

CH03

Change of secretary's details

form produced by

PC Share Register

Ver 16 03

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
change the details of an
individual who is a secretary

☐ **What this form is NOT for**
You cannot use this form to
change the details of a corporate
secretary. To do this, please use
'Change of corporate secretary
details'

FRIDAY



A33

A283FVMA

10/05/2013

#35

COMPANIES HOUSE

1 Company details

Company number 04500262

Company name in full ALAN KOTZ ASSOCIATES (INTERNATIONAL) LTD

→ Filling in this form

Please complete in typescript
or in bold black capitals

All fields are mandatory unless
specified or indicated by *

2 Secretary's current details on the Register *

Title *

Full forename(s) Jane Geddes

Surname Kotz

② Current details

This information is used to identify
your details on the public
record

3 Date of change of details

Date of change of details 403 05 2013

Please complete the appropriate sections to indicate which of your details
have changed

4 Change of name details

Please enter your new name

Title *

Full forename(s)

Surname

5 Change of service address *

Building name/number The Company's Registered Office

Street

Post town

County/Region

Postcode

Country

② 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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Signature

Signature

I am signing this form on behalf of the company

Signature

X



X

① **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

② **Person authorised**
Under either section 270 or 274 of the Companies Act 2006

This form may be signed by
Director ①, Secretary, Person Authorised ②, Administrator,
Administrative receiver, Receiver, Receiver manager, Charitable commission
receiver and manager, CIC manager, Judicial factor

CH01

Change of director's details



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	Harris Lipman LLP
Address	2 Mountview Court, 310 Friern Barnet Lane
Post town	Whetstone
Country/Region	London
Postcode	N 2 0 0 Y Z
Country	United Kingdom
DX	132890 Whetstone 2
Telephone	(020) 8446 9000



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 in Section 3 the date of change of details

If you have changed the service address, you have ticked the no change box in Section 5 to indicate no change in your usual residential address or provided your new usual residential address in Section 5a

Any new address must be a physical location
They cannot be a PO Box number (unless part of a full service address), DX or LP (Legal Post in Scotland) number

You have entered the relevant change of details
You have signed the form



Important information

Please note that all information on this form will appear on the public record, apart from information relating to usual residential addresses.



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

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 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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Please make sure you have remembered the following:

- The company name and number match the information held on the public Register
- You have completed in section 3 the date of change of details
- You have entered the relevant change of details
- A new 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 signed the form



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