

OS AP01

Appointment of director of an overseas company



Companies House

☒ **What this form is for**
You may use this form to appoint
an individual as a director of an
overseas company

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



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03/02/2017

#281

COMPANIES HOUSE

→ Filing in this form

Please complete in typescript or in
bold black capitals.

All fields are mandatory unless
specified or indicated by *

1 Overseas company details

Company number **F C 0 0 8 9 5 5**

Company name in full
or alternative name as
registered in the UK **Richmond, The American International University in London Inc**

2 Date of director's appointment

Date of appointment **d 0 8 m 1 1 y 2 0 y 1 6**

3 New director's details

Title* **Dr**

Full forename(s) **Arthur**

Surname **Naylor**

Former name(s) ¹

Country/State of
residence ² **UK**

Nationality **British ***

Month/year of birth ³ **X X m 0 2 y 1 9 y 4 9**

Business occupation
(if any) ⁴ **Higher Education Adviser**

1 Former name(s)

Please provide any previous names
(including maiden or married names)
which have been used for business
purposes in the last 20 years.

Continue in Section 8 if required

2 Country/State of residence

This is in respect of your usual
residential address as stated in
Section 4a

3 Month and year of birth

Please provide month and year only
Provide full date of birth in
section 3a

4 Business occupation

If you have a business occupation,
please enter here. If you do not,
please leave blank

4 New director's service address ⁵

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

Building name/number **Richmond University**

Street **Queens Road**

Post town **Richmond**

County/Region **Surrey**

Postcode **T W 1 0 6 J P**

Country **UK**

5 Service address

This is the address that will appear
on the public record. This does not
have to be your usual residential
address.

If you provide your residential
address here it will appear on the
public record

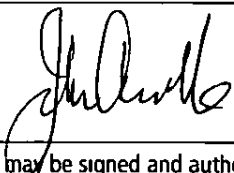
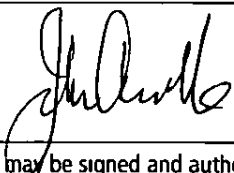
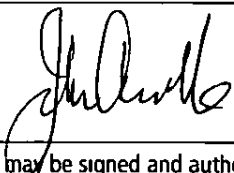
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5	Director's authority
	Please enter the extent of your authority as director Please tick one box
Extent of authority	<input checked="" type="checkbox"/> Limited ❶ <input type="checkbox"/> Unlimited
Description of limited authority, if applicable	See excerpt from attached Schedule of Trustees Responsibilities
	Are you authorised to act alone or jointly? Please tick one box <input type="checkbox"/> Alone <input checked="" type="checkbox"/> Jointly ❷
If applicable, name(s) of person(s) with whom you are acting jointly	See attached list of Board of Trustees members

❶ If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below

❷ If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below

6	UK establishments										
	A return must be delivered in respect of any alteration to the company particulars by each UK establishment. If, however, a company has more than one UK establishment, it may deliver only one form in respect of all those UK establishments, provided it completes the table below										
	<table border="1"><thead><tr><th>UK establishment name</th><th>Registration number</th></tr></thead><tbody><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></tbody></table>	UK establishment name	Registration number								
UK establishment name	Registration number										

7	Signature						
Signature	<table border="1"><tr><td>Signature</td><td></td><td></td></tr><tr><td>X</td><td></td><td>X</td></tr></table> <p>This form may be signed and authorised by Director, Secretary, Permanent representative</p>	Signature			X		X
Signature							
X		X					

8	Additional former name(s) (continued from Section 3)				
Former name(s) ❸	<table border="1"><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr></table>				

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 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 as registered in the UK match the information held on the public Register
- ☐ You have completed the date of appointment
- ☐ You have included all former names used for business purposes over the last 20 years
- ☐ You have completed the nationality box in Section 3
- ☐ You have provided a correct date of birth
- ☐ You have provided a business occupation if there is one
- ☐ 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 enclosed a relevant higher protection application if applying for this at the same time as completing this form
- ☐ You have entered the extent of the director's authority in Section 6
- ☐ You have completed Section 6, if applicable
- ☐ You have signed the form



Important information

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



Where to send

You may return this form to any Companies House address

England and Wales

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ
DX 33050 Cardiff

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)

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

Higher protection

If you are applying for, or have been granted, higher protection, 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.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse



