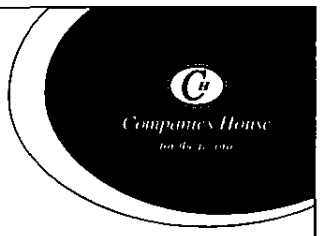
In accordance with Section 276 of the Companies Act 2006.

AP04

Appointment of corporate secretary



You can use the WebFiling service to file this form online.
Please go to www.companieshouse.gov.uk

✓ **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 this form if you are appointing an individual as secretary. To do this, please use AP03 'Appointment of secretary'

THURSDAY

SCT 16/02/2012 #597
COMPANIES HOUSE

1 Company details

Company number	S C 3 2 3 5 1 4
Company name in full	ABSOLUTE QUALITY ENGINEERING SERVICES (UK) LIMITED

→ **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	d1 d3 m0 m2 y2 y0 y1 y2

3 Corporate secretary's details ❶

Corporate body/firm name	HM SECRETARIES LIMITED
Building name/number	6 & 7
Street	QUEENS TERRACE
Post town	ABERDEEN
County/Region	
Postcode	A B 1 0 1 X L
Country	SCOTLAND

Is the corporate secretary registered within the European Economic Area (EEA)?
→ **Yes** Complete **Section 4**
→ **No** Complete **Section 5**

❶ **Registered or principal address**
This address 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 ❷

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 ❸	SCOTLAND
Registration number	SC416621

❷ **EEA**
A full list of countries of the EEA can be found in our guidance: www.companieshouse.gov.uk

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

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5 Non-EEA companies

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	
Governing law	
If applicable, where the company/firm is registered ❶	
Registration number	

❶ **Non - EEA**
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.

6 Signature

I consent to act as secretary of the above named company.

New secretary's signature	Signature X [signature] X
Authorising signature	Signature X [signature]

This form may be signed and authorised by:
Director ❷, Secretary, Person authorised ❸, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

❷ **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.

❸ **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 ROBERT J.C. BAIN

Company name HALL MORRICE LLP

Address 6 & 7 QUEENS TERRACE

Post town ABERDEEN

County/Region

Postcode A B 1 0 1 X L

Country SCOTLAND

DX N/A

Telephone 01224 647394

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.
- ☐ An officer of the new corporate secretary has signed the form.
- ☐ You have provided an authorising signature.

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.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