In accordance with Section 1046 of the Companies Act 2006 & Regulation 13 of the Overseas Companies Regulations 2009.

OS AP03

Appointment of secretary of an overseas company

Companies House

✓ **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 y appointing a corporate secr do this, please use form OS AP04 'Appointment of co secretary of an overseas cor

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A10 01/02/2019 #208
COMPANIES HOUSE

1 Overseas company details

Company number	F C 0 2 5 2 7 6
Company name in full or alternative name as registered in the UK	Visa Europe Services LLC

→ **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 secretary's appointment

Date of appointment	d 2 d 6 m 0 m 9 y 2 y 0 y 1 y 8

3 New secretary's details

Title*	Ms.
Full forename(s)	Prini Patel
Surname	Pithouse
Former name(s) ❶	Prini Patel

❶ **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 ❷

Please complete the service address below.

Building name/number	1
Street	Sheldon Square
Post town	London
County/Region	
Postcode	W 2 6 T T
Country	UK

❷ **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 ❸ ☑ Unlimited
Description of limited authority, if applicable	

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

☑ Alone

☐ *Jointly* ❶

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.

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

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

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) ❷

❷ **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 Rachel Ashton

Company name Visa Europe

Address 1 Sheldon Square

Post town London

County/Region

Postcode W 2 6 T T

Country UK

DX

Telephone 02077955985

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