In accordance with Section 276 of the Companies Act 2006

AP04

Appointment of corporate secretary

form produced by

PC Share Registers

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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 f AP03 'Appointment of secretary'



17/06/2011 COMPANIES HOUSE

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→ Filling in this form Please complete in typescript	
or in bold black capitals All fields are mandatory unless specified or indicated by *	
Registered or principal address This is the address that will appear on the public record The 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	
EEA A full list of countries of the EEA can be found in our guidance www companieshouse gov uk This is the register mentioned in Article 3 of the First Company	
	Law Directive (68/151/EEC)

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Appointment of corporate secretary

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.	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
Signature	
Signature Cosec Management Services Ltd.	membership Person authorised Under either section 270 or 274 of the Companies Act 2006
Signature X This form may be signed by Director , Secretary, Person Authorised , Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor	
	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 Signature

AP04

Appointment of corprate secretary

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 Ρ 0 S S Country United Kingdom ĐΧ 01329 285858 Checklist We may return forms completed incorrectly or with information missing

Please make sure you have remembered the		
TOI	lowing	
	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
- ☐ You have provided an authorising signature

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

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