

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**
You may use this form to appoint
an individual as a secretary

☐ **What this form is NOT for**
You cannot use this form if
appointing a corporate secretary.
To do this, please use form
AP04 'Appointment of corporate
secretary'

WEDNESDAY



A2EPTTPS

A17

14/08/2013

#15

COMPANIES HOUSE

1 Company details

Company number 0 2 9 7 4 9 1 9

Company name in full ROOKWOOD PARK OWNERS ASSOCIATION LIMITED

→ **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 secretary's appointment

Date of appointment 02 01 2006 20 13

3 New secretary's details

Title* MRS

Full forename(s) SARAH ABIGAIL

Surname SCOTT

Former name(s) ①

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

4 New secretary's service address ②

Please complete your service address below

Building name/number 45

Street ROOKWOOD PARK

Post town HORSHAM

County/Region WEST SUSSEX

Postcode R H 1 2 1 U B

Country UK

② Secretary's 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


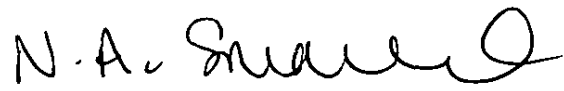
If you provide your residential
address here it will appear on the
public record

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Signatures

I consent to act as secretary of the above named company.		
New secretary's signature	Signature X  X	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
Authorising signature	Signature X  X	
This form may be signed and authorised by Director ❶ , Secretary, Person authorised ❷ , Administrator, Administrative Receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor		

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Additional former names (continued from Section 3)

Former names ❶	Sarah Abigail York	❶ Additional former names Use this space to enter any additional names.
	Sarah Abigail Walker	
	SARAH ABIGAIL YORK	
	SARAH ABIGAIL WALKER	

1. The first part of the report discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the company's financial health and for providing reliable information to stakeholders. The report also highlights the need for transparency and accountability in all financial dealings.

2. The second part of the report provides a detailed overview of the company's current financial position. It includes a summary of the company's assets, liabilities, and equity. The report also discusses the company's revenue and expenses for the reporting period, as well as its net income. This information is presented in a clear and concise manner, allowing stakeholders to easily understand the company's financial performance.

3. The third part of the report discusses the company's future financial outlook. It includes a forecast of the company's revenue and expenses for the next year, as well as a discussion of the company's financial goals and objectives. The report also discusses the company's risk management strategy and its plans for addressing any potential financial risks.

4. The fourth part of the report discusses the company's compliance with applicable laws and regulations. It includes a summary of the company's internal controls and procedures, as well as a discussion of the company's efforts to ensure compliance with all applicable laws and regulations. The report also discusses the company's plans for improving its compliance program and for addressing any potential compliance issues.

"I am very pleased with the results of the audit and with the company's financial performance. The audit has provided us with valuable information and has helped us to identify areas for improvement. We are confident that the company is well-positioned to achieve its financial goals and objectives in the future."

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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

MALINS MANAGEMENT

Address

WHARF FARM

NEWBRIDGE ROAD

Post town

BILLINGSHURST

County/Region

WEST SUSSEX

Postcode

R H 1 4 0 J G

Country

UK

DX

Telephone

01403 786623

**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 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.
- ☐ 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,
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

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1. The first part of the report is a general introduction to the subject of the study. It discusses the importance of the problem and the objectives of the research. The second part is a literature review, which surveys the work of other researchers in the field. The third part is a description of the methods used in the study. The fourth part is a presentation of the results, and the fifth part is a discussion of the findings and their implications.

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