

AR01

Annual Return

(For returns made up to a date on or **after 1 October 2011**)



Companies House

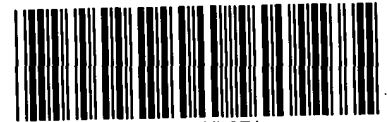
A fee is payable with this form
Please see 'How to pay' on the
last page.

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 confirm
that the company information is
correct as at the date of this return.
You must file an Annual Return at
least once every year.

☒ **What this form is NOT for**
You cannot use this form to
notice of changes to the company
officers, registered office address,
company type or information
relating to the company records.

FRIDAY



A15 *A405WL2P* 30/01/2015 #383
COMPANIES HOUSE

Part 1

Company details

The section must be completed by all companies.

→ **Filling in this form**
Please complete in typescript or in
bold black capitals.
All fields are mandatory unless
specified or indicated by *

A1 Company details

Company number 02140328
Company name in full 17 COLEHERNE ROAD RESIDENTS
COMPANY LTD.

① **Company name change**
If your company has recently
changed its name, please provide
the company name as at the date of
this return.

A2 Return date

Please give the annual return made up date. The return date must not be a future
date. The annual return must be delivered within 28 days of the date given below.
If you would like the company's made up date to be earlier than 1 October 2011,
please complete the AR01 appropriate for earlier made up dates.

Date of this return ② 27 01 2015

② **Date of this return**
Your company's return date
is usually the anniversary of
incorporation or the anniversary
of the last annual return filed at
Companies House. You may choose
an earlier return date but it must not
be a later date.

A3 Principal business activity

Please show the trade classification code number(s) for the principal
activity or activities. ③

Classification code 1 9800
Classification code 2 68320
Classification code 3 74990
Classification code 4

③ **Principal business activity**
You must provide a trade
classification code (SIC code 2007)
or a description of your company's
main business in this section.
A full list of the trade classification
codes are available on our website:
www.companieshouse.gov.uk

If you cannot determine a code, please give a brief description of your
business activity below:

Principal activity
description FREEHOLD AND MANAGEMENT
COMPANY OF RESIDENTIAL
BUILDING (NON PROFIT MAKING)
OWNED BY THE FIVE LESSEES

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A4

Company type¹

Please confirm your company type by ticking the appropriate box below (only one box must be ticked):

- ☐ Public limited company
☒ Private company limited by shares
☐ Private company limited by guarantee
☐ Private company limited by shares exempt under section 60
☐ Private company limited by guarantee exempt under section 60
☐ Private unlimited company with share capital
☐ Private unlimited company without share capital

¹ Company type

If you are unsure of your company type, please check your latest certificate of incorporation or our website:

www.companieshouse.gov.uk

A5

Registered office address²

Building name/number	17 60
Street	COLEHERNE ROAD
Post town	LONDON
County/Region	
Postcode	SW10 9BS

² Change of registered office

This must agree with the address that is held on the Companies House record at the date of this return.

If the registered office address has changed, you should complete form AD01 and submit it together with this annual return.

A6

Single alternative inspection location (SAIL) of the company records (if applicable)³

Building name/number	
Street	
Post town	
County/Region	
Postcode	

³ SAIL address

This must agree with the address that is held on the Companies House record at the date of this return.

If the address has changed, you should complete form AD02 and submit it together with this annual return.

A7

Location of company records⁴

Please tick the appropriate box to indicate which records are kept at the SAIL address in Section A6:

- ☐ Register of members.
☐ Register of directors.
☐ Directors' service contracts.
☐ Directors' indemnities.
☐ Register of secretaries.
☐ Records of resolutions etc.
☐ Contracts relating to purchase of own shares.
☐ Documents relating to redemption or purchase of own share out of capital by private company.
☐ Register of debenture holders.
☐ Report to members of outcome of investigation by public company into interests in its shares.
☐ Register of interests in shares disclosed to public company.
☐ Instruments creating charges and register of charges: England and Wales or Northern Ireland.
☐ Instruments creating charges and register of charges: Scotland.

⁴ Location of company records

If the company records are held at the registered office address, **do not** tick any of the boxes in this section.

Certain records must be kept by every company while other records are only kept by certain company types where appropriate.

