

OS AP04

Appointment of corporate secretary of an overseas company



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 for**
You cannot use this form if you are appointing an individual as secretary of an overseas company. To do this, please use OS AP03 'Appointment of an overseas company secretary'.

WEDNESDAY



A24 *A8D9EIOH* #419
04/09/2019
COMPANIES HOUSE

please
visit
gov.uk

1 Overseas company details

Company number **F C O 2 7 8 3 1**

Company name in full or alternative name as registered in the UK **BRITVIC FINANCE 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 **21 10 2016**

3 Corporate secretary's details ^①

Corporate body/firm name **HELM TRUST COMPANY LIMITED**

Building name/number **17**

Street **BOND STREET**

Post town **ST. HELIER**

County/Region **JERSEY**

Postcode **J E 2 3 N P**

Country **CHANNEL ISLANDS**

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

→ **Yes** Complete **Section 4**

→ **No** Complete **Section 5**

① 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 ^②

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 ^③

Registration number

② EEA

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

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

Appointment of corporate secretary of an overseas company

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.

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.

If applicable, the registration number	43642
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3 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.

If applicable, name(s)
of person(s) with
whom you are
acting jointly

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.

Registration number

Signature _____

X

This form may be signed and authorised by:
Director, Secretary, Permanent representative.

**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 SECRETARIAT				
Company name	BRITVIC PLC				
Address	BREAKSPAR PARK BREAKSPAR WAY				
Post town	HEMEL HEMPSTEAD				
County/Region	HERTFORDSHIRE				
Postcode	H	P	2	4	T 2
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 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 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