RICHMOND
THE AMERICAN INTERNATIONAL
UNIVERSITY
IN LONDON

SCHEDULE OF TRUSTEES' RESPONSIBILITIES

2 Constitution of the Board of Trustees

2 1 The following extract from the Constitution of the Board of Trustees (paragraph 10) deals specifically with Trustees' responsibilities. The Board of Trustees has primary and final responsibility for defining and ensuring compliance with the mission, values and objectives of the University and for its institutional policies, financial oversight and planning. In the discharge of its responsibilities the Board shall concern itself especially with the following:

- 10 1 The selection, annual assessment, remuneration and terms of employment of the President and Vice-Chancellor of the University;
- 10 2 The final approval of the selection, appointment and release (taking into account the recommendation of the President and Vice-Chancellor) of the Provost (Deputy Vice-Chancellor Academic) of the University;
- 10.3 Appointment of the Chairman of the Academic Committee of the Board of Trustees and, in consultation with the Chairman, the members of the Academic Committee;
- 10 4 In conjunction with the Academic Committee of the Board of Trustees, conduct periodic monitoring of academic standards and the performance of faculty, students and academic administrators with respect to those standards;
- 10 5 Approval of candidates for honorary degrees;
- 10 6 Approval of the Annual Budget of the University upon recommendation of the Finance Committee including proposed capital expenditures, debt financing arrangements and significant contracts;

- 10 7 Approval of a rolling five-year Strategic Plan for the University which highlights key objectives and priorities including estimates of income, expenditures and cash flow;
- 10 8 Recommendation of appointment of Auditors at the Annual General Meeting as reflected in 9 3 above;
- 10 9 Setting of University fees in a manner consistent with the need broadly to balance the University's planned expenditures with its projected total income,
- 10 10 Approval of the purchase, lease or sale of major capital assets as well as significant renovations upon review and recommendation by the Finance Committee
- 10 11 Monitoring of relations with outside authorities, in particular the accreditation bodies, Middle States Commission on Higher Education ("MSCHE") and the US Department of Education ("DoE"), The Open University ("OU") or other educational institutions as well as the UK Department for Business, Energy and Industrial Strategy ("DBEIS"), the Quality Assurance Agency for Higher Education ("QAA"), and the Department for Education ("DfE"),
- 10 12 Trustees are required to attend at least three of the four Board meetings held each year and to be physically present for at least one of the four Board meetings a year, preferably the AGM in May Attendance at up to three of the meetings may be by telephone or video conference subject to prior agreement with the Chairman of the Board of Trustees. Trustees should also make every effort to attend the University Congregation and associated events;
- 10 13 Trustees will review their Board's overall performance on an annual basis and will commission external assistance, for example, from the Association of Governing Bodies and Colleges (AGB), to support this process which will be co-ordinated by the Governance Committee,
- 10 14 Consistent with the usual obligations of membership on the board of a US non-profit university, Trustees are asked to assist the University in its fundraising efforts They are encouraged to make annual and special contributions (appropriate to their financial circumstances) as well as engage with other prospective donors,
- 10 15 Trustees will normally be expected to pay their own expenses to attend Board of Trustees meetings;
- 10 16 Any other function considered by the Board necessary for it to fulfil its overall responsibilities,
- 10.17 Keeping at all times all communications both written and verbal and all information received as confidential

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Richmond, the American International University in London Inc.

Board of Trustees – January 2017

Sir Cyril Taylor, GBE	Chancellor
A Michael Hoffman	Chairman of the Board of Trustees
E Nicholas Tate, CBE	Vice-Chairman of the Board of Trustees
Clifford Joseph	Secretary to the Board of Trustees
John Annette	President of Richmond, the American International University in London

William Durden

Ailsa Brookes

Kevin Everett

Neil Meadows

Dame Mary Richardson

Peter Williams, CBE

Wendy Miller

Mark Allen	Treasurer	Officially appointed on 26 May 2016
Shwan Al-Mulla, CBE		Officially appointed on 26 May 2016
Rajiv Podar		Officially appointed on 26 May 2016

Christopher Leiter	Officially appointed on 08 November 2016
Arthur Naylor	Officially appointed on 08 November 2016
Richard Resch	Officially appointed on 08 November 2016
Graham Ross Russell	Officially appointed on 08 November 2016