

AP03

Appointment of 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
an individual as a secretary.

✗ **What this form is NOT for**
You cannot use this form if you
are appointing a corporate secretary.
To do this, please use form
AP04 'Appointment of corporate
secretary'.

FRIDAY



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SCT

25/02/2011

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COMPANIES HOUSE

1 Company details

Company number S C 3 8 7 9 3 8

Company name in full IONAD HIORT

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

All fields are mandatory unless
specified or indicated by *

2 Date of secretary's appointment

Date of appointment d 0 2 m 0 2 y 2 0 y 1 1

3 New secretary's details

Title* MR

Full forename(s) HUGH JOHN STEWART

Surname HENDERSON

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 6 if required.

4 New secretary's service address ②

Please complete your service address below.

Building name/number 6 THE STEADING

Street CHESTERHALL

Post town LONGNIDDRY

County/Region EAST LoTHIAN

Postcode E H 3 2 0 P Q

Country UK

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.

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

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

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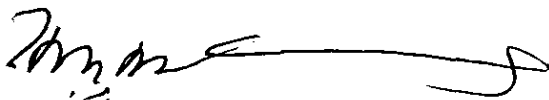
5

Signatures

New secretary's
signature

Signature

X



X

Authorising signature

Signature

X

Director
Morton Fraser
Secretaries Ltd

X

This form may be signed and authorised by:

Director ^①, Secretary, Person authorised ^②, Administrator, Administrative Receiver,
Receiver, Receiver manager, Charity commission receiver and manager,
CIC manager, Judicial factor.**① 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.**② Person authorised**Under either section 270 or 274 of
the Companies Act 2006.

6

Additional former names (continued from Section 3)

Former names ^③

③ Additional former namesUse this space to enter any
additional names.

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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

ADRIAN E R BELL

Company name

MORTON FRASER LLP

Address

QUARTERMILE TWO

2 LISTER SQUARE

Post town

EDINBURGH

County/Region

MIDLOTHIAN

Postcode

E

H

3

9

G

L

Country

UK

DX

ED119

Telephone

0131 247 1113

**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 provided the 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 included all former names used for business purposes over the last 20 years.
- ☐ The new 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