

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 want to do this, please use form
OS AP04 'Appointment of corporate
secretary of an overseas company'.

TUESDAY



AAHV8ZRY

A04

23/11/2021

#332

COMPANIES HOUSE

1 Overseas company details

Company number F C 0 3 4 3 7 0

Company name in full
or alternative name as
registered in the UK PETRA DIAMONDS 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 1 d 8 m 1 m 1 y 2 y 0 y 2 y 1

3 New secretary's details

Title*
Full forename(s) RUPERT
Surname ROWLAND-CLARK
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 CAPITAL TOWER
Street 91 WATERLOO ROAD
Post town LONDON
County/Region
Postcode S E 1 8 R T
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 ☐ Limited ③ ☒ 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.

OS AP03

Appointment of secretary of an overseas company

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

☒ Alone

☐ Jointly ¹

¹ 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							
PETRA DIAMONDS LIMITED	B	R	0	1	9	4	6	0

7

Signature

Authorising Signature

Signature

X 

FOR AND ON BEHALF OF
ST JAMES'S CORPORATE SERVICES LIMITED
SECRETARY

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) ²

² Additional former name(s)
Use this space to enter any additional names.

OS AP03

Appointment of secretary of an overseas company



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 JANE KIRTON

Company name ST JAMES'S CORPORATE

SERVICES LIMITED

Address SUITE 31, SECOND FLOOR

107 CHEAPSIDE

Post town LONDON

County/Region

Postcode E C 2 V 6 D N

Country UNITED KINGDOM

DX

Telephone 020 7796 8646



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