

AP03

Appointment of secretary



Companies House



Go online to file this information

www.gov.uk/companieshouse

☒ **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'.

FRIDAY



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03/06/2016

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COMPANIES HOUSE

1 Company details

Company number
Company name in full

→ 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

3 New secretary's details

Title*
Full forename(s)
Surname
Former name(s)

① Former name(s)

Please provide any previous names
(including maiden or married names)
which have been used for business
purposes in the last 20 years.

Continue in section 7 if required.

4 New secretary's service address ②

Please complete your service address below.

Building name/number
Street
Post town
County/Region
Postcode
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.

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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Consent to act as secretary

Please tick the box to confirm consent.

- ☒ The company confirms that the person named in section 3 has consented to act as a secretary of the company named in section 1.

6

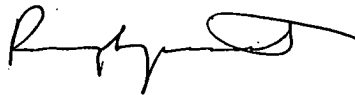
Signature

I am signing this form on behalf of the company.

Signature

Signature

X



X

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.

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.

7

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 Anderson

Company name

Alliance Trust Company Secretariat

Address

8 West Marketgait

Post town

Dundee

County/Region

Postcode

D D 1 1 Q N

Country

Scotland

DX

Telephone

01382 321238

**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.
- ☐ You have ticked the consent to act statement in section 5.
- ☐ 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, 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.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse