

CH03

Change of secretary's details

form produced by

Ver 6 02

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 form
'Change of corporate secretaries'
details'

For further information, please
refer to our guidance



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16/05/2011

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COMPANIES HOUSE

Using this form

Please complete in typescript
or in bold black capitals

All fields are mandatory unless
specified or indicated by *

MONDAY

1 Company details

Company number 6 0 5 4 3 0 0

Company name in full FAST TRANSLATIONS LIMITED

2 Secretary's current details on the Register ①

Title *

Full forename(s) Stephanie

Surname Ankaoua

① 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 d 1 d 4 m 0 m 4 y 2 y 0 y 1 y 1

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 ②

Building name/number The Company's Registered Office

Street

Post town

County/Region

Postcode

Country

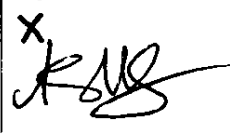
② Service address

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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6	Signature	
Signature	<div data-bbox="352 371 1134 416">I am signing this form on behalf of the company</div> <div data-bbox="352 416 1134 584"><div data-bbox="352 416 1134 450">Signature</div><div data-bbox="352 450 1134 584"><div data-bbox="352 450 582 584"></div><div data-bbox="582 450 1134 584">Stephane Ankaoua</div></div></div> <div data-bbox="352 584 1134 730">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</div>	<div data-bbox="1134 371 1495 539">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</div> <div data-bbox="1134 539 1495 730">❷ Person authorised Under either section 270 or 274 of the Companies Act 2006</div>

CH03**Change of secretary'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	THE MARTLET PARTNERSHIP LLP
Address	MARTLET HOUSE, E1 YEOMAN GATE, YEOMAN WAY
Post town	WORTHING
County/Region	WEST SUSSEX
Postcode	B N 1 3 3 Q Z
Country	England
DX	
Telephone	01903 600555

**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
- ☐ 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,
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 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