

AP04

Appointment of corporate secretary

form produced by

PC Share Register

Ver. 14.02

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 a corporate
body or firm as secretary.

☐ **What this form is NOT for**
You cannot use the form if you are
appointing an individual as a
secretary. To do this, please use
AP03 'Appointment of secretary'.

TUESDAY



LTWX5H6Z

LD4

02/02/2010

COMPANIES HOUSE

17

1 Company details

Company number 0 2 4 7 0 2 6 8

Company name in full
Governors Court Management Co Ltd.

→ Filling in this form

Please complete in typescript
or in bold black capitals.

All fields are mandatory unless
specified or indicated by *

2 Date of corporate secretary's appointment

Date of appointment d 2 0 m 0 1 y 2 0 y 1 0

3 New corporate secretary's details ^①

Corporate body/firm
name CoSec Management Services Limited

Building name/number 2 The Gardens Office Village

Street

Post town Fareham

County/Region Hampshire

Postcode P O 1 6 8 S S

Country United Kingdom

① Registered or principal address

This is the address that will
appear on the public record. This
address must be a physical
location for the delivery of
documents. It cannot be a PO
box number (unless contained
within a full address), a DX
number or LP (Legal post in
Scotland) number.

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

→ Yes Complete Section 4

→ No Complete Section 5

4 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.

② EEA

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

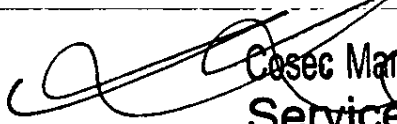
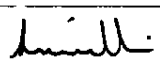
③ This is the register mentioned in
Article 3 of the First Company
Law Directive (68/151/EEC).

Where the company/
firm is registered ^③ England

Registration number 5953318

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5	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 ❶			
Registration number			
			❶ 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.
6	Signature		
	I consent to act as secretary of the above named company.		
New secretary's signature	Signature X  CoSec Management Services Ltd. X	❷ 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.	
Authorising signature	Signature X  FOR AND ON BEHALF OF COUNTRYWIDE PROPERTY MANAGEMENT X	❸ Person authorised Under either section 270 or 274 of the Companies Act 2006.	
	This form may be signed by: Director ❹, Secretary, Person Authorised ❶, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.		

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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	
Company name	CoSec Management Services Limited
Address	2 The Gardens Office Village
Post town	Fareham
County/Region	Hampshire
Postcode	P O 1 6 8 S S
Country	United Kingdom
DX	
Telephone	01329 285858

**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.
- ☐ You have entered the new corporate secretary's 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 completed either section 4 or section 5.
- ☐ An officer of the new corporate 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.

**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