

AP03

Appointment of secretary

This form is part of the PROOF scheme. If your company is registered for PROOF, paper versions of this form will be rejected and sent back to the registered office address. Avoid unnecessary rejection and file online. You can view your company's PROOF status on the WebFiling Menu Screen.

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



☒ 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 for
appointing a corporate secretary.
To do this, please use form
AP04 'Appointment of corporate
secretary'.

WEDNESDAY



SCT 27/07/2011 445
COMPANIES HOUSE

1 Company details

Company number	3 8 0 5 2 1
Company name in full	EAST KILBRIDE BISTRO LTD.

→ 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 6 y 2 0 y 1 0
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3 New secretary's details

Title*	Mr
Full forename(s)	GORDON
Surname	CRAIG
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 6 if required.

4 New secretary's service address ②

Please complete your service address below.

Building name/number	DALZIE BUILDING
Street	SCOTT STREET
Post town	MOTHERWELL
County/Region	NORTH Ayrshire
Postcode	M11 1P2
Country	SCOTLAND

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.

AP03

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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 ^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.

6

Additional former names (continued from Section 3)

Former names ^③

③ Additional former namesUse 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	PHYLLIS DONAGHY
Company name	STEPHEN MABBOTT ASSOCIATES
Address	14 MITCHELL LANE
Post town	GLASGOW
County/Region	
Postcode	G 1 3 N U
Country	SCOTLAND
DX	GW 208
Telephone	0141 221 7070

**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,
First Floor, Waterfront Plaza, 8 Laganbank Road,
Belfast, Northern Ireland, BT1 3BS.
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

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