AP03

Appointment of secretary



You can use the WebFiling service to file this form online. Please go to www.companieshouse.gov.uk What this form is for What this form is NOT for For further information, places You may use this form to appoint You cannot use this form if you are an individual as a secretary. appointing a corporate To do this, please use 1 AP04 'Appointment of secretary'. 09/07/2014 Company details COMPANIES HOUSE Company number riease complete in typescript or in bold black capitals. Company name in full HILLTOP GREEN RESIDENTS COMPANY LIMITED All fields are mandatory unless specified or indicated by * Date of secretary's appointment | o Date of appointment **|**"6 New secretary's details Title* • Former name(s) MR Please provide any previous names Full forename(s) which have been used for business TIMOTMY GORDON JAMES purposes in the past 20 years. Surname STARLING Married women do not need to give former names unless previously used Former name(s) • NIA for business purposes. Continue in section 6 if required. New secretary's service address @ Please complete your service address below. Secretary's service address This is the address that will appear on the public record. This **Building name/number** THE COMPANY'S REGISTERED OFFICE does not have to be your usual residential address. Street Please state 'The Company's Registered Office' if your service address is recorded in the company's register of secretaries as the Post town company's registered office. County/Region If you provide your residential address here it will appear on the Postcode public record. Country

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5	Signatures							
	I consent to act as secretary of the above named company.	• Societas Europaea						
New secretary's signature	Signature X	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 persor signing has membership.						
Authorising signature	X D. Ansell X	O Person authorised Under either section 270 or 274 of the Companies Act 2006.						
	This form may be signed and authorised by: Director •, Secretary, Person authorised •, Administrator, Administrative Receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.							
6	Additional former names (continued from Section 3)	<u> </u>						
Former names [©]		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				
Сотрапу пате				
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.
- $\hfill \square$ 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.
- $\hfill\Box$ The new secretary 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.

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, First Floor, Waterfront Plaza, 8 Laganbank Road, Belfast, Northern Ireland, BT1 3BS. DX 481 N.R. Belfast 1.

i 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