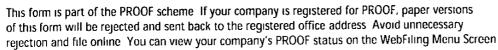
In accordance with Section 276 of the Companies Act 2006

# **CH03**

### Change of secretary's details





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 change
the details of an individual who is a
secretary

What this form is No You cannot use this fo changing the details o secretary To do this, pl form CH04 'Change of secretary's details'



A36 17/06/2011 COMPANIES HOUSE 12

1	Company details		
Company number	0 1 5 6 7 7 1 6	→ Filling in this form Please complete in typescript or in bold black capitals	
Company name in full	RICHSIDE LIMITED		
		All fields are mandatory unless specified or indicated by *	
2	Secretary's current details on the Register •		
Title*		Current details  This information is used to identify	
Full forename(s)	CLAIRE LOUISE	your details on the public record	
Surname	SCHMITZ		
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 ®		
Building name/numbe	r	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	
Street			
Post town			
County/Region		address is recorded in the company's register of secretaries as the	
Postcode		company's registered office  If you provide your residential address here it will appear on the public record	
Country			

### CH03 Change of secretary's details

6	Signature	
<del></del>	I am signing this form on behalf of the company	• Societas Europaea If the form is being filed on behalf
Signature	X Connerson X	of a Societas Europaea (SE) please delete 'director' and insert details of which organ of the SE the person signing has membership
	This form may be signed by Director <b>0</b> , Secretary, Person authorised <b>0</b> , Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor	Person authorised Under either section 270 or 274 of the Companies Act 2006

#### CH03

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 GREAT DUNMOW** County/Region ESSEX Country UK DΧ 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 Pegister
- ☐ 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 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