

# AP04

## Appointment of corporate secretary

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[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

☒ **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 the form  
appointing an individual as  
secretary. To do this, please  
use AP03 'Appointment of secretary'.

THURSDAY



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16/06/2016

#395

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 corporate secretary's appointment

Date of appointment

### 3 New corporate secretary's details <sup>①</sup>

Corporate body/firm name

Building name/number

Street

Post town

County/Region

Postcode

Country

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 is the address that 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>

Registration number


#### ② EEA

A full list of countries of the EEA  
can be found in our guidance:  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

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

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<b>5</b>	<b>Non-EEA companies</b>		
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.		
Legal form of the corporate body or firm			<b>1 Non - EEA</b> 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.
Governing law			
If applicable, where the company/firm is registered <b>1</b>			
Registration number			
<b>6</b>	<b>Consent to act as corporate secretary</b>		
	Please tick the box to confirm consent. <input checked="" type="checkbox"/> The company confirms that the corporate body named in section 3 has consented to act as a corporate secretary of the company named in section 1.		
<b>7</b>	<b>Signature</b>		
Signature	I am signing this form on behalf of the company. Signature 		<b>2 Societas Europaea</b> 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.  <b>3 Person authorised</b> Under either section 270 or 274 of the Companies Act 2006.
	This form may be signed by: Director <b>2</b> , Secretary, Person Authorised <b>3</b> , Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.		

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## 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

Company name

FM Secretaries Limited

Address

2nd Floor, 32-33 Gosfield Street,

Post town

London

County/Region

Postcode

W 1 W 6 H L

Country

United Kingdom

DX

Telephone

**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.
- ☐ You have ticked the consent to act statement in section 6.
- ☐ 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.gov.uk/companieshouse](http://www.gov.uk/companieshouse) 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.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**