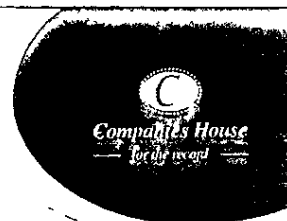


CH04

Change of corporate secretary's details

This form is part of the PROOF scheme. If your company is registered for PROOF, paper versions of this form will be rejected and sent back to the registered office address. Avoid unnecessary rejection and file online. You can view your company's PROOF status on the WebFiling Menu Screen.



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 a corporate
secretary

☐ What this form is NOT for
You cannot use this form if you
are changing the details of a company
director. To do this, please use
form CH02 'Change of corporate
director's details'.

MONDAY



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A14

12/08/2013

#189

COMPANIES HOUSE

1 Company details

Company number

Company name in full

→ Filling in this form

Please complete this form
in bold black capitals.

All fields are compulsory unless
specified otherwise.

2 Secretary's current details on the Register ¹

Corporate body/firm name

¹ Current details

This form is for
you to declare

3 Date of change of details

Date of change of details

Please complete the appropriate sections to indicate which of your details
have changed.

4 Change of name details

Please enter your new name

Change of corporate
body/firm name

5 Change of registered or principal office address ²

Building name/number

Street

Post town

County/Region

Postcode

Country

² Registered or principal address

This section is for the
registered or principal
address of the company.

Do not use this section
if the company is
not registered in the
UK.

CH04

Change of corporate secretary's details

6 Change of European Economic Area (EEA) company details^①

Please give any new details of the register where the company file is kept (including the relevant state) and any change of registration number in that register

① EEA

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

② This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)

New details where the company/firm is registered ②

New registration number

7 Change of non-EEA company details

Please show any change of details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please detail any change to the register in which it is entered (including the state) and any new registration number in that register

① 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

Change of details of the legal form of the corporate body or firm

Change of details of governing law

If applicable, new details where the company/firm is registered ②

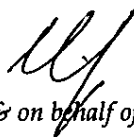
New registration number

8 Signature

I am signing this form on behalf of the company

Signature

Signature

X  X

For & on behalf of Crawford Accountants Ltd

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

This form may be signed by Director ①, Secretary, Person authorised ②, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor

CH04

Change of corporate 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 Mrs A L Phillips

Company name Crawford Accountants

Address Ralls House, Parklands Business Park

Forest Road

Denmead

Post town Waterlooville

County/Region Hants

Postcode P O 7 6 X P

Country England

DX

Telephone 02392 251648

**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 entered 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,
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