

DON'T
STAPLE

AP04

Appointment of corporate secretary



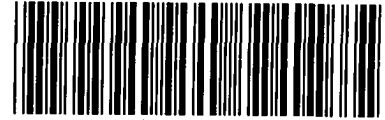
Company Secretarial and
Compliance Software

Go online to file this information
www.gov.uk/companieshouse

☒ **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
 secretary. To do this, please
 use AP03 'Appointment of secretary'.

THURSDAY



AB6SW7JM

A05

23/06/2022

#135

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 corporate secretary's appointment

Date of appointment

3 Corporate secretary's details ^①

Corporate body/firm name

Building name/number

Street

Post town

County/Region

Postcode

Country

Is the corporate secretary a limited company registered in the UK?
 → Yes Complete **Section 4**
 → No Complete **Section 5**

① 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), or a DX number.

4 UK-registered limited companies ^②

Please give the company registration number.

Registration number

② You can find the registration number
 on our website
<https://beta.companieshouse.gov.uk>

AP04

Appointment of corporate secretary

5

Other corporate bodies & firms

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 ^①

If applicable, registration number

^① 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

Consent to act as corporate secretary

Please tick the box to confirm consent.

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

7

Signature

I am signing this form on behalf of the company.

Signature

Signature

X



X

This form may be signed and authorised by:
Director ^②, Secretary, Person authorised ^③, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

^② **United Kingdom Societas (UKS)**
If the form is being filed on behalf of a UKS please delete 'director' and insert details of which organ of the UKS the person signing has membership.

^③ **Person authorised**
Under either section 270 or 274 of the Companies Act 2006.

AP04

Appointment of corporate secretary

**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

Company name

CityCAS

Address

Room 540, Linen Hall

162-168 Regent Street

Post town

London

County/Region

Postcode

W

1

B

5

T

F

Country

United Kingdom

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 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), or DX number.
- ☐ You have completed either section 4 or section 5.
- ☐ You have ticked the consent to act statement in section 6.
- ☐ 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

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