

AP03

Appointment of secretary

BLUEPRINT**2000**

Please go to www.companieshouse.gov.uk

☒ **What this form is for**
You may use this form to appoint an individual as a secretary

☐ You cannot use this form if you are appointing a corporate secretary. To do this, please use form AP01 'Appointment of corporate secretary'

SATURDAY

A67L5UW3

A49

11/06/2011

13

COMPANIES HOUSE

1

Company number 5 6 3 2 7 5
Company name in full COSTAIN INTERNATIONAL LIMITED

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 secretary's appointment**

Date of appointment d 0 1 m 0 6 y 2 0 y 1 1

3**New secretary's details**

Title* Ms
Full forename(s) Tracey Alison
Surname Wood
Former name(s) ①

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

4**New secretary's service address ②**

Please complete your service address below

Building name/number Costain House
Street Vanwall Business Park
Post town Maidenhead
County/Region Berkshire
Postcode S L 6 4 U B
Country United Kingdom

② Secretary's 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

AP03

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5

Signatures

I consent to act as secretary of the above named company

New secretary's
signature

Signature

X

T. Wood

X

Authorising signature

Signature

X

[Handwritten signature]

X

This form may be signed and authorised by
Director ☒ Secretary, Person authorised ☒ 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 ¹

3 Additional former names

Use this space to enter any additional names

AP03

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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 Ms T A Wood, Company

Secretary

Address

Costain House

Vanwall Business Park

Post town

Maidenhead

County/Region

Berkshire

Postcode

S

L

6

4

U

B

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 match the information held on the public Register
- ☐ You have completed the date of appointment
- ☐ You have provided the service 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 included all former names used for business purposes over the last 20 years
- ☐ The new secretary 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.



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,
First Floor, Waterfront Plaza, 8 Laganbank Road,
Belfast, Northern Ireland, BT1 3BS
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