

# AP03

## Appointment of secretary

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Ver 14 02

You can use the WebFiling service to file this form online.  
Please go to [www.companieshouse.gov.uk](http://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 NO**  
You cannot use the form  
appointing a corporate secretary  
To do this, please use form  
'Appointment of corporate secretary'

THURSDAY



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21/10/2010

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COMPANIES HOUSE

### 1 Company details

Company number 03615032  
Company name in full Sovereign House (Eastbourne) 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 d 1 4 m 0 8 y 2 0 y 1 0

### 3 New secretary's details

Title \* Mr  
Full forename(s) Peter  
Surname Sanders  
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 220 Victoria Drive

Street

Post town Eastbourne

County/Region East Sussex

Postcode BN20 8QN

Country United Kingdom



#### 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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Appointment of secretary

<b>5</b>		<b>Signatures</b>	
		I consent to act as secretary of the above named company	
New secretary's signature	Signature	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			
Authorising signature	Signature	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			
		This form may be signed by Director ❶, Secretary, Person Authorised ❷, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity 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

<b>6</b>		<b>Additional former names</b> (continued from Section 3)	
Former names ❸		<b>❸ Additional former names</b> Use this space to enter any additional names	

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## Appointment of 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

Graham Ralph &amp; Co Limited

Address

4a Gildredge Road

Post town

Eastbourne

Country/Region

East Sussex

Postcode

B N 2 1 4 R L

Country

United Kingdom

DX

Telephone

01323 725720

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

**Section 243 exemption**

If you are applying for, or have been granted a section 243 exemption, please post this whole form to the different postal address below  
The Registrar of Companies, PO Box 4082,  
Cardiff, CF14 3WE

**Further information**

For further information, please see the guidance notes on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.companieshouse.gov.uk)**