In accordance with Section 167 of the Companies Act 2006.

# CH01
## Change of director's details

Companies House

**Go online to file this information**
www.gov.uk/companieshouse

**✓ What this form is for**
You may use this form to change the details of an individual who is a director.

**✗ What this form is NOT for**
You cannot use this form to c
the details of a corporate dir
To do this, please use form C
'Change of corporate directo
details'.

FRIDAY

*S4LK860G*
SCT 04/12/2015 #23
COMPANIES HOUSE

## 1 Company details

| | |
|---|---|
| Company number | SC157494 |
| Company name in full | ROBERT SUMMERS TRANSPORT LTD |

→ **Filling in this form**
Please complete in typescript or in bold black capitals.

All fields are mandatory unless specified or indicated by *

## 2 Director's current details on the Register ❶

| | |
|---|---|
| Month/year of birth* ❷ | XX m0 m1 y1 y9 y3 y5 |
| Title* | MR |
| Full forename(s) | ROBERT |
| Surname | SUMMERS. |

❶ **Current details**
This information is used to identify your details on the public record.

❷ This is voluntary information and if completed it will be placed on the public record.

## 3 Date of change of details

| | |
|---|---|
| Date of change of details | d2 d6 m1 m0 y2 y0 y1 y5 |

Please complete the appropriate sections to indicate which of your details have changed.

## 4 Change of name details

| | |
|---|---|
| Title* | |
| Full forename(s) ❸ | |
| Surname ❸ | |

❸ **New name**
Please enter your new name.

## 5 Change of service address ❹

| | |
|---|---|
| Building name/number | ROBERT SUMMERS TRANSPORT LTD. |
| Street | TOLPARK TRANSPORT CENTRE |
| | MILLBRIDGE BUCKHAVEN |
| Post town | LEVEN |
| County/Region | FIFE |
| Postcode | KY8 1JH |
| Country | |

☑ I confirm that there has been no change in the company's register of directors' residential addresses.

❹ **Service address**
This is the address that will appear on the public record. This does not have to be your usual residential address.

Please state 'The Company's Registered Office' if your service address is recorded in the company's register of directors as the company's registered office.

If you provide your residential address here it will appear on the public record.

Please complete Section 5a if your usual residential address has changed.

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## 6 Change of other details

| | |
|---|---|
| Change of Country/ State of residence | |
| Change of nationality | |
| Change of business occupation | |

## 7 Signature

I am signing this form on behalf of the company.

Signature

Signature

X Robert Summers X

This form may be signed by:
Director❶, Secretary, Person authorised❷, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

❶ **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.

❷ **Person authorised**
Under either section 270 or 274 of the Companies Act 2006.

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## 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
ELIZABETH MCADAM

Company name
ROBERT SUMMERS TRANSPORT LTD.

Address
TOLLBOOTH TRANSPORT CENTRE

MILLEDGE

BUCKHAVEN

Post town
LEVEN

County/Region
FIFE

Postcode
KY8 1JH

Country
SCOTLAND

DX

Telephone
01592 713172

## 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 in Section 3 the date of change of details.
- ☐ If you have changed the service address, you have ticked the no change box in Section 5 to indicate no change in your usual residential address or provided your new usual residential address in Section 5a.
- ☐ Any new address 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 entered the relevant change of details.
- ☐ 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.**

## 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.

**Section 243 exemption**
If you are applying for, or have been granted a section 243 exemption, 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 or email 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

# CH01 - Supplementary guidance
Change of director's details

## Supplementary guidance

**In completing this form you will need to know how the operation of the register of directors and register of directors' residential addresses kept by the company affects it.**

## A Entries for a director

Companies have to keep two registers of directors:

- The register of directors, which will contain all the directors' particulars except for the residential address and,
- The register of directors' residential addresses.

You must inform Companies House of both addresses for each of your directors. We put the service address on the public register, but keep the residential address secure and only allow certain people to see it.

If the two addresses are the same for a director, you can enter the service address in the register of directors, and simply enter "same as service address" in the register of directors' residential addresses.

## B Changes of address where you have used the "same as service address" facility

**B1. Changing both addresses to the same address**
If the director is changing both addresses to the same new address, the registers will look as follows:

**- Register of directors**

| **Original entry:** | **New entry:** |
|---|---|
| 1 High Street | 2 Low Street |
| Anytown. | Anytown |
| AN1 1AA | AN1 1BB |

**- Register of directors' residential addresses**

| **Original entry:** | **New entry:** |
|---|---|
| "Same as service address" | Residential address remains the same as the service address. There is no need for a new entry in the register as the existing "same as" entry is still correct. |

You must complete form CH01 and enter the new service address in **Section 5**. As the entry in your residential address register has not changed (because it is still the "same as" the service address), you would tick the box in **Section 5** (confirming that there has been no change to the register of directors' residential addresses). You would not then complete **Section 5A**.

**B2. Change of service address only**
If the director is only moving his service address, and not moving his residential address as well, the registers will look as follows:

**- Register of directors**

| **Original entry:** | **New entry:** |
|---|---|
| 1 High Street | 2 Low Street |
| Anytown | Anytown |
| AN1 1AA | AN1 1BB |

**- Register of directors' residential addresses**

| **Original entry:** | **New entry:** |
|---|---|
| "Same as service address" | 1 High Street<br>Anytown<br>AN1 1AA |

You must complete form CH01 and enter in **Section 5** the new service address. As the entry in your directors' residential address register has changed, (because it is not now the "same as" the service address), you do not tick the box (as there has been a change in the register of director' residential addresses). You need to complete **Section 5A** with the residential address.

**B3. Change of residential address only**
If, however, the director is only moving his residential address, and not moving his service address as well, the registers will look as follows:

**- Register of directors**

| **Original entry** | **New entry** |
|---|---|
| 1 High Street | 1 High Street |
| Anytown | Anytown |
| AN1 1AA | AN1 1AA |

**- Register of directors residential addresses**

| **Original entry** | **New entry** |
|---|---|
| "Same as service address" | 2 Low Street<br>Anytown<br>AN1 1BB |

You must complete form CH01. Do not complete the service address or tick box in **Section 5** as the usual residential address is now not the same as the service address. The entry in the register of directors' residential addresses has changed, so you need to complete **Section 5A** with the residential address.

## C Changes of address where the addresses are different

If the addresses in the two registers are different, you will need to complete the appropriate part of the form to record any address changes. So, if only the service address changes, you only complete **Section 5** and tick the box to show there has been no change to the register of residential addresses. If only the residential address changes, you only complete **Section 5A**. If both addresses change you would complete **Section 5**, but not tick the box (as there has been a change in the register of directors' residential addresses), and then complete **Section 5A** with the residential address.