If the records are not kept at the SAIL address, they must be available at the registered office.

If any of the company records have moved from the registered office to the address in Section A6 since the last annual return, you must complete form AD03 and submit it together with this annual return.

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Part 2

Officers of the company

This section should include details of the company at the date to which this annual return is made up.

- For a **secretary** who is an individual, go to **Section B1**.
- For a **corporate secretary**, go to **Section C1**.
- For a **director** who is an individual, go to **Section D1**.
- For a **corporate director**, go to **Section E1**.

Continuation pages

Please use a continuation page if you need to enter more officer details.

Secretary

B1

Secretary's details ^①

Please use this section to list all the secretaries of the company.
For a corporate secretary, complete Section C1-C4.

Title*	MR
Full forename(s)	MICHAEL DAVID
Surname	VESSEY
Former name(s) ^②	

① Secretary appointments

You may not use this form to appoint a secretary. To do this, please complete form AP03 and submit it together with this annual return.

Corporate details

Please use Section C1-C4 to enter corporate secretary details.

Secretary details

All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form CH03.

② Former name(s)

Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.

B2

Secretary's service address ^③

Building name/number	THE COMPANIES REGISTERED
Street	OFFICE
Post town	
County/Region	
Postcode	
Country	

③ Service address

If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

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Corporate secretary**C1 Corporate secretary's details ^①**

Please use this section to list all the corporate secretaries of the company.

Corporate body/firm
name

Building name/number

Street

Post town

County/Region

Postcode

Country

① Corporate secretary appointments

You cannot use this form to appoint a corporate secretary. To do this, please complete form **AP04** and submit it together with this annual return.

Corporate secretary details

All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form **CH04**.

This information will appear on the public record.

C2 Location of the registry of the corporate body or firm

Is the corporate secretary registered within the European Economic Area (EEA)?

→ Yes Complete **Section C3 only**→ No Complete **Section C4 only****C3 EEA companies ^②**

Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.

Where the company/
firm is registered ^③

Registration number

② EEA

A full list of countries of the EEA can be found in our guidance:
www.companieshouse.gov.uk

③ This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).

C4 Non-EEA companies

Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.

Legal form of the
corporate body
or firm

Governing law

If applicable, where
the company/firm is
registered ^④If applicable, the
registration number**④ Non-EEA**

Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register.

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(For returns made up to a date on or after 1 October 2011)

Director**D1****Director's details ¹**

Please use this section to list all the directors of the company.
For a corporate director, complete Section E1-E4.

Title*	MR
Full forename(s)	GILLES ALEX MAXIME
Surname	BONVARLET
Former name(s) ² ☒	
Country/State of residence	UK
Nationality	BRITISH / FRENCH
Date of birth	^d 1 ^m 9 ^y 10 ^m 2 ^y 19 ^y 6 ^y 4
Business occupation (if any) ☒	COMPANY DIRECTOR

¹ Director appointments

You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.

Corporate details

Please use Section E1-E4 to enter corporate director details.

Director details

All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form CH01.

² Former name(s)

Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.

D2**Director's service address ³**

Building name/number	17
Street	COLEHERNE ROAD
Post town	
County/Region	
Postcode	SW109BS
Country	

³ Service address

If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

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(For returns made up to a date on or after 1 October 2011)

Director**D1 Director's details ^①**

	Please use this section to list all the directors of the company. For a corporate director, complete Section E1-E4.	
Title*	MR	
Full forename(s)	JEREMY JAMES	
Surname	RINGWAY	
Former name(s) ^②	/	
Country/State of residence	UK	
Nationality	BRITISH	
Date of birth	d 04 m 08 y 1957.	
Business occupation (if any)		

① Director appointments
You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.

Corporate details
Please use Section E1-E4 to enter corporate director details.

Director details
All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form CH01.

② Former name(s)
Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.

D2 Director's service address ^③

Building name/number	17
Street	COLEHERNE ROAD
Post town	LONDON
County/Region	
Postcode	SW10 9BS
Country	

③ Service address
If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

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Part 3

Statement of capital ¹

Does your company have share capital?

→ Yes Complete the sections below and the following Part 4.

→ No Go to Part 5 (Signature).

