In accordance with Section 276 of the Companies Act 2006.

AP03
Appointment of secretary

Companies House

Go online to file this information
www.gov.uk/companieshouse

✓ What this form is for
You may use this form to appoint an individual as a secretary.

✗ What this form is NOT for
You cannot use this form if appointing a corporate secr To do this, please use form AP04 'Appointment of corp secretary'.

THURSDAY

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A14 16/06/2016 #31
COMPANIES HOUSE

1 Company details

Company number	0 1 0 6 2 9 0 9
Company name in full	43-45 HIGHDOWN AVENUE MANAGEMENT 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 secretary's appointment

Date of appointment	d0 d1 m0 m6 y2 y0 y1 y6

3 New secretary's details

Title*	MR.
Full forename(s)	PETER
Surname	BALLAM
Former name(s) ❶	

❶ Former name(s)
Please provide any previous names (including maiden or married names) which have been used for business purposes in the last 20 years.

Continue in section 7 if required.

4 New secretary's service address ❷

Please complete your service address below.

Building name/number	42,
Street	NEW BROADWAY
Post town	WORTHING
County/Region	W. SUSSEX
Postcode	B N 1 1 4 H S
Country	ENGLAND

❷ 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.

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5 Consent to act as secretary

Please tick the box to confirm consent.

☑ The company confirms that the person named in section 3 has consented to act as a secretary of the company named in section 1.

6 Signature

I am signing this form on behalf of the company.

Signature

Signature

X P. Smithbone X

This form may be signed and authorised by:
Director ❶, Secretary, Person authorised ❷, Administrator, Administrative Receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

❶ **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.

❷ **Person authorised**
Under either section 270 or 274 of the Companies Act 2006.

7 Additional former names (continued from Section 3)

Former names ❸

❸ **Additional former names**
Use this space to enter any additional names.

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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 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.
- ☐ You have ticked the consent to act statement.
- ☐ 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, 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 N.R. Belfast 1.

Further information

For further information, please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse