

AP03

Appointment of secretary

form produced by

PC Share Register

Ver 16 01

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 secret'

THURSDAY



A12

"AUGXWYQ1"

27/10/2011

COMPANIES HOUSE

130

1 Company details

Company number

7 0 5 0 3 3 6

Company name in full

ABBIE DE BUNSEN DESIGN 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 secretary's appointment

Date of appointment

3 0 0 9 2 0 1 1

3 New secretary's details

Title *

Mrs

Full forename(s)

Abigail Jane

Surname

de Bunsen

Former name(s) ①

Ms Abigail Jane de Bunsen

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

AP03
Appointment of secretary

5

Signatures

I consent to act as secretary of the above named company

New secretary's
signature

Signature

X

Abigail de Bunsen X

Authorising signature

Signature

X

Abigail de Bunsen X

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

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 ③

③ **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	Cloke & Co
Address	475 Salisbury House
Post town	London Wall
County/Region	London
Postcode	E C 2 M 5 Q Q
Country	United Kingdom
DX	
Telephone	020 7638 8992

**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