# AP03

### Appointment of secretary



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 appoint an individual as a secretary

X What this form is NOT for You cannot use this form if you ar appointing a corporate secretary To do this, please use form AP04 'Appointment of corporate



Company number  Company name in full  Compan		Sedetaly	COMPANIES HOUSE	
Please complete in typescript or in bold black capitals.  All fields are mandatory unless specified or indicated by.  Date of secretary's appointment  Date of appointment  Date of appointment  A THUR  Full forename(s)  WELSH RABY FORT 381.  All fields are mandatory unless specified or indicated by.  Please provide any previous name which have been used for business purposes in the past 20 years.  Married women do not need to gift former names unless previously us for business purposes.  Continue in section 6 if required  New secretary's service address.  Please complete your service address below  Please provide any previous name which have been used for business purposes.  Continue in section 6 if required  Please complete your service address.  Please state The Company's Registered Office if your service address. Please state The Company's Registered Office if your service address is recorded in the compan register of seretaries as the company's registered office.  If you provide your residential address here it will appear on the information of the pour used residential address here it will appear on the story and the past of the company's registered office.  If you provide your residential address here it will appear on the story address here it will appear on the story and the past of the	1	Company details		
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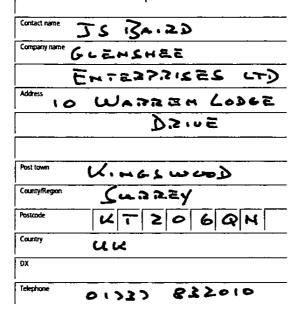
# AP03 Appointment of secretary

5	Signatures	
	I consent to act as secretary of the above named company	• Societas Europaea If the form is being filed on behalf
New secretary's signature	X X X	of a Societas Europaea (SE) please delete 'director' and insert details of which organ of the SE the person signing has membership.
Authorising signature	This form may be signed and authorised by Director ©, Secretary, Reserver authorised ©, Administrative Receiver, Receiver, Receiver manager, Cherity commission receiver and manager, CIC manager, Judicial factor	② Person authorised Under either section 270 or 274 of the Companies Act 2006
6	Additional former names (continued from Section 3)	<u> </u>
Former names 9		Additional former names     Use this space to enter any     additional names

#### H

#### **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



#### ✓ 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 provided the service 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 included all former names used for business purposes over the last 20 years.
- The new 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 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