

CH03

Change of secretary's details



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 change
the details of an individual who is a
secretary.

☐ **What this form is NOT for**
You cannot use this form if you
are changing the details of a corporate
secretary. To do this, please use
form CH04 'Change of corporate
secretary's details'.

SATURDAY



A505NELT

A18

06/02/2016

#15

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 Secretary's current details on the Register ¹

Title*

Full forename(s)

Surname

1 Current details

This information is used to identify
your details on the public record.

3 Date of change of details

Date of change of details

Please complete the appropriate sections to indicate which of your details
have changed.

4 Change of name details

Please enter your new name.

Title*

Full forename(s)

Surname

5 Change of service address ²

Building name/number

Street

Post town

County/Region

Postcode

Country

2 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.

Signature

Signature

Signature

X



X



Director¹, Secretary, Person authorised², Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

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.

Under either section 270 or 274 of the Companies Act 2006.

CH03

Change of secretary's details

	Presenter information
<p>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.</p>	
Contact name	DEISE VAUGHAN
Company name	TREXOR VAUGHAN LTD
Address	48 PAUPES LANE
Post town	PETWELL
County/Region	NORFOLK
Postcode	IP26 4BB
Country	ENGLAND
DX	
Telephone	01542 828160
	Checklist
<p>We may return forms completed incorrectly or with information missing.</p>	
<p>Please make sure you have remembered the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The company name and number match the information held on the public Register. <input type="checkbox"/> You have entered in section 3 the date of change of details. <input type="checkbox"/> You have entered the relevant change of details. <input type="checkbox"/> A new 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. <input type="checkbox"/> You have signed the form. 	

	Important information
<p>Please note that all information on this form will appear on the public record.</p>	
	Where to send
<p>You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:</p>	
<p>For companies registered in England and Wales: The Registrar of Companies, Companies House, Crown Way, Cardiff, Wales, CF14 3UZ. DX 33050 Cardiff.</p>	
<p>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).</p>	
<p>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.</p>	
	Further information
<p>For further information, please see the guidance notes on the website at www.companieshouse.gov.uk or email enquiries@companieshouse.gov.uk</p>	
<p>This form is available in an alternative format. Please visit the forms page on the website at www.companieshouse.gov.uk</p>	