

# CH03

## Change of secretary's details

This form is part of the PROOF scheme. If your company is registered for PROOF, paper versions of this form will be rejected and sent back to the registered office address. Avoid unnecessary rejection and file online. You can view your company's PROOF status on the WebFiling Menu Screen.



You can use the WebFiling service to file this form online  
Please go to [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

☒ **What this form is for**  
You may use this form to change the details of an individual who is a secretary

☐ **What this form is NOT for**  
You cannot use this form to change the details of a secretary. To do this, please use form CH04 'Change of secretary's details'

FRIDAY



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\*A4HT6V2R\*

17/06/2011

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COMPANIES HOUSE

### 1 Company details

Company number 01567716

Company name in full RICHSIDE LIMITED

→ 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 <sup>①</sup>

Title\*  
Full forename(s) CLAIRE LOUISE  
Surname SCHMITZ

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 01/05/2011

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) CLAIRE LOUISE  
Surname EMMERSON

### 5 Change of service address <sup>②</sup>

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.  
  
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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Signature

Signature

I am signing this form on behalf of the company

Signature

X

*Commerson*

X

This form may be signed by

Director<sup>1</sup>, Secretary, Person authorised<sup>2</sup>, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor

<sup>1</sup> **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

<sup>2</sup> **Person authorised**

Under either section 270 or 274 of the Companies Act 2006

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## Change of secretary's details

**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 JH/TS/BAC

Company name BIRD LUCKIN,

STANSTED REGIONAL OFFICE

Address GATEWAY HOUSE,

42 HIGH STREET

Post town GREAT DUNMOW

County/Region ESSEX

Postcode C M 6 1 A H

Country UK

DX

Telephone 01371 873873

**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 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 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.companieshouse.gov.uk](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.companieshouse.gov.uk)