

# AP04

## Appointment of corporate secretary

form produced by

# PC Share Register

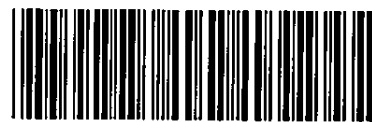
Ver 14 02

**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 a corporate  
body or firm as secretary

☐ **What this form is for**  
You cannot use the form  
for appointing an individual  
as secretary. To do this, use  
form AP03 'Appointment of  
individual as secretary'

WEDNESDAY



A21 12/05/2010 318  
COMPANIES HOUSE

### 1 Company details

Company number          
Company name in full

→ **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 corporate secretary's appointment

Date of appointment

### 3 New corporate secretary's details <sup>①</sup>

Corporate body/firm name   
Building name/number   
Street   
Post town   
County/Region   
Postcode         
Country   
  
Is the corporate secretary registered within the European Economic Area (EEA)?  
→ Yes Complete **Section 4**  
→ No Complete **Section 5**

**① Registered or principal address**  
This is the address that will  
appear on the public record. This  
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

### 4 EEA companies <sup>②</sup>

Please give details of the register where the company file is kept  
(including the relevant state) and the registration number in that register  
  
Where the company/  
firm is registered <sup>③</sup>   
  
Registration number

**② EEA**  
A full list of countries of the EEA  
can be found in our guidance  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)  
  
**③** This is the register mentioned in  
Article 3 of the First Company  
Law Directive (68/151/EEC)

## Appointment of corporate secretary

CHFP013  
10/09 Version 2.0

AP04

Appointment of corporate 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
Address
Post town
County/Region
Postcode
Country
United Kingdom
DX
Telephone



**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 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 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



**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)**