# **AP03**

## Appointment of secretary

This form is part of the PROOF scheme. If your company is registered for PROOF, paper versions of this form will be rejected and sent back to the registered office address. Avoid unnecessary rejection and file online. You can view your company's PROOF status on the WebFiling Menu Screen.



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.

X What this form is NOT f You cannot use this form appointing a corporate se To do this, please use for AP04 'Appointment of cc secretary'.



01/08/2012

	secretary.	COMPANIES HOUSE
1	Company details	
Company number Company name in full	1 renewaries caledonia Ltd	→ 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 secretary's appointment	
Date of appointment	30 07 2012	
3	New secretary's details	<u> </u>
Title* Full forename(s)	MR	Please provide any previous names which have been used for business
Surname Former name(s) ●	SUTHERLAND MCCOCK	purposes in the past 20 years.  Married women do not need to giv former names unless previously use for business purposes.  Continue in section 6 if required.
4	New secretary's service address ®	
	Please complete your service address below.	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
Building name/number	30112 63	
Street	INVERNESS AWRPORT	
Post town	INVERWESS	register of secretaries as the company's registered office.
County/Region	HIGHLANDS.	If you provide your residential
Postcode	1 V 2 7 J B	address here it will appear on the public record.
Country	SCOTLAND	
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# AP03 Appointment of secretary

Signatures IAN SUTHER CLAND MUCE	ak
I consent to act as secretary of the above named company.	• Societas Europaea If the form is being filed on behalf
Signature X	of a Societas Europaea (SE) please delete 'director' and insert details of which organ of the SE the person signing has membership.
Signature X	_
This form may be signed and authorised by: Director •, Secretary, Person authorised •, Administrator, Administrative Receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.	
Additional former names (continued from Section 3)	
	Additional former names     Use this space to enter any     additional names.
	I consent to act as secretary of the above named company.  Signature  X  Signature  X  This form may be signed and authorised by: Director •, Secