

# 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 you  
are appointing a corporate secretary.  
If you wish to do this, please use form  
OS AP04 'Appointment of corporate  
secretary of an overseas company'.

THURSDAY



A04 \*A8272JWI\* #305  
28/03/2019  
COMPANIES HOUSE

### 1 Overseas company details

Company number	F	C	0	2	8	2	2	2
Company name in full or alternative name as registered in the UK	British American Tobacco Holdings Belgium							

**→ 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	d	m	m	y	y	y	y
	2	6	0	3	2	0	1	9

### 3 New secretary's details

Title*	MR
Full forename(s)	JONATHAN MICHAEL
Surname	GUTTRIDGE
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	GLOBE HOUSE
Street	4 TEMPLE PLACE
Post town	LONDON
County/Region	
Postcode	W C 2 R 2 P G
Country	

**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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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

British American Tobacco Holdings Belgium

Registration number

B	R	0	0	9	8	7	2

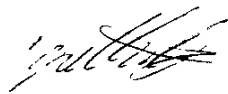
7

### 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	COMPANY SECRETARIAL						
Company name	BRITISH AMERICAN TOBACCO						
Address	GLOBE HOUSE						
4 TEMPLE PLACE							
Post town	LONDON						
County/Region							
Postcode	W	C	2	R	2	P	G
Country	UK						
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)