¹ This should reflect the company's capital status at the made up date of this annual return.

F1

Share capital in pound sterling (£)

Please complete the table below to show each class of shares held in pound sterling.

If all your issued capital is in sterling, only complete Section F1 and then go to Section F4.

Class of shares (E.g. Ordinary/Preference etc.)	Amount paid up on each share ²	Amount (if any) unpaid on each share ²	Number of shares ³	Aggregate nominal value ⁴
ORDINARY	£1.		5	£5.00.
				£
				£
				£
Totals			5	£5.00

F2

Share capital in other currencies

Please complete the table below to show any class of shares held in other currencies.

Please complete a separate table for each currency.

Currency				
Class of shares (E.g. Ordinary/Preference etc.)	Amount paid up on each share ²	Amount (if any) unpaid on each share ²	Number of shares ³	Aggregate nominal value ⁴
Totals				

Currency

Class of shares (E.g. Ordinary/Preference etc.)	Amount paid up on each share ²	Amount (if any) unpaid on each share ²	Number of shares ³	Aggregate nominal value ⁴
Totals				

F3

Totals

Please give the total number of shares and total aggregate nominal value of issued share capital.

Total number of shares

five

Total aggregate
nominal value ⁵

£5.00

⁵ Total aggregate nominal value
Please list total aggregate values in
different currencies separately. For
example: £100 + €100 + \$10 etc.² Including both the nominal value and any
share premium.³ Number of shares issued multiplied by
nominal value of each share.⁴ Total number of issued shares in this class.

Continuation Pages

Please use a Statement of Capital continuation
page if necessary.

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(For returns made up to a date on or **after 1 October 2011**)**F4****Statement of capital (Voting rights)**

Please give the prescribed particulars of rights attached to shares for each class of share shown in the statement of capital share tables in **Sections F1 and F2**.

Class of share

ORDINARY

Voting rights

FULL VOTING RIGHTS

Class of share

Voting rights

Class of share

Voting rights

Class of share

Voting rights

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(For returns made up to a date on or **after 1 October 2011**)**Part 4****Shareholders**

Does your company have share capital?

→ Yes go to **Section G1** 'Companies with share capital'.→ No Go to **Part 5 (Signature)**.**G1****Companies with share capital**

Question 1

Were any of the company's shares admitted to trading on a market at any time during this return period? Please tick the appropriate box below: ❶

☒ No go to **Section G2** 'Past and present shareholders'.☐ Yes go to **Question 2**.

❶ A market is one established under the rules of a UK recognised investment exchange or any other regulated markets in or outside of the UK, or any other market outside of the UK. The current UK recognized investment exchanges and regulated markets can be found at: www.fsa.gov.uk/register/exchanges.do

Question 2

Please only refer to Question 2 below if you have answered 'Yes' to Question 1. If you answered 'No', please go to Section G2 'Past and present shareholders'.

Did the company, throughout the return period, have any shares admitted to trading on a relevant market and was it, throughout the return period, an issuer to which DTR5 applies? Please tick the appropriate box below: ❷

☐ No go to **Section G4** 'Shareholders who hold at least 5% of any class of shares of the company as at the made up date of the return'.☐ Yes go to **Part 5 'Signature'**

❷ DTR5 refers to the Vote Holder and Issuer Notification Rules contained in Chapter 5 of the Disclosure and Transparency Rules source book issued by the Financial Services Authority. Notification is required when the percentage acquisition of a shareholder in the company has reached a certain threshold (starting at 3%).

G2**List of past and present shareholders ❸**

The company is required to provide a full list of past and present shareholders if one was not included with either of the last two returns. Please tick the appropriate box below:

☐ There were no shareholder changes in this period. Go to **Part 5 (Signature)**.☐ A full list of shareholders is enclosed.☒ A list of shareholder changes is enclosed.

How is the list of shareholders enclosed. Please tick the appropriate box below:

☒ The list of shareholders is enclosed on paper. Go to **Section G3**. 'List of past and present shareholders'☐ The list of shareholders is enclosed in another format. Go to **Part 5 (Signature)**.

❸ This section only applies to companies answering 'No' in Section G1.

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G3

List of past and present shareholders¹

Changes during this period to shareholders' particulars or details of the amount of stock or shares transferred must be completed each year.

