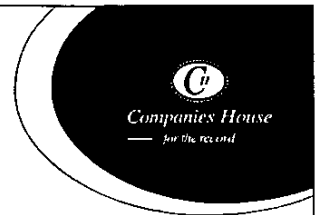


# OS AP04

## Appointment of corporate secretary of an overseas company



☒ **What this form is for**  
You may use this form to appoint a corporate body or firm as secretary of an overseas company

☐ **What this form is NOT**  
You cannot use this form are appointing an individual secretary of an overseas company. To do this, please use form OS AP03 'Appointment of an overseas company

TUESDAY



A34 18/10/2011 47  
COMPANIES HOUSE  
\*AY11VYH1\*  
A27 11/10/2011 171  
COMPANIES HOUSE  
\*A0V4JYAK\*

### 1 Overseas company details

Company number **FC012864**  
Company name in full or alternative name as registered in the UK **HARTWELL INVESTMENTS LIMITED**

→ **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 corporate secretary's appointment

Date of appointment **01/10/2011**

### 3 Corporate secretary's details <sup>①</sup>

Corporate body/firm name **SODI ASSOCIATES LIMITED**  
Building name/number **923**  
Street **FINCHLEY ROAD**  
Post town **LONDON**  
County/Region  
Postcode **NW11 7PE**  
Country **ENGLAND**

**① Registered or principal address**  
This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number

Is the corporate secretary registered within the European Economic Area (EEA)?

- Yes Complete **Section 4**
- No Complete **Section 5**

### 4 EEA companies <sup>②</sup>

Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register

Where the company/firm is registered <sup>③</sup> **ENGLAND**  
Registration number **02571193**

**② EEA**  
A full list of countries of the EEA can be found in our guidance [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)  
**③** This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)

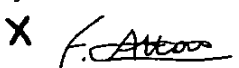
# OS AP04

## Appointment of corporate secretary of an overseas company

<b>5</b>	<b>Non-EEA companies</b>	
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register	
Legal form of the corporate body or firm		<b>① Non - EEA</b> Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register
Governing law		
If applicable, where the company/firm is registered ①		
If applicable, the registration number		

<b>6</b>	<b>New corporate secretary's authority</b>	
	Please enter the extent of your authority as corporate secretary. Please tick one box	
Extent of authority	<input type="checkbox"/> Limited ① <input checked="" type="checkbox"/> Unlimited	<b>②</b> 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  <b>③</b> 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
Description of limited authority, if applicable	Are you authorised to act alone or jointly? Please tick one box <input checked="" type="checkbox"/> Alone <input type="checkbox"/> Jointly ①	
If applicable, name(s) of person(s) with whom you are acting jointly		

<b>7</b>	<b>UK establishments</b>											
	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											

<b>8</b>	<b>Signature</b>	
Signature	<div>Signature</div> <div>X  X</div> <div>This form may be signed and authorised by Director, Secretary, Permanent representative</div>	

## OS AP04

### Appointment of corporate secretary of an overseas company



#### 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

**JOSEPH KAHAN ASSOCIATES**

CHARTERED ACCOUNTANTS

923 Finchley Road, London NW11 7PE  
Telephone 020 8209 0159 Fax 020 8209 0150

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 entered the new corporate secretary's 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 completed either Section 4 or Section 5
- ☐ You have entered the corporate secretary's authority in Section 6
- ☐ You have completed Section 7, if applicable
- ☐ You have signed the form



#### 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**

##### 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



#### 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)**