

# CH03

## Change of secretary's details

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  
change the details of an  
individual who is a secretary.

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

FRIDAY



\*AHO2YGVQ\*

A34

22/01/2010

332

COMPANIES HOUSE

<b>1</b>	<b>Company details</b>	<b>→ Filing in this form</b> Please complete in typescript or in bold black capitals.  All fields are mandatory unless specified or indicated by *	
Company number	0 5 7 4 8 8 8 8		
Company name in full	ALAWIN PROPERTY SERVICES LTD		
<b>2</b>	<b>Secretary's current details on the Register ①</b>	<b>① Current details</b> This information is used to ident- ify your details on the public record.	
Title *	MRS		
Full forename(s)	SHARON CHIU CHUN		
Surname	YAP		
<b>3</b>	<b>Date of change of details</b>		
Date of change of details	d 0 1 m 1 0 y 2 0 0 9		
	Please complete the appropriate sections to indicate which of your details have changed.		
<b>4</b>	<b>Change of name details</b>		
	Please enter your new name.		
Title *			
Full forename(s)			
Surname			
<b>5</b>	<b>Change of service address ②</b>	<b>② Service address</b> 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.	
Building name/number	The Company's Registered Office		
Street			
Post town			
County/Region			
Postcode			
Country			

CH03

Change of secretary's details

6

Signature

Signature

I am signing this form on behalf of the company.

Signature

X

*Sharon Yap*

X

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.


**CH03****Change of secretary's details**


 <b>Presenter information</b>	
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	TY SERVICES LIMITED
Address	240 STRATFORD ROAD,SHIRLEY
Post town	SOLIHULL
County/Region	WEST MIDLANDS
Postcode	B 9 0 3 A E
Country	United Kingdom
DX	
Telephone	0121 733 1111

 <b>Checklist</b>
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.
- ☐ 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.


 <b>Important information</b>
Please note that all information on this form will appear on the public record.

 <b>Where to send</b>
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.

 <b>Further information</b>
For further information, please see the guidance notes on the website at <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a> or email <a href="mailto:enquiries@companieshouse.gov.uk">enquiries@companieshouse.gov.uk</a>

**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)**