

OS CH05

Change of details of a secretary of an overseas company



Companies House

☒ **What this form is for**
You may use this form to change
the details of a secretary of an
overseas company.

☐ **What this form is NOT for**
You cannot use this form if you
are changing the details of a corpo
secretary. To do this, please use
OS CH06 'Change of details of
corporate secretary of an overs
company'.

SATURDAY



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A9GU05LS

31/10/2020

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COMPANIES HOUSE

1 Overseas company details

Company number

Company name in full
or alternative name as
registered in the UK

→ 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.

If you provide your residential
address here it will appear on the
public record.

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Change of secretary's authority

Please enter the extent of your authority as secretary. Please tick one box.		❶ 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. ❷ 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.
Extent of authority	☐ Limited ❶ ☐ Unlimited	
Description of limited authority, if applicable	Are you authorised to act alone or jointly? Please tick one box.	
	☐ Alone ☐ Jointly ❷	
If applicable, name(s) of person(s) with whom you are acting jointly		

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UK establishments

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

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Signature

I am signing this form on behalf of the overseas company.	
Signature	X <i>ST Lantham</i> X
This form may be signed by: Director, Secretary, Permanent representative.	

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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

Company name

Address

Post town

County/Region

Postcode

Country

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 as registered in the UK match the information held on the public Register.
- ☐ You have entered in Section 3 the date of change of details.
- ☐ You have entered the relevant change of details.
- ☐ 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.
- ☐ 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 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