In accordance with Section 167 of the Companies Act 2006

# CH01 Change of director's details

You can use the WebFiling service to file this form online



	Please go to www companieshouse gov uk		
1	What this form is for You may use this form to change the details of an individual who is a director  What this form is NOT f You cannot use this form the details of a corporate To do this, please use forr 'Change of corporate dire details'  A13	*A5XNORU8* 21/02/2011 210 COMPANIES HOUSE	
1.	Company details		
Company number	0 1 8 4 7 1 2 8	→ Filling in this form Please complete in typescript or in	
Company name in full	Machinery Engineering Services Limited	bold black capitals	
		All fields are mandatory unless specified or indicated by *	
2	Director's current details on the Register •	· · · · · · · · · · · · · · · · · · ·	
Date of birth*	$\begin{bmatrix} d & 2 & d & d & d & d & d & d & d & d &$	• Current details This information is used to identify	
Title*	Mr	your details on the public record	
Full forename(s)	Maximilian Barry	This is voluntary information and if completed it will be placed on the	
Surname	Newey	public record	
3 -	Date of change of details		
Date of change of	$\begin{bmatrix} d & 0 & 0 & 0 & 0 \end{bmatrix} \begin{bmatrix} 0 & 0 & 0 & 0 & 0 \end{bmatrix} \begin{bmatrix} 0 & 0 & 0 & 0 & 0 & 0 \\ 0 & 0 & 0 & 0 &$		
details	Please complete the appropriate sections to indicate which of your details have changed		
4.	Change of name details		
Title*		New name Please enter your new name	
Full forename(s)  ●		Thease circl you new name	
Surname <b>9</b>			
5 .	Change of service address o	O Service address	
Building name/number		This is the address that will appear on the public record This does not	
Street		have to be your usual residential address	
Post town		Please state 'The Company's Registered Office' if your service	
County/Region		address is recorded in the company's register of directors as the company's registered office	
Postcode		If you provide your residential address here it will appear on the	
Country		public record	
	I confirm that there has been no change in the company's register of directors' residential addresses	Please complete Section 5a if your usual residential address has changed	

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6	Change of other details	
Change of Country/ State of residence		
Change of nationality		
Change of business occupation		
7	Signature	
Signature	I am signing this form on behalf of the company  Signature  X  This form may be signed by  Director O, Secretary, Person authorised O, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor	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 Person authorised Under either section 270 or 274 of the Companies Act 2006

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### **CH01**

Change of director'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 **Wallace Crooke Wallace House** 20 Birmingham Road Walsall **West Midlands** Postcode W S T **England** DX 01922 612287 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 in Section 3 the date of change of details ☐ If you have changed the service address, you have ticked the no change box in Section 5 to indicate no change in your usual residential address or provided

### 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 N R 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

your new usual residential address in Section 5a

Any new address 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)

You have entered the relevant change of details

number

☐ You have signed the form

## CH01 - Supplementary guidance Change of director's details

### Supplementary guidance

In completing this form you will need to know how the operation of the register of directors and register of directors' residential addresses kept by the company affects it

### A Entries for a director

Companies have to keep two registers of directors

- The register of directors, which will contain all the directors' particulars except for the residential address and,
- The register of directors' residential addresses

You must inform Companies House of both addresses for each of your directors. We put the service address on the public register, but keep the residential address secure and only allow certain people to see it.

If the two addresses are the same for a director, you can enter the service address in the register of directors, and simply enter "same as service address" in the register of directors' residential addresses

### Changes of address where you have used the "same as service address" facility

### B1. Changing both addresses to the same address

If the director is changing both addresses to the same new address, the registers will look as follows

- Register of directors

Original entry

1 High Street

Anytown

AN1 1AA

New entry

2 Low Street

Anytown

AN1 1BB

Register of directors' residential addresses

Original entry
"Same as service address"

New entry

Residential address remains the same as the service address. There is no need for a new entry in the register as the existing "same as" entry is still correct.

You must complete form CH01 and enter the new service address in Section 5. As the entry in your residential address register has not changed (because it is still the "same as" the service address), you would tick the box in Section 5 (confirming that there has been no change to the register of directors' residential addresses). You would not then complete Section 5A

### **B2** Change of service address only

If the director is only moving his service address, and not moving his residential address as well, the registers will look as follows

- Register of directors

Original entry
1 High Street
Anytown
AN1 1AA
New entry
2 Low Street
Anytown
Anytown
AN1 1BB

Register of directors' residential addresses

Original entry
"Same as service address"

1 High Street
Anytown
AN1 1AA

You must complete form CH01 and enter in Section 5 the new service address. As the entry in your directors' residential address register has changed, (because it is not now the "same as" the service address), you do not tick the box (as there has been a change in the register of director' residential addresses). You need to complete Section 5A with the residential address.

### **B3** Change of residential address only

If, however, the director is only moving his residential address, and not moving his service address as well, the registers will look as follows

- Register of directors

Original entry

1 High Street

Anytown

AN1 1AA

New entry

1 High Street

Anytown

AN1 1AA

AN1 1AA

- Register of directors residential addresses

Original entry
"Same as service address"

2 Low Street
Anytown
AN1 1BB

You must complete form CH01 Do not complete the service address or tick box in Section 5 as the usual residential address is now not the same as the service address. The entry in the register of directors' residential addresses has changed, so you need to complete Section 5A with the residential address.

### Changes of address where the addresses are different

If the addresses in the two registers are different, you will need to complete the appropriate part of the form to record any address changes. So, if only the service address changes, you only complete Section 5 and tick the box to show there has been no change to the register of residential addresses. If only the residential address changes, you only complete Section 5A. If both addresses change you would complete Section 5, but not tick the box (as there has been a change in the register of directors' residential addresses), and then complete Section 5A with the residential address.