

OS AP03

Appointment of secretary of an overseas company



SATURDAY

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

☒ **What this form is NOT for**
You cannot use this form if you
are appointing a corporate secretary.
If you do this, please use form
OS AP04 'Appointment of corporate
secretary of an overseas company'



A45 28/05/2011 66
COMPANIES HOUSE
20/05/2011 52
COMPANIES HOUSE

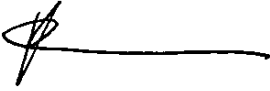
1	Overseas company details	
Company number	4 1 8 4 8 5 FC025016	Filling in this form Please complete in typescript or in bold black capitals All fields are mandatory unless specified or indicated by *
Company name in full or alternative name as registered in the UK	Green Isle Food Group Limited	
2	Date of secretary's appointment	
Date of appointment	d 1 8 m 0 5 y 2 0 y 1 1	
3	New secretary's details	
Title*	Mr	
Full forename(s)	Huan	
Surname	Quayle	
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 women do not need to give former names unless previously used for business purposes Continue in Section 8 if required		
4	New secretary's service address ②	
	Please complete the service address below	
Building name/number	2180	
Street	Century Way	
	Thorpe Park	
Post town	Leeds	
County/Region	West Yorkshire	
Postcode	L S 1 5 8 Z B	
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. If you provide your residential address here it will appear on the public record.		
5	New secretary's authority	
	Please enter the extent of your authority as secretary Please tick one box	
Extent of authority	<input type="checkbox"/> Limited ③ <input checked="" type="checkbox"/> Unlimited	
Description of limited authority, if applicable		
③ 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		

OS AP03

Appointment of secretary of an overseas company

	<p>Are you authorised to act alone or jointly? Please tick one box</p> <p><input type="checkbox"/> Alone</p> <p><input checked="" type="checkbox"/> Jointly ❶</p>	<p>❶ 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</p>
If applicable, name(s) of person(s) with whom you are acting jointly	Steve Henderson	

6	UK establishments	
	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	
Authorising Signature	<p>Signature</p> <p>X  X</p>	
This form may be signed and authorised by Director, Secretary, Permanent representative		

8	Additional former name(s) (continued from Section 3)	
Former name(s) ❷		<p>❷ Additional former name(s) Use this space to enter any additional names.</p>

OS AP03

Appointment of secretary of an overseas company



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 **Huan Quayle**

Company name **Green Isle Food Group Limited**

Address **2180 Century Way**

Thorpe Park

Post town **Leeds**

County/Region

Postcode

L	S	1	5		8	Z	B
---	---	---	---	--	---	---	---

Country

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 as registered in the UK match the information held on the public Register
- ☐ You have completed the date of appointment
- ☐ You have given the new secretary's details
- ☐ You have provided the secretary's 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 completed the new secretary's authority in Section 5
- ☐ 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



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



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