

# OS AP01

## Appointment of director of an overseas company

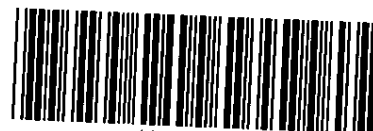


Companies House

☒ **What this form is for**  
You may use this form to appoint  
an individual as a director of an  
overseas company.

☐ **What this form is NOT for**  
You cannot use the form to appoint  
a corporate director of an overseas  
company. To do this, please use  
OS AP02 'Appointment of corporate  
director of an overseas company'.

WEDNESDAY



A14

\*A8G6KAZK\*

16/10/2019

#21

COMPANIES HOUSE

### 1 Overseas company details

Company number	F	C	0	2	3	9	5	9
Company name in full or alternative name as registered in the UK	CIVICUS: WORLD ALLIANCE FOR CITIZEN PARTICIPATION, INC							

→ **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 director's appointment

Date of appointment	d	0	d	1	m	0	m	1	y	2	y	0	y	1	y	9
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### 3 New director's details

Title*	Secretary General														
Full forename(s)	Lysa John														
Surname	Berna														
Former name(s) ①															
Country/State of residence ②	United Kingdom														
Nationality	Indian														
Month/year of birth ③	X	X	m	0	m	4	y	1	y	9	y	7	y	6	
Business occupation (if any) ④	Secretary General														

① **Former name(s)**  
Please provide any previous names (including maiden or married names) which have been used for business purposes in the last 20 years.  
  
Continue in Section 8 if required.

② **Country/State of residence**  
This is in respect of your usual residential address as stated in Section 4a.

③ **Month and year of birth**  
Please provide month and year only. Provide full date of birth in section 3a.

④ **Business occupation**  
If you have a business occupation, please enter here. If you do not, please leave blank.

### 4 New director's service address ⑤

Please complete your service address below. You must also complete your usual residential address in Section 4a.															
Building name/number	6th Floor, 25 Owl Street														
Street	25 Owl Street, Auckland Park														
Post town	Johannesburg														
County/Region	Gauteng														
Postcode	2	1	9	2											
Country	South Africa														

⑤ **Service address**  
This is the address that will appear on the public record. This does not have to be your usual residential address.  
  
If you provide your residential address here it will appear on the public record.

### Appointment of director of an overseas company

## 5

Please enter the extent of your authority as director. Please tick one box.

### Extent of authority

- ☐ Limited ①
- ☒ Unlimited

Description of limited authority, if applicable

Are you authorised to act alone or jointly? Please tick one box.

- ☐ Alone
- ☒ Jointly ②

If applicable, name(s)  
of person(s) with  
whom you are  
acting jointly

Joint responsibility with all other directors listed on Companies

House - SEE Annex 1

1 If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.

2 If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.

## 6

A return must be delivered in respect of any alteration to the company particulars by each UK establishment. If, however, a company has more than one UK establishment, it may deliver only one form in respect of all those UK establishments, provided it completes the table below.

UK establishment name

Registration number

7

Signature

Signature

X

*[Handwritten signature]*

**X**

This form may be signed and authorised by:  
Director, Secretary, Permanent representative.

## 8

Former name(s) <sup>3</sup>

**3 Additional former names**  
Use this space to enter any additional names.

**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	Claire Nylander
Company name	CIVICUS
Address	Studio 4, Tintagel House 92 Albert Embankment
Post town	London
County/Region	
Postcode	S E 1 7 T Y
Country	United Kingdom
DX	
Telephone	0044 7940 576013

**Checklist**

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

- ☐ The company name and number as registered in the UK match the information held on the public Register.
- ☐ You have completed the date of appointment.
- ☐ You have included all former names used for business purposes over the last 20 years.
- ☐ You have completed the nationality box in Section 3.
- ☐ You have provided a correct date of birth.
- ☐ You have provided a business occupation if there is one.
- ☐ You have provided both the service address and the usual residential address.
- ☐ Addresses must be a physical location. They cannot be a PO Box number (unless part of a full service address), DX or LP (Legal Post in Scotland) number.
- ☐ You have enclosed a relevant higher protection application if applying for this at the same time as completing this form.
- ☐ You have entered the extent of the director's authority in Section 6.
- ☐ You have completed Section 6, if applicable.
- ☐ You have signed the form.

**Important information**

**Please note that all information on this form will appear on the public record, apart from information relating to usual residential addresses and day of birth.**

**Where to send**

**You may return this form to any Companies House address:**

**England and Wales:**

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.

**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).

**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.

**Higher protection**

If you are applying for, or have been granted, higher protection, 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.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)**



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Park 2092, Johannesburg, South Africa  
PO Box 933, Southdale 2135,  
Johannesburg, South Africa  
tel +27-11-833-5959  
fax +27-11-833-7997  
email [info@civicus.org](mailto:info@civicus.org)

1775 Eye Street NW, Suite 1150  
Washington, DC 20006, USA  
tel +1 202 331 8518  
fax +1 202 331 8774

[www.civicus.org](http://www.civicus.org)

## Annex 1

### Companies House – OS AP01 (addition of overseas company directors)

Directors of CIVICUS who are acting jointly as per 1 January 2019 are listed as:

- Chen, Jesse  
**Correspondence address**  
108 4th Street, 4th Street, 4th Street, Hoboken, New Jersey 07030, USA
- Cruz, Anabel Susana  
**Correspondence address**  
1431/ Of. 601, Avenida 18 De Julio, Montevideo, 11200, Uruguay