

AP03

Appointment of secretary

form produced by

PC Share Register

Ver 18 03

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

☐ **What this form is NOT for**
You cannot use the form if you
are appointing a corporate secretary.
To do this, please use form AP04
'Appointment of corporate secretary'

TUESDAY



SSI 17/12/2013 #25
COMPANIES HOUSE

1 Company details

Company number 06559530
Company name in full BCT Community Interest Company

→ **Filling in this form**
Please complete in typescript
or in bold black capitals

All fields are mandatory unless
specified or indicated by *

2 Date of secretary's appointment

Date of appointment 01/11/2013

3 New secretary's details

Title *
Full forename(s) Alasdair John Douglas
Surname Smart
Former name(s) ①

① **Former name(s)**
Please provide any previous
names which have been used
for business purposes in the
past 20 years
Married women do not need to
give former names unless
previously used for business
purposes
Continue in section 6 if required

4 New secretary's service address ②

Please complete your service address below

Building name/number The Company's Registered Office
Street
Post town
County/Region
Postcode
Country

② **Secretary's 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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5

Signatures

I consent to act as secretary of the above named company.

New secretary's
signature

Signature

X



X



Authorising signature


Signature

X



X

This form may be signed by:
Director , Secretary, Person Authorised , Administrator,
Administrative receiver, Receiver, Receiver manager, Charities commission
receiver and manager, CIC manager, Judicial factor.

 **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.

 **Person authorised**
Under either section 270 or 274
of the Companies Act 2008.

6

Additional former names (continued from Section 3)

Former names 

 **Additional former names**
Use this space to enter any
additional names.

AP03**Appointment of 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

Buzzacott LLP

Address

c/o Buzzacott LLP, 130 Wood Street

Post town

London

County/Region

Postcode

E C 2 V 6 D L

Country

United Kingdom

DX

Telephone

020 7556 1200

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

Section 243 exemption

If you are applying for, or have been granted a section 243 exemption, please post this whole form to the different postal address below
The Registrar of Companies, PO Box 4082,
Cardiff, CF14 3WE

**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