

# AP03

## Appointment of secretary



Companies House

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 secretary.

☐ What this form is NOT for  
You cannot use this form if  
appointing a corporate secretary.  
To do this, please use form  
AP04 'Appointment of corporate  
secretary'.

THURSDAY



A17 \*A3ACRG83\* 19/06/2014 #293  
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 Date of secretary's appointment

Date of appointment

### 3 New secretary's details

Title\*   
Full forename(s)   
Surname   
Former name(s)

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.

### 4 New secretary's service address ②

Please complete your service address below.

Building name/number   
Street   
Post town   
County/Region   
Postcode   
Country

② 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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<b>5</b>	<b>Signatures</b>	
	I consent to act as secretary of the above named company.	
New secretary's signature	Signature X	X
Authorising signature	Signature X	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>		

- ❶ **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.
- ❷ **Person authorised**  
 Under either section 270 or 274 of the Companies Act 2006.

<b>6</b>	<b>Additional former names</b> (continued from Section 3)
Former names ❸	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>

- ❸ **Additional former names**  
 Use this space to enter any additional names.

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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 SECRETARY
Company name	HAMPSTEAD HORRORS
	CONTACT SERVICES LIMITED
Address	RAVENSCOE + NORTH HAMPSHIRE
	HORROR
	ALDERMISTON ROAD
Post town	WINDSOR
County/Region	HAMPSHIRE
Postcode	R G 2 4 9 N A
Country	UK
DX	
Telephone	07828 639 444

**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 completed the date of appointment.
- ☐ You 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 form.
- ☐ You 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,  
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)