

# OS AP04

## Appointment of corporate secretary of an overseas company



Companies House

FRIDAY



SCT 15/11/2013 #409 JK  
COMPANIES HOUSE

☒ **What this form is for**  
You may use this form to appoint a corporate body or firm as secretary of an overseas company.

☐ **What this form is NOT for**  
You cannot use this form to appoint an individual as secretary of an overseas company. To do this, please use form OS AP03 'Appointment of secretary of an overseas company.'

### 1 Overseas company details

Company number **F 0 0 0 9 6 0**

Company name in full or alternative name as registered in the UK **Burnside Estate Company 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 corporate secretary's appointment

Date of appointment **0 5 / 1 1 / 2 0 1 3**

### 3 Corporate secretary's details

Corporate body/firm name **Douglas Trustees Limited**

Building name/number **16**

Street **St. Georges Street**

Post town **Douglas,**

County/Region

Postcode **I M 1 1 P L**

Country **Isle of Man**

Is the corporate secretary registered within the European Economic Area (EEA)?

→ **Yes** Complete **Section 4**

→ **No** Complete **Section 5**

**Registered or principal address**  
This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number.

### 4 EEA companies

Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.

Where the company/firm is registered

Registration number

**EEA**  
A full list of countries of the EEA can be found in our guidance:  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

**This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).**

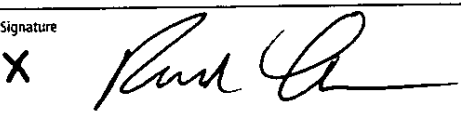
**OS AP04**

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|   |   |   |
|---|---|---|
| <b>5</b>  | <b>Non-EEA companies</b>  |   |
|   | Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register. | <b>Non - EEA</b><br>Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register. |
| Legal form of the corporate body or firm              | Limited Company   |   |
| Governing law   | Isle of Man   |   |
| If applicable, where the company/firm is registered ① | Isle of Man   |   |
| If applicable, the registration number                | 8950  |   |

|  |   |  |
|--|---|--|
| <b>6</b>   | <b>New corporate secretary's authority</b>  |  |
|  | Please enter the extent of your authority as corporate secretary. Please tick one box.  | <b>① 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.</b><br><br><b>② 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.</b> |
| Extent of authority  | <input type="checkbox"/> Limited ②<br><input checked="" type="checkbox"/> Unlimited   |  |
| Description of limited authority, if applicable                      | Are you authorised to act alone or jointly? Please tick one box.<br><br><input checked="" type="checkbox"/> Alone<br><input type="checkbox"/> Jointly ③ |  |
| If applicable, name(s) of person(s) with whom you are acting jointly |   |  |
|  |   |  |

|          |  |                     |
|----------|--|---------------------|
| <b>7</b> | <b>UK establishments</b>   |                     |
|          | 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 |
|          |  |                     |
|          |  |                     |
|          |  |                     |
|          |  |                     |

|           |  |  |
|-----------|--|--|
| <b>8</b>  | <b>Signature</b>   |  |
| Signature | Signature<br><br><b>for and on behalf of X Douglas Trustees Ltd</b> |  |
|           | This form may be signed and authorised by:<br>Director, Secretary, Permanent representative.   |  |

for and on behalf of  
Douglas Trustee Ltd

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## Appointment of corporate 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 Vera Barber

Company name Douglas Trustees Limited

Address 16, St. Georges Street

Post town Douglas

County/Region

Postcode

I M 1 1 P L

Country Isle of Man

DX

Telephone 01624 626557

### 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 entered the new corporate secretary's 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 either Section 4 or Section 5.
- ☐ You have entered the corporate secretary's authority in Section 6.
- ☐ You have completed Section 7, 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)