

# AP01

## Appointment of director



You can use the WebFiling service to file this form online.  
Please go to [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

☒ **What this form is for**  
You may use this form to appoint  
an individual as a director.

☐ **What this form is NOT for**  
You cannot use the form to appoint  
a corporate director. To do this,  
please use form AP02 'Appointment  
of corporate director'.

MONDAY



SCT 25/06/2012 #27  
COMPANIES HOUSE

### 1 Company details

Company number S C 1 3 1 7 7 3

Company name in full EDINBURGH INTERNATIONAL CONFERENCE CENTRE 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 director's appointment

Date of appointment d2 d4 m0 m5 y2 y0 y1 y2

### 3 New director's details

Title \* MR

Full forename(s) FRANCIS WRIGHT

Surname ROSS

Former name(s) ①

Country/State of residence ② UNITED KINGDOM

Nationality BRITISH

Date of birth d2 d4 m0 m2 y1 y9 y5 y9

Business occupation  
(if any) ③ COUNCILLOR

① **Former name(s)**  
Please provide any previous names  
which have been used for business  
purposes in the past 20 years.

Married woman do not need to give  
former names unless previously used  
for business purposes.

Continue in section 6 if required.

② **Country/State of residence**  
This is in respect of your usual  
residential address as stated in  
Section 4a.

③ **Business occupation**  
If you have a business occupation,  
please enter here. If you do not,  
please leave blank.

### 4 New director's service address ④

Please complete your service address below. You must also complete your usual  
residential address in Section 4a.

Building name/number

Street THE COMPANY'S REGISTERED OFFICE

Post town

County/Region

Postcode

Country

④ **Service address**  
This is the address that will appear  
on the public record. This does not  
have to be your usual residential  
address.

Please state 'The Company's  
Registered Office' if your service  
address is recorded in the company's  
register of directors as the  
company's registered office.

If you provide your residential  
address here it will appear on the  
public record.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and the role of the accounting department in ensuring the integrity of the financial statements. It also highlights the need for regular audits and the importance of transparency in financial reporting.

2. The second part of the document focuses on the internal controls and risk management framework. It describes the various controls in place to prevent fraud and errors, and the process for identifying and mitigating risks. It also discusses the role of the audit committee in overseeing the internal control system.

3. The third part of the document provides a detailed overview of the company's financial performance over the past year. It includes a breakdown of revenue, expenses, and net income, as well as a comparison to the previous year. It also discusses the company's financial position and the impact of various market factors.

4. The fourth part of the document discusses the company's capital structure and financing activities. It provides information on the company's debt and equity, and the terms of any outstanding loans or bonds. It also discusses the company's plans for future financing and the impact of interest rate changes.

5. The fifth part of the document discusses the company's tax position and the impact of various tax laws. It provides information on the company's tax expenses and the steps taken to ensure compliance with all applicable tax laws. It also discusses the company's plans for future tax management.

6. The sixth part of the document discusses the company's environmental, social, and governance (ESG) performance. It provides information on the company's carbon footprint, social impact, and governance practices. It also discusses the company's plans for future ESG management and the impact of various regulatory requirements.

7. The seventh part of the document discusses the company's human resources and compensation policies. It provides information on the company's employee base, turnover rates, and compensation structure. It also discusses the company's plans for future human resources management and the impact of various labor laws.

8. The eighth part of the document discusses the company's intellectual property and legal matters. It provides information on the company's patents, trademarks, and other intellectual property assets. It also discusses the company's legal risks and the steps taken to manage them.

9. The ninth part of the document discusses the company's information technology and cybersecurity measures. It provides information on the company's IT infrastructure, data security, and cybersecurity policies. It also discusses the company's plans for future IT management and the impact of various cybersecurity threats.

10. The tenth part of the document discusses the company's overall strategy and future outlook. It provides information on the company's long-term goals and the steps taken to achieve them. It also discusses the company's plans for future growth and the impact of various market factors.

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## Signatures

I consent to act as director of the above named company.	
New director's signature	Signature <input checked="" type="checkbox"/> <i>Francis W Ross</i> <input checked="" type="checkbox"/>
Authorising signature	Signature <input checked="" type="checkbox"/> <i>Alexander</i> <input checked="" type="checkbox"/> DIRECTOR, FOR M.D. SECRETARIES LIMITED This form may be signed and authorised by: Director ①, Secretary, Person authorised ②, Administrator, Administrative Receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

## ① Societas Europaea

If the form is being filed on behalf of a Societas Europaea (SE) please delete 'director' and insert details of which organ of the SE the person signing has membership.

## ② Person authorised

Under either section 270 or 274 of the Companies Act 2006.

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## Additional former names (continued from Section 3)

Former names ③


## ③ Additional former names

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	James Bulpitt
Company name	PINSENT MASONS LLP
Address	Third Floor, Quay 2 139 Fountainbridge
Post town	Edinburgh
County/Region	
Postcode	E H 3 9 A Q
Country	
DX	DX ED 723301 EDINBURGH 43
Telephone	0131 777 7000

**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☒ The company name and number match the information held on the public Register.
- ☒ You have provided a business occupation if you have one.
- ☒ You have provided a correct date of birth.
- ☒ You have completed the date of appointment.
- ☒ You have completed the nationality box in Section 3.
- ☒ You have provided both the service address and the usual residential address.
- ☒ Addresses must be a physical location. They cannot be a PO Box number (unless part of a full service address), DX or LP (Legal Post in Scotland) number.
- ☐ You have included all former names used for business purposes over the last 20 years.
- ☐ You have enclosed a relevant section 243 application if applying for this at the same time as completing this form.
- ☒ The new director has signed the form.
- ☒ You have provided an authorising signature.

**Important information**

Please note that all information on this form will appear on the public record, apart from information relating to usual residential addresses.

**Where to send**

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:

**For companies registered in England and Wales:**  
The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.

**For companies registered in 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).

**For companies registered in 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.

**Section 243 exemption**

If you are applying for, or have been granted a section 243 exemption, please post this whole form to the different postal address below:  
The Registrar of Companies, PO Box 4082,  
Cardiff, CF14 3WE.

**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)