

OS AP03

Appointment of secretary of an overseas company

Laserform

✓ What this form is for
You may use this form to appoint
an individual as a secretary of an
overseas company

✗ What this form is NOT for
You cannot use this form for
appointing a corporate secretary.
To do this, please use form
OS AP04 'Appointment of
secretary of an overseas company'

FRIDAY



A19 16/10/2015 #170
COMPANIES HOUSE

1 Overseas company details

Company number

F	C	0	1	7	1	2	4
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Company name in full or alternative name as registered in the UK

FOUR SEASONS GROUP LIMITED

→ 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

d	3	d	1	m	1	m	0	y	2	y	0	y	1	y	4
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3 New secretary's details

Title *
Full forename(s)

ABIGAIL

Surname

MATTISON

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

4 New secretary's service address ②

Please complete the service address below
Building name/number

NORCLIFFE HOUSE

Street

STATION ROAD

Post town

WILMSLOW

County/Region
Postcode

S	K	9		1	B	U	
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Country

UNITED KINGDOM

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

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

5 New secretary's authority

Please enter the extent of your authority as secretary
Please tick one box
Extent of authority

<input type="checkbox"/> Limited ③
<input checked="" type="checkbox"/> Unlimited

Description of limited
authority, if applicable

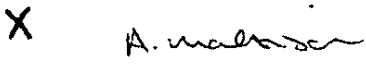
③ If you have indicated that the extent
of your authority is limited, please
provide a brief description of the
limited authority in the box below

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If applicable, name(s) of person(s) with whom you are acting jointly	Are you authorised to act alone or jointly? Please tick one box	1 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
	<input checked="" type="checkbox"/> Alone	
	<input type="checkbox"/> Jointly 1	

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	
Authorising Signature	Signature 	
	This form may be signed and authorised by Director, Secretary, Permanent representative	

8	Additional former name(s) (continued from Section 3)	
Former name(s) 2		2 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 **BETH MAGUIRE**

Company name **Eversheds LLP**

Address **Eversheds House, 70 Great Bridgewater Street**

Post town **Manchester**

County/Region

Postcode

M	1			5	E	S	
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Country

DX **DX 14344 Manchester**

Telephone **0845 497 9797**



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 given the new secretary's details
- ☐ You have provided the secretary's 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 completed the new secretary's authority in Section 5
- ☐ 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



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 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