

# OS AP03

## Appointment of secretary of an overseas company

BLUEPRINT

OneWorld

☒ 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 if you are  
appointing a corporate secretary.  
do this, please use form  
OS AP02 'Appointment of corporate  
secretary of an overseas company'

WEDNESDAY



\*L1AHZ000\*

LD3

06/06/2012

#44

COMPANIES HOUSE

### 1 Overseas company details

Company number F C 0 2 3 9 1 2

Company name in full  
or alternative name as  
registered in the UK Tinto Jersey 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 3 0 0 5 2 0 1 2

### 3 New secretary's details

Title\*  
Full forename(s) Gemma Jane Constance  
Surname Aldridge  
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 ①

Please complete the service address below.

Building name/number The Company's Registered Office  
Street  
Post town  
County/Region  
Postcode  
Country

① 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  
☐ Limited ①  
☐ Unlimited

Description of limited  
authority, if applicable

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

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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	<p>❶ 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</p>
	<input type="checkbox"/> Alone	
	<input type="checkbox"/> Jointly ❶	

6	UK establishments												
	<p>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</p> <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> <tr><td></td><td></td></tr> </tbody> </table>	UK establishment name	Registration number										
UK establishment name	Registration number												

7	Signature	
	<p>Authorising Signature</p> <p>Signature</p> <p>x <i>Gemma Aldridge</i> x</p> <p>This form may be signed and authorised by Director, Secretary, Permanent representative</p>	

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

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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 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](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)