



When completed, this form should be delivered to the address on page 4

APPOINTMENT

Persons authorised to represent the company or who may accept service or process

Give the name and address of the person appointed, together with the date of appointment. Mark the box(es) relevant to the appointment. If the appointment is to both positions mark both boxes.

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under the provisions of section 723B of the Companies Act 1985

☐

* Delete as appropriate

SCOPE OF AUTHORITY

Give brief particulars of the extent of the powers exercised. (e.g. whether they are limited to powers expressly conferred by the instrument of appointment; or whether they are subject to express limitations.) Where the powers are exercised jointly give the name(s) of the person(s) concerned.

Mark box(es) as appropriate

*Style/Title

Forenames

Surname

Address ††

Post town

County/Region

Postcode

☐

Is authorised to accept service of process on the company's behalf

***AND/OR**

☐

Is authorised to represent the company in relation to that business

Day Month Year

Date of appointment

--	--	--	--	--	--	--	--	--	--

The authority to represent the company is:-

Is # ☐

Authorised to accept service of process on the company's behalf

***AND/OR**

Is # ☐

Authorised to represent the company in relation to that business

The extent of the authority to represent the company is:- (give details)

These powers:-

☐

May be exercised alone

OR

☐

Must be exercised with:-

(Give name(s) of co-authorised person(s))

CHANGE OF PARTICULARS

Mark the appropriate box. If change relates to both positions, mark both boxes.

Change of name

Name previously notified to Companies House

New name

Change of residential address ††

(enter new address)

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under the provisions of section 723B of the Companies Act 1985

Change of authority to act

(this part does not apply to a person authorised to accept service on behalf of the company)

Give brief particulars of any change in the authority of the officer to represent the company, including any alteration to the manner in which the existing or new powers may be exercised (e.g. requiring them to be exercised with other persons)

Mark appropriate box

Date of change		Day	Month	Year

☐ Change of particulars of person authorised to accept service

☐ Change of particulars of person authorised to represent the company

Forenames

Surname

Forenames

Surname

Address

Post town

County/Region

Postcode

Country

The extent of the authority of the above person to represent the company has been altered to :- [give details]

The powers:-

☐ May be exercised alone

OR

☐ Must be exercised with:- (Give name(s) of co-authorised person(s))

Signature

* Delete as applicable

Signed



* (Director / Secretary / Permanent representative)

Date

28/11/08

When completed, this form should be delivered to:-

For branches registered in England and Wales

The Registrar of Companies
Companies House
Crown Way
Cardiff
CF14 3UZ

DX 33050 Cardiff

For branches registered in Scotland

The Registrar of Companies
Companies House
37 Castle Terrace
Edinburgh
EH1 2EB

DX 235 Edinburgh
or LP - 4 Edinburgh 2