

OS AP05

Appointment by an overseas company of a person
authorised to represent the company as a
permanent representative in respect of a
UK establishment

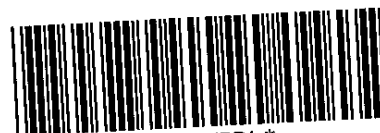


Companies House

☒ **What this form is for**
You may use this form to appoint
a person authorised to represent
the company in respect of the UK
establishment.

☐ **What this form is NOT for**
You cannot use the form for
any other appointment.

SATURDAY



A15 *A7ANV5DL* #192
21/07/2018
COMPANIES HOUSE

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 UK establishment details

UK establishment number	B	R	0	0	1	4	7	5
UK establishment name in full	Richmond College							

3 Date of appointment of new person authorised

Date of appointment	d1	d9	m0	m6	y2	y0	y1	y8
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4 Details of new person authorised

Title*	Mrs
Full forename(s)	Caroline
Surname	Harrison
Former name(s) ①	

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 8 if required.

5 Service address of new person authorised ②

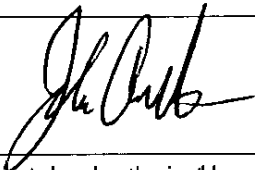
Please complete the service address below. You must also complete the usual residential address of the person authorised in Section 5a .								
Building name/number	Richmond University							
Street	Queens Road							
Post town	Richmond							
County/Region	Surrey							
Postcode	T	W	1	0		6	J	P
Country	UK							

② **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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6 Authority of new person authorised	
Please enter the extent of your authority as person authorised. 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
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 4)	
Former name(s) ❸	❸ Additional former name(s) 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 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 higher protection application if applying for this at the same time as completing this form.
- ☐ You have entered the extent of authority of the new person authorised in Section 6.
- ☐ 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.



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.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



SCHEDULE OF TRUSTEES' RESPONSIBILITIES

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Constitution of the Board of Trustees

10. 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

Board of Trustees – 18 June 2018

E. Nicholas Tate, CBE	Chairman of the Board of Trustees
Dame Mary Richardson	Vice-Chairman of the Board of Trustees
Mark Allen	Treasurer
Clifford Joseph	Secretary to the Board of Trustees
John Annette	President of Richmond, the American International University in London
William Durden	
Ailsa Brookes	
David Gallagher	
Christopher Leiter	
Wendy Miller	
Arthur Naylor	
Richard Resch	
Graham Ross Russell	
Constantin Schuss	
Paul Temple	
Peter Williams, CBE	