

AP01

Appointment of director

BLUEPRINT

OneWorld

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
an individual as a director

☐ **What this form is NOT for**
You cannot use the form to appoint
a corporate director. To do this, please use form AP02 'Appointment of corporate director'

WEDNESDAY



A22 *A2G7QRAP* 04/09/2013 #55
COMPANIES HOUSE

1 Company details

Company number 3 9 5 8 2 6

Company name in full Balfour Beatty plc

→ **Filing in this form**
Please complete in typescript or in
bold black capitals.

All fields are mandatory unless
specified or indicated by *

2 Date of director's appointment

Date of appointment d0 d1 m0 m9 y2 y0 y1 y3

3 New director's details

Title*
Full forename(s) Belinda Jane
Surname Richards
Former name(s) ①
Country/State of residence ② United Kingdom
Nationality British
Date of birth d1 d8 m0 m4 y1 y9 y5 y8
Business occupation (if any) ③ Company Director

① **Former name(s)**
Please provide any previous names
which have been used for business
purposes in the past 20 years.

Married women do not need to give
former names unless previously used
for business purposes.

Continue in section 6 if required

② **Country/State of residence**
This is in respect of your usual
residential address as stated in
Section 4a

③ **Business occupation**
If you have a business occupation,
please enter here. If you do not,
please leave blank

4 New director's service address ④

Please complete your service address below. You must also complete your usual
residential address in Section 4a

Building name/number The Company's Registered Office

Street

Post town

County/Region

Postcode

Country

④ **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 directors as the
company's registered office.

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

1. The first part of the report is a summary of the work done during the past year. It is a very brief summary, but it gives a good idea of the work that has been done. It is a very good summary, and it is a very good example of a summary of a report.

2. The second part of the report is a description of the work done during the past year. It is a very brief description, but it gives a good idea of the work that has been done. It is a very good description, and it is a very good example of a description of a report.

3. The third part of the report is a description of the work done during the past year. It is a very brief description, but it gives a good idea of the work that has been done. It is a very good description, and it is a very good example of a description of a report.

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Signatures

I consent to act as director of the above named company

New director's
signature

Signature

X

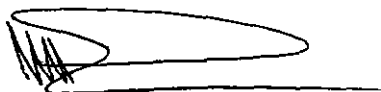
Betul Richards

X

Authorising signature

Signature

X



X

This form may be signed and authorised by
Director ^①, Secretary, Person authorised ^②, Administrator, Administrative
Receiver, Receiver, Receiver manager, Charity commission receiver and manager,
CIC manager, Judicial factor.

① 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.

② Person authorised

Under either section 270 or 274 of
the Companies Act 2006

6

Additional former names (continued from Section 3)

Former names ^③

③ Additional former names

Use this space to enter any
additional names.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the transparency and accountability of the organization.

2. The second part of the document outlines the procedures for handling financial matters. It details the steps involved in budgeting, forecasting, and reporting, ensuring that all financial activities are conducted in a systematic and controlled manner.

3. The third part of the document addresses the issue of resource allocation. It provides guidelines for identifying the most effective ways to utilize the organization's resources, thereby maximizing efficiency and minimizing waste.

4. The fourth part of the document discusses the role of the management team in overseeing the organization's operations. It highlights the need for clear communication, effective decision-making, and a strong commitment to the organization's goals.

5. The fifth part of the document focuses on the importance of maintaining a high level of ethical standards. It stresses that all members of the organization must adhere to a strict code of ethics to ensure the integrity and trustworthiness of the organization.

6. The sixth part of the document discusses the need for continuous improvement. It encourages the organization to regularly evaluate its performance and seek ways to enhance its operations, ensuring that it remains competitive and relevant in the current market.

7. The seventh part of the document addresses the issue of risk management. It provides strategies for identifying potential risks and implementing measures to mitigate them, thereby protecting the organization's assets and ensuring its long-term sustainability.

8. The eighth part of the document discusses the importance of maintaining a strong relationship with the community. It emphasizes that the organization should actively engage with its stakeholders and contribute to the development of the community it operates in.

9. The ninth part of the document focuses on the role of the board of directors. It outlines the responsibilities of the board and provides guidelines for how it should effectively oversee the organization's operations and ensure that the organization's interests are protected.

10. The tenth part of the document discusses the importance of maintaining accurate financial statements. It emphasizes that the organization must adhere to the highest standards of financial reporting to ensure that its financial information is reliable and transparent.

11. The eleventh part of the document addresses the issue of human resources. It provides guidelines for recruiting, training, and managing the organization's workforce, ensuring that the organization has the right people in the right positions.

12. The twelfth part of the document discusses the importance of maintaining a strong corporate culture. It emphasizes that a positive and cohesive culture is essential for the organization's success and that all members of the organization should contribute to its development.

13. The thirteenth part of the document focuses on the issue of environmental sustainability. It provides strategies for reducing the organization's carbon footprint and promoting sustainable practices, ensuring that the organization's operations are environmentally friendly.

14. The fourteenth part of the document discusses the importance of maintaining a strong relationship with the media. It emphasizes that the organization should proactively engage with the media to share its achievements and address any concerns, thereby enhancing its public image.

15. The fifteenth part of the document addresses the issue of legal compliance. It provides guidelines for ensuring that the organization's operations are in full compliance with all applicable laws and regulations, thereby avoiding legal risks and penalties.

16. The sixteenth part of the document discusses the importance of maintaining accurate records of all organizational activities. It emphasizes that proper record-keeping is essential for the organization's transparency and accountability, and that all members of the organization should be responsible for maintaining accurate records.

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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 Mr C M Pryce, Assistant
Secretary

Address Balfour Beatty plc
130 Wilton Road

Post town

County/Region

Postcode

S W 1 V 1 L Q

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 provided a business occupation if you have one
- ☐ You have provided a correct date of birth
- ☐ You have completed the date of appointment.
- ☐ You have completed the nationality box in Section 3
- ☐ You have provided both the service address and the usual residential address.
- ☐ Addresses must be a physical location. They cannot be a PO Box number (unless part of a full service address), DX or LP (Legal Post in Scotland) number
- ☐ You have included all former names used for business purposes over the last 20 years.
- ☐ You have enclosed a relevant section 243 application if applying for this at the same time as completing this form.
- ☐ The new director 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, apart from information relating to usual residential addresses.

**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 NR Belfast 1

Section 243 exemption

If you are applying for, or have been granted a section 243 exemption, please post this whole form to the different postal address below
The Registrar of Companies, PO Box 4082,
Cardiff, CF14 3WE

**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