

OS AP01

Appointment of director of an overseas company

TUESDAY



A14 *A8C9MMFC* #58
20/08/2019
COMPANIES HOUSE
A14 *A8ARZVZ7* #141
30/07/2019
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 form
OS AP02 'Appointment of corporate
director of an overseas company'.

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

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.

→ **Filling 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 d 0 d 1 m 0 m 7 y 2 y 0 y 1 y 9

3 New director's details

Title* Dr
Full forename(s) Ana
Surname Oliveira
Former name(s) ¹ Rodrigues Sarmento Guedes de
Country/State of
residence ² UK
Nationality Portuguese
Month/year of birth ³ X X m 0 m 5 y 1 y 9 y 7 y 2
Business occupation
(if any) ⁴

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 Queen's 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

- ☒ Limited ¹
- ☐ Unlimited

Description of limited authority, if applicable

X please see attached extract.

Are you authorised to act alone or jointly? Please tick one box.

- ☐ Alone
- ☒ Jointly ²

If applicable, name(s) of person(s) with whom you are acting jointly

ALL OTHER TRUSTEES ON THE BOARD

please see attached list.

¹ 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.

² 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.

UK establishment name

Registration number

7 Signature

Signature

Signature

X  X

This form may be signed and authorised by:
Director, Secretary, Permanent representative.

8 Additional former name(s) (continued from Section 3)Former name(s) ¹

¹ 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
ESTABLISHED 1972

Extract from Section 2, para 9. of the Constitution of the Board of Trustees.

Responsibilities of the Board

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 addition, Trustees are expected to represent and interpret the University to the public. In the discharge of its responsibilities the Board shall concern itself especially with the following:

- 9.1 The selection, annual assessment, remuneration and terms of employment of the President and Vice-Chancellor of the University;
- 9.2 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;
- 9.3 Approval of the Chairs of the Committees of the Board of Trustees
- 9.4 Approval of candidates for degrees and honorary awards.
- 9.5 Approval of the Annual Budget of the University upon recommendation of the Finance Committee including proposed capital expenditures, debt financing arrangements and significant contracts;
- 9.6 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;
- 9.7 Recommendation of appointment of Auditors
- 9.8 Setting of University fees in a manner consistent with the need broadly to balance the University's planned expenditures with its projected total income;
- 9.9 Approval of the purchase, lease or sale of major capital assets as well as

significant renovations upon review and recommendation by the Finance Committee;

- 9.10 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") or other educational institutions as well as the UK Office for Students ("OfS"), the Quality Assurance Agency for Higher Education ("QAA"), and the Department for Education ("DfE"); and other bodies as required from time to time.
- 9.11 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. 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;
- 9.12 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), Universities UK, Guild HE or Committee of University Chairs to support this process which will be co-ordinated by the Governance Committee;
- 9.13 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;
- 9.14 Trustees will normally be entitled to have their expenses to attend Board of Trustees meetings paid in accordance with policies approved by the Board of Trustees from time to time;
- 9.15 Any other function considered by the Board necessary for it to fulfil its overall responsibilities;
- 9.16 Keeping at all times all communications both written and verbal and all information received as confidential in accordance with policies approved by the Board of Trustees from time to time.

Richmond, the American International University in London Inc.

Board of Trustees – July 2019

E. Nicholas Tate, CBE	Chair of the Board of Trustees
Dame Mary Richardson, DBE	Vice-Chair of the Board of Trustees
Graham Ross Russell	Treasurer
Clifford Joseph	Secretary to the Board of Trustees
Lawrence Abeln	President of Richmond, the American International University in London Inc.
Mark Allen	
Jonathan Michael Berry	
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Ailsa Brookes	
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Christopher Leiter	
Wendy Miller	
Arthur Naylor	
Ana Oliveira	
Chelsea Pompadur	
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Richard Resch	
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