

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



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



### 1 Overseas company details

Company number F C 0 3 6 5 6 1

Company name in full or alternative name as registered in the UK CWG Properties (B2) 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 7 m 0 7 y 2 0 y 2 0

### 3 New secretary's details

Title\* Ms

Full forename(s) Caroline Elizabeth

Surname Hillsdon

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 30th

Street Floor

One Canada Square

Post town Canary Wharf

County/Region London

Postcode E 1 4 5 A B

Country United Kingdom

#### 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 <sup>1</sup>

<sup>1</sup> 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**

DocuSigned by:

*Caroline Hillsdon*

F77CAF132268497...

**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) <sup>2</sup>**<sup>2</sup> 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

Company name

Canary Wharf Group plc

Address

One Canada Square

Post town

Canary Wharf

County/Region

London

Postcode

E 1 4 5 A B

Country

United Kingdom

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)

### Certificate Of Completion

Envelope Id: 1A52AF15FE0E414982067EDB458486D1

Status: Completed

Subject: Overseas Branches

Source Envelope:

Document Pages: 56

Signatures: 15

Envelope Originator:

Certificate Pages: 1

Initials: 0

Julie Kneel

AutoNav: Enabled

30th Floor Accounts Department

EnvelopeId Stamping: Enabled

One Canada Square

Time Zone: (UTC) Dublin, Edinburgh, Lisbon, London

London, London E14 5AB

Julie.Kneel@CanaryWharf.com

IP Address: 213.123.49.140

### Record Tracking

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6/1/2021 3:43:46 PM

Julie.Kneel@CanaryWharf.com

### Signer Events

### Signature

### Timestamp

Caroline Hillsdon

Caroline.Hillsdon@canarywharf.com

Company Secretary to CWG Subsidiaries

Canary Wharf Group

Security Level: Email, Account Authentication  
(None)

DocuSigned by:  
*Caroline Hillsdon*  
FT7CAF132268487...

Signature Adoption: Pre-selected Style  
Using IP Address: 213.123.49.140

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Viewed: 6/7/2021 10:38:07 AM

Signed: 6/7/2021 10:38:29 AM

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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/1/2021 3:53:55 PM
Certified Delivered	Security Checked	6/7/2021 10:38:07 AM
Signing Complete	Security Checked	6/7/2021 10:38:29 AM
Completed	Security Checked	6/7/2021 10:38:29 AM
Payment Events	Status	Timestamps