In accordance with Section 276 of the Companies Act 2006

AP04

Appointment of corporate secretary

form produced by

PC

SATURDAY

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A43 25/08/2012 #149

COMPANIES HOUSE

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 a corporate body or firm as secretary

✗ **What this form is NOT for**
You cannot use the form if you are appointing an individual as a secretary To do this, please use form AP03 'Appointment of secretary'

For further information, please refer to our guidance at www companieshouse gov uk

1 Company details

Company number	0 6 6 6 6 5 1 0
Company name in full	Satchels Court Management Company Limited

→ **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 corporate secretary's appointment

Date of appointment	d 2 d 2 m 0 m 8 y 2 y 0 y 1 y 2

3 New corporate secretary's details ❶

Corporate body/firm name	CoSec Management Services Limited
Building name/number	C/o HLM Suite D Global House
Street	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**

❶ **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 ❷

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 ❸	ENGLAND
Registration number	05953318

❷ **EEA**
A full list of countries of the EEA can be found in our guidance www companieshouse gov uk

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

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5 Non-EEA companies

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

Legal form of the corporate body or firm	
Governing law	
If applicable, where the company/firm is registered ❶	
Registration number	

❶ **Non - EEA**
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

6 Signature

I consent to act as secretary of the above named company

New secretary's signature	Signature X Cosec Management Services Ltd X
Authorising signature	Signature X X

This form may be signed by
Director ❷ , Secretary, Person Authorised ❸ , Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor

❷ **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

❸ **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

Address

Post town

County/Region

Postcode

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 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,
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