unless part of a full service address), DX or LP (Legal Post in Scotland) number
- ☐ You have included all former names used for business purposes over the last 20 years
- ☐ You have enclosed a relevant section 243 application if applying for this at the same time as completing this form
- ☐ The new director has signed the form
- ☐ You have provided an authorising signature



### Important information

Please note that all information on this form will appear on the public record, apart from information relating to usual residential addresses.



### 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

#### Section 243 exemption

If you are applying for, or have been granted a section 243 exemption, please post this whole form to the different postal address below:

The Registrar of Companies, PO Box 4082,  
Cardiff, CF14 3WE



### 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)