You must provide a 'full list' of all company shareholders on:

- The company's first annual return following incorporation;
- Every third annual return after a full list has been provided.

¹Please list the company shareholders in alphabetical order.

Joint shareholders should be listed consecutively.

Further shareholders

Please use a 'List of past and present shareholders' continuation page if necessary.

This section only applies to companies answering 'No' to Question 1 in Section G1.

Shareholder's Name (Address not required)	Class of share	Shares or stock currently held		Shares or stock transferred (if appropriate)	
		Number of shares or amount of stock	Number of shares or amount of stock	Date of registration of transfer	
PAULINE GEMMA BILLINGTON	ORDINARY	NONE ONE	ONE	23 '11' 2014	
				/ /	
				/ /	
				/ /	
				/ /	
				/ /	
				/ /	
				/ /	
				/ /	
				/ /	
				/ /	

(For returns made up to a date on or **after 1 October 2011**)

Shareholders who hold at least 5% of any class of share(s) of the company as at the made up date of this return

→ Go to **Part 5 (Signature)**

Please use a 'Shareholders who hold at least 5% of any class of share(s) of the company as at the made up date of this return' continuation page if necessary.

CHFP000
10/11 Version 5.0

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(For returns made up to a date on or **after 1 October 2011**)

Part 5

Signature

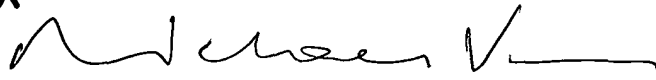
This must be completed by all companies.

I am signing this form on behalf of the company.

Signature

Signature

X



X

This form may be signed by:

Director^①, Secretary, Person authorised^②, 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.

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(For returns made up to a date on or **after 1 October 2011**)



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 **MICHAEL VESSEY**

Company name **17 WOLHERNE RD**

RESIDENTS CO LTD

Address **17 WOLHERNE RD**

Post town **LONDON.**

County/Region

Postcode **SW109BS**

Country **UK**

DX

Telephone **07870 673816**



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ That if the made up date of the return is any earlier than 1 October 2011, you must complete the appropriate form AR01.
- ☐ The company name and number match the information held on the public Register.
- ☐ You have completed your principal business activity.
- ☐ You have not used this form to make changes to the registered office address.
- ☐ You have not used this form to make changes to secretary and director details.
- ☐ You have fully completed the Statement of capital (if applicable).
- ☐ You have signed the form.
- ☐ You have enclosed the correct fee.



Important information

Please note that all information on this form will appear on the public record.



How to pay

A fee of £40 is payable to Companies House in respect of an Annual Return

Make cheques or postal orders payable to 'Companies House.'



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

AR01 - continuation page

Annual Return

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Director

D1 Director's details ①	
Please use this section to list all the directors of the company. For a corporate director, complete Section E1-E4.	
Title*	MS
Full forename(s)	MARIE - THERESE ANNE
Surname	ROSSI
Former name(s) ②	
Country/State of residence	UK
Nationality	BRITISH
Date of birth	^d 08 ^m 12 ^y 1957
Business occupation (if any)	NONE
	LOCAL COUNCILLOR

① Director appointments
You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.

Corporate details
Please use Section E1-E4 to enter corporate director details.

Director details
All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form CH01.

② Former name(s)
Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.

D2 Director's service address ③	
Building name/number	17.
Street	COLEHERNE ROAD
Post town	
County/Region	
Postcode	
Country	

③ Service address
If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

AR01 - continuation page

Annual Return

(For returns made up to a date on or after 1 October 2011)

Director

D1 Director's details ^①	
Please use this section to list all the directors of the company. For a corporate director, complete Section E1-E4.	
Title*	MR
Full forename(s)	DANIEL
Surname	MANQU.
Former name(s) ^②	
Country/State of residence	UK
Nationality	BRITISH
Date of birth	d d m m y y y y
Business occupation (if any)	COMPANY DIRECTOR

① Director appointments
You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.

Corporate details
Please use Section E1-E4 to enter corporate director details.

Director details
All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form CH01.

② Former name(s)
Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.

