

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

MONDAY  
TUESDAY



A16 \*A7ZKHK9U\* 18/02/2019 #37  
COMPANIES HOUSE  
A21 \*A7Y5F3W3\* 29/01/2019 #231  
COMPANIES HOUSE

### 1 Overseas company details

Company number F C 0 3 2 1 9 2  
Company name in full  
or alternative name as  
registered in the UK CHINA CITIC BANK CORPORATION 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 2 d 4 m 0 m 1 y 2 y 0 y 1 y 7

### 3 New secretary's details

Title\* Mr.  
Full forename(s) Wei  
Surname Lu  
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 No. 9  
Street Chaoyangmen Beidajie  
Dongcheng District  
Post town Beijing  
County/Region  
Postcode 1 0 0 0 1 0  
Country China

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 ☒ Limited ① ☐ Unlimited  
Description of limited  
authority, if applicable Refer to Article 188 attached

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.

**OS AP03****Appointment of secretary of an overseas company**

	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		

<b>6</b>	<b>UK establishments</b> <i>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.</i>	
UK establishment name		Registration number
CHINA CITIC BANK CORPORATION LIMITED		B R 0 1 7 2 6 3
LONDON REPRESENTATIVE OFFICE		

<b>7</b>	<b>Signature</b>	
Authorising Signature	Signature 	
This form may be signed and authorised by: Director, Secretary, Permanent representative.		

<b>8</b>	<b>Additional former name(s)</b> (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 name **China CITIC Bank Corporation Ltd**

Address **5th Floor, Gresham Street**

Post town **London**

County/Region

Postcode

**E C 2 V 7 N G**

Country

DX

Telephone **0207 710 9100**



### 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)**

#### **Section 4 Secretary of the Board of Directors**

**Article 187** There shall be one secretary of the Board of Directors to be appointed or removed by the Board of Directors. The secretary is a member of the senior management of the Bank and is accountable to the Board of Directors. The secretary of the Board of Directors shall have a term of office of 3 years and can be re-appointed upon expiry of his term of office.

**Article 188** The secretary of the Board of Directors shall be a natural person with professional knowledge and experience. The principal duties of the secretary of the Board of Directors shall include:

- (1) to ensure the Bank has complete organizational documents and records;
- (2) to ensure the Bank's preparation and submission of reports and documents required by competent authorities;
- (3) to ensure the register of shareholders of the Bank is properly compiled and maintain the register of shareholders;
- (4) to perform other functions conferred by the Board of Directors and required in the domestic and overseas places of listing.

**Article 189** Unless otherwise provided in the laws, administrative regulations and rules, the secretary of the Board of Directors of the Bank can hold concurrently other positions in the Bank.

**Article 190** Directors or senior management other than President of the Bank) can serve concurrently as the secretary of the Board of Directors. However, they must ensure adequate energy and time commitment to the duties of the secretary of the Board of Directors.

The President of the Bank, Supervisors and the accountants of the accounting firm engaged by the Bank shall not serve concurrently as the secretary of the Board of Directors.

**Article 191** If a Director acts as the secretary of the Board of Directors and an act is required to be done by a Director and the secretary of the Board of Directors separately, such person who is at the same time a Director and the secretary of the Board of Directors shall not perform such act in both capacities.

#### **CHAPTER 10. President of the Bank and Other Senior Management**

**Article 192** The Bank shall have one President, several vice presidents and several chief officers and may have other senior management personnel to assist the President where necessary.

**Article 193** The President shall have a term of office of 3 years and may be re-appointed upon expiry of his term of office.