

CH03

Change of secretary's details

BLUEPRINT

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WEDNESDAY



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25/09/2013

#504

COMPANIES HOUSE

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 NOT for**
You cannot use this form if you are
changing the details of a corporate
secretary. To do this, please use
form CH04 'Change of corporate
secretary's details'

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

1 Company details

Company number

Company name in full

→ **Filing 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 ①

Title*
Full forename(s)
Surname

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

Please complete the appropriate sections to indicate which of your details
have changed

4 Change of name details

Title*
Full forename(s)
Surname

5 Change of service address ②

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

I am signing this form on behalf of the company

Signature

Signature

X



X

This form may be signed by
Director ❶ Secretary, Person authorised ❷ Administrator, Administrative receiver,
Receiver, Receiver manager, Charitable commission receiver and manager,
CIC manager, Judicial factor

❶ 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

❷ Person authorised

Under either section 270 or 274 of the Companies Act 2006

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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	AT Foster
Company name	VolkerFitzpatrick Limited
Address	Hertford Road
Post town	Hoddesdon
County/Region	Hertfordshire
Postcode	E N 1 1 9 B X
Country	United Kingdom
DX	
Telephone	01992 305000



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 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