D2 Director's service address ^③	
Building name/number	1A
Street	COLEHERNE ROAD
Post town	LONDON
County/Region	
Postcode	SW10 9BS
Country	

③ Service address
If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

AP01

Appointment of director



Companies House

This form is part of the FPROOF scheme. If your company is registered for FPROOF, 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 FPROOF status on WebFiling.

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 appoint
an individual as a director.

☐ **What this form is NOT for**
You cannot use the form to appoint
a corporate director. To do this,
please use form AP02 'Appointment
of corporate director'.

For further information, please
refer to our guidance at
www.companieshouse.gov.uk

1 Company details

Company number **02140328**
Company name in full **17 COLEHERNE ROAD RESIDENTS
COMPANY LTD**

→ **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 director's appointment

Date of appointment **23 11 2014**

3 New director's details

Title* **MES**
Full forename(s) **SARAH**
Surname **MASON**
Former name(s) ¹
Country/State of residence ² **UNITED KINGDOM**
Nationality **BRITISH**
Date of birth **30 05 1965**
Business occupation (if any) ³ **MARKETING DIRECTOR**

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.

2 Country/State of residence
This is in respect of your usual
residential address as stated in
Section 4a.

3 Business occupation
If you have a business occupation,
please enter here. If you do not,
please leave blank.

4 New director's service address ⁴

Please complete your service address below. You must also complete your usual
residential address in Section 4a.
Building name/number **17A**
Street **COLEHERNE ROAD**
Post town **LONDON**
County/Region **UNITED KINGDOM**
Postcode **SW10 9BS**
Country **UNITED KINGDOM**

4 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 directors as the
company's registered office.

If you provide your residential
address here it will appear on the
public record.

This page is not shown on the public record



Do not cover this barcode

4a

New director's usual residential address ①

	Please complete your usual residential address below.
Building name/number	17A
Street	COLEHERNE ROAD
Post town	LONDON
County/Region	
Postcode	SW10 9BS
Country	UNITED KINGDOM

① New director's usual residential address

Please state 'Same as service address' in this section if your usual residential address is recorded in the company's register of director's residential addresses as 'Same as service address'.

You cannot state 'Same as service address' if your service address has been stated in Section 4 as 'The Company's Registered Office'. You will need to complete the address in full.

This address cannot be a PO Box, DX or LP (Legal Post in Scotland) number.

Section 243 of
Companies Act 2006

Section 243 exemption ②

Only tick the box below if you are in the process of applying for, or have been granted, exemption by the Registrar from disclosing your usual residential address to credit reference agencies under section 243 of the Companies Act 2006.

☐

Different postal address:

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.

Where you are applying for a section 243 exemption with this notice, the application and this form must be posted together.

② If you are currently in the process of applying for, or have been granted, a section 243 exemption, you may wish to check you have not entered your usual residential address in Section 4 as this will appear on the public record.

AP01
Appointment of director

5

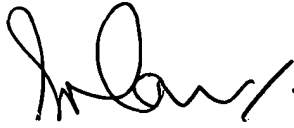
Signatures

I consent to act as director of the above named company.

New director's
signature

Signature

X

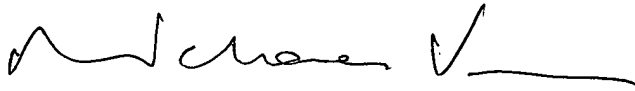


X

Authorising signature

Signature

X



X

This form may be signed and authorised by:
Director ^①, Secretary, Person authorised ^②, 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 ^③

③ Additional former names

Use this space to enter any additional names.

AP01

Appointment of director

**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

SARAH MASON

Company name

Address

17A COLCHERNE ROAD

Post town

LONDON

County/Region

Postcode

S W 1 0 9 B S

Country

UNITED KINGDOM

DX

Telephone

07785 254169

**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 provided a business occupation if you have one.
- ☐ You have provided a correct date of birth.
- ☐ You have completed the date of appointment.
- ☐ You have completed the nationality box in Section 3.
- ☐ You have provided both the service address and the usual residential address.
- ☐ Addresses 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) number.
- ☐ You have included all former names used for business purposes over the last 20 years.
- ☐ You have enclosed a relevant section 243 application if applying for this at the same time as completing this form.
- ☐ The new director 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, 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