In accordance with Section 276 of the Companies Act 2006.

AP03

Appointment of secretary

You can use the WebFiling service to file this form online.
Please go to www.companieshouse.gov.uk

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COMPANIES HOUSE

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

✗ **What this form is NOT for**
You cannot use this form if you are appointing a corporate secretary. To do this, please use form AP04 'Appointment of corporate secretary'.

1 Company details

Company number	S C 1 3 3 6 3 7
Company name in full	LITTLEJOHNS 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 3 m 1 m 0 y 2 y 0 y 1 y 0

3 New secretary's details

Title*	MR
Full forename(s)	IAN
Surname	SHAND
Former name(s) ❶	

❶ **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 6 if required.

4 New secretary's service address ❷

Please complete your service address below.

Building name/number	115
Street	LAURISTON PLACE
Post town	EDINBURGH
County/Region	
Postcode	E H 3 9 J G
Country	SCOTLAND

❷ **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.

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

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

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5 Signatures

I consent to act as secretary of the above named company.

New secretary's signature	Signature X X
Authorising signature	Signature X X

This form may be signed and authorised by:
Director ❶, Secretary, Person authorised ❷, Administrator, Administrative Receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

❶ **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.

❷ **Person authorised**
Under either section 270 or 274 of the Companies Act 2006.

6 Additional former names (continued from Section 3)

Former names ❸

❸ **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
IAN SHAND

Company name
LITTLEJOHNS LIMITED

Address
115 LAURISTON PLACE

Post town
EDINBURGH

County/Region

Postcode E H 3 9 J G

Country

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 match the information held on the public Register.
- ☐ You have completed the date of appointment.
- ☐ You have provided the 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 included all former names used for business purposes over the last 20 years.
- ☐ The new secretary 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.

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.

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