

# AP03

## Appointment of secretary



You can use the WebFiling service to file this form online.  
Please go to [www.companieshouse.gov.uk](http://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 if you  
appointing a corporate secret  
To do this, please use form  
AP04 'Appointment of corpora  
secretary'.

WEDNESDAY



\*APX9YW65\*

A48

27/07/2011

104

COMPANIES HOUSE

### 1 Company details

Company number 7 6 7 0 5 6 2

Company name in full DE FACTO 1893 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 d0 d1 m0 m7 y2 y0 y1 y1

### 3 New secretary's details

Title \* MR

Full forename(s) PETER

Surname FORD

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 woman 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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**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 ❶, Secretary, Person authorised ❷, Administrator, Administrative Receiver,  
Receiver, Receiver manager, Charitable commission receiver and manager,  
CIC manager, Judicial factor

❶ **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

❷ **Person authorised**  
Under either section 270 or 274 of  
the Companies Act 2006

6

**Additional former names** (continued from Section 3)

Former names ❸


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

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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

TRAVERS SMITH

Address 10 SNOW HILL

Post town LONDON

Country/Region

Postcode

E C 1 A 2 A L

Country

DX 1111079 LONDON

Telephone 020 7295 3000



### 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



### Further information

For further information, please see the guidance notes on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.companieshouse.gov.uk)