

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 for**
You cannot use this form to
appointing a corporate secretary.
To do this, please use
OS AP04 'Appointment of
secretary of an overseas company'



A10 14/10/2016 #330
COMPANIES HOUSE

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uk

1 Overseas company details	
Company number	F C 0 2 6 8 5 2
Company name in full or alternative name as registered in the UK	ICAP US Holdings No 2 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 secretary's appointment	
Date of appointment	d 0 1 m 0 9 y 2 0 y 1 6

3 New secretary's details	
Title*	Miss
Full forename(s)	Virginia
Surname	Duncan
Former name(s) 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	2 Broadgate
Street	
Post town	London
County/Region	
Postcode	E C 2 M 7 U R
Country	England

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	




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 <input checked="" type="checkbox"/> Alone <input type="checkbox"/> 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																																													
	<table border="1"><thead><tr><th>UK establishment name</th><th colspan="7">Registration number</th></tr></thead><tbody><tr><td>ICAP US Holdings No 2 Limited</td><td>B</td><td>R</td><td>0</td><td>1</td><td>2</td><td>9</td><td>2</td><td>3</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	UK establishment name	Registration number							ICAP US Holdings No 2 Limited	B	R	0	1	2	9	2	3																												
UK establishment name	Registration number																																													
ICAP US Holdings No 2 Limited	B	R	0	1	2	9	2	3																																						

7	Signature					
Authorising Signature	<table border="1"><tr><td>Signature</td><td></td></tr><tr><td></td><td>X</td></tr></table>	Signature			X	
Signature						
	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) ❶	<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></table>								❶ 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 Secretarial**

Company name **ICAP**

Address **2 Broadgate**

Post town **London**

County/Region

Postcode **E C 2 M 7 U R**

Country **England**

DX

Telephone **020 7000 5000**



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