

AP03

Appointment of secretary

This form is part of the PROOF scheme. If your company is registered for PROOF, paper versions of this form will be rejected and sent back to the registered office address. Avoid unnecessary rejection and file online. You can view your company's PROOF status on the WebFiling Menu Screen.



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'



1 Company details

Company number: 0 3 7 8 5 6 0 7
Company name in full: ACACIA VILLAS FREEHOLDERS LTD

→ **Filing 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 d 7 m 1 m 1 y 2 y 0 y 1 y 1

3 New secretary's details

Title*: MR
Full forename(s): BRIAN
Surname: BROWN
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 ①

Please complete your service address below

Building name/number: THE COMPANY'S REGISTERED OFFICE
Street:
Post town:
County/Region:
Postcode:
Country:

① **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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5

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.		

6

Additional former names (continued from Section 3)

Former names ❶		❶ Additional former names Use this space to enter any additional names.