In accordance with Section 276 of the Companies Act 2006

AP04

Appointment of corporate secretary

THURSDAY

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A22 16/01/2014 #324

COMPANIES HOUSE

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 a corporate body or firm as secretary

✗ **What this form is NOT for**
You cannot use this form if you are appointing an individual as a secretary To do this, please use form AP03 'Appointment of secretary'

For further information, please refer to our guidance at www companieshouse gov uk

1 Company details

Company number	0 4 1 1 5 9 1 0
Company name in full	BENCHMARK HOLDINGS PLC

→ **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	d 1 d 8 m 1 m 2 y 2 y 0 y 1 y 3

3 Corporate secretary's details ❶

Corporate body/firm name	Prism Cosec Limited
Building name/number	
Street	10 Margaret Street
Post town	
County/Region	London
Postcode	W 1 W B R L
Country	United Kingdom

Is the corporate secretary registered within the European Economic Area (EEA)?
→ **Yes** Complete **Section 4**
→ **No** Complete **Section 5**

❶ **Registered or principal address**
This address 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), a DX number or LP (Legal post in Scotland) number.

4 EEA companies ❷

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 ❶	Engqland and Wales
Registration number	05533248

❷ **EEA**
A full list of countries of the EEA can be found in our guidance: www.companieshouse gov uk

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

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5 Non-EEA companies

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

Legal form of the corporate body or firm	
Governing law	
If applicable, where the company/firm is registered ❶	
Registration number	

❶ **Non-EEA**
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

6 Signature

I consent to act as secretary of the above named company

New secretary's signature	Signature X C. D. Sloan Authorised Representative Avon Circle Ltd. X
Authorising signature	Signature X X

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

❷ **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

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

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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 Athene Blakeman

Company name Travers Smith LLP

Address 10 Snow Hill

Post town London

County/Region

Postcode E C 1 A 2 A L

Country United Kingdom

DX 1111079

Telephone 020 7295 3251

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 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.
- ☐ An officer of the new corporate 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