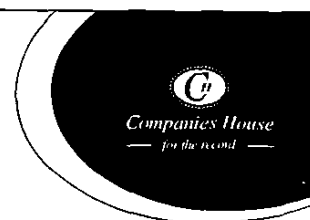


AP03

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

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

TUESDAY



A08 25/09/2012 #380
COMPANIES HOUSE

1 Company details

Company number
Company name in full

→ **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 ^d ^d ^m ^m ^y ^y ^y ^y

3 New secretary's details

Title*
Full forename(s)
Surname
Former name(s)

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
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

AP03

Appointment of secretary

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 and authorised by
Director ¹, Secretary, Person authorised ², Administrator, Administrative Receiver,
Receiver, Receiver manager, Charity commission receiver and manager,
CIC manager, Judicial factor

¹ **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

² **Person authorised**

Under either section 270 or 274 of
the Companies Act 2006

6

Additional former names (continued from Section 3)

Former names ¹

¹ **Additional former names**

Use this space to enter any
additional names