

# 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 NOT for**  
You cannot use the form if you are  
appointing an individual  
secretary. To do this, p  
AP03 'Appointment of'

For further information, please  
refer to our guidance at

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COMPANIES HOUSE

Please complete in typescript  
or in bold black capitals

All fields are mandatory unless  
specified or indicated by \*

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### 1 Company details

Company number 0 6 0 2 6 6 1 2

Company name in full Union Court (Hereford) Limited

### 2 Date of corporate secretary's appointment

Date of appointment d 1 d 7 m 0 m 1 y 2 y 0 y 1 y 1

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

Corporate body/firm name CoSec Management Services Ltd

Building name/number c/o HLM, Suite D

Street Global House

Shrewsbury Business Park

Post town Shrewsbury

County/Region Shropshire

Postcode S Y 2 6 L G

Country United Kingdom

Is the corporate secretary registered within the European Economic  
Area (EEA)?

→ Yes Complete Section 4

→ No Complete Section 5

#### <sup>1</sup> 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> United Kingdom

Registration number 5953318


#### <sup>2</sup> EEA

A full list of countries of the EEA  
can be found in our guidance  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

<sup>3</sup> This is the register mentioned in  
Article 3 of the First Company  
Law Directive (68/151/EEC)

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## Appointment of corporate secretary

<b>5</b>	<b>Non-EEA companies</b>		
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register		<b>1 Non - EEA</b> Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register
Legal form of the corporate body or firm			
Governing law			
If applicable, where the company/firm is registered <b>1</b>			
Registration number			
<b>6</b>	<b>Signature</b>		
	I consent to act as secretary of the above named company		
New secretary's signature	Signature X Cosec Management Services Ltd.  X		<b>2 Societas Europaea</b> 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  <b>3 Person authorised</b> Under either section 270 or 274 of the Companies Act 2006
Authorising signature	Signature X  X		
This form may be signed by Director <b>2</b> , Secretary, Person Authorised <b>3</b> , Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charitable commission receiver and manager, CIC manager, Judicial factor			

**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

HLM Property Management

Address

Suite D Global House,  
Shrewsbury Business Park

Post town

Shrewsbury

County/Region

Shropshire

Postcode

S Y 2 6 L G

Country

United Kingdom

DX

Telephone

01743 271432

**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)**