

CH03

Change of secretary's details

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 if you
are changing the details of a company
secretary. To do this, please use
form CH04 'Change of company
secretary's details'

MONDAY



1	Company details																	
Company number	5 8 2 9 6 6 1	Filing in this form Please complete in typescript or in bold black capitals All fields are mandatory unless specified or indicated by *																
Company name in full	Blackfriars Property Group Limited																	
2	Secretary's current details on the Register ¹																	
Title*		1 Current details This information is used to identify your details on the public record																
Full forename(s)	Melanie Catherine																	
Surname	Dixon																	
3	Date of change of details																	
Date of change of details	<table border="1"><tr><td>d</td><td>2</td><td>d</td><td>5</td><td>m</td><td>0</td><td>m</td><td>9</td><td>y</td><td>2</td><td>y</td><td>0</td><td>y</td><td>1</td><td>y</td><td>2</td></tr></table> Please complete the appropriate sections to indicate which of your details have changed	d	2	d	5	m	0	m	9	y	2	y	0	y	1	y	2	
d	2	d	5	m	0	m	9	y	2	y	0	y	1	y	2			
4	Change of name details																	
	Please enter your new name																	
Title*																		
Full forename(s)																		
Surname																		
5	Change of service address ²																	
Building name/number	The Highway Cottage	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.																
Street	High Street																	
	Burwash																	
Post town	Etchingham																	
County/Region	East Sussex																	
Postcode	T N 1 9 7 E T																	
Country	United Kingdom																	

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Signature

I am signing this form on behalf of the company

Signature

Signature

X

M. Dix

X

This form may be signed by
Director ❶, Secretary, Person authorised ❷, 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

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**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

Baker Tilly

Address

Lancaster House

7 Elmfield Road

Post town

Bromley

County/Region

Kent

Postcode

B R 1 1 L T

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 entered 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

**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,
Second Floor, The Linenhall, 32-38 Linenhall Street,
Belfast, Northern Ireland, BT2 8BG
DX 481 N R Belfast 1

**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