

# AP04

## Appointment of corporate 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 a  
corporate body or firm as secretary.

☐ **What this form is NOT for**  
You cannot use this form if  
you are appointing an individual  
secretary. To do this, please  
use AP03 'Appointment of secre

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### 1 Company details

Company number 0 8 2 7 0 3 1 6  
Company name in full 17 Cromwell Road Freehold 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<sub>0</sub> d<sub>2</sub> m<sub>0</sub> m<sub>6</sub> y<sub>2</sub> y<sub>0</sub> y<sub>1</sub> y<sub>4</sub>

### 3 Corporate secretary's details<sup>①</sup>

Corporate body/firm name Farrar Property Management Limited  
Building name/number The Studio  
Street 16 Cavaye Place  
Post town London  
County/Region  
Postcode S W 1 0 9 P T  
Country England  
Is the corporate secretary registered within the European Economic Area (EEA)?  
→ Yes Complete **Section 4**  
→ No Complete **Section 5**

**① Registered or principal address**  
This address 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<sup>②</sup>

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<sup>③</sup> Companies House, Cardiff, Wales  
Registration number 03284375

**② EEA**  
A full list of countries of the EEA can  
be found in our guidance:  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)  
**③** This is the register mentioned in  
Article 3 of the First Company Law  
Directive (68/151/EEC).

### Appointment of corporate secretary

### Non-EEA companies

### ① Non - EEA

**Legal form of the corporate body or firm**

### Governing law

If applicable, where the company/firm is registered ①

Registration number

**Signature**

### New secretary's signature

**Signature**

**X**

~~Confidential~~ Farrar Property Management Ltd

X

**Authorising signature**

**Signature**

X

Z. Galuscher!

X



② 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.

**③ Person authorised**

Under either section 270 or 274 of the Companies Act 2006.

**This form may be signed and authorised by:**

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

AP04

## Appointment of corporate 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 **Anne Marris**Company name **Gibson Appleby**Address **1 - 3 Ship Street****Shoreham-By-Sea**Post town **West Sussex**

County/Region

Postcode

**B****N****4****3****5****D****H**Country **United Kingdom**

DX

Telephone **01273 46 47 48****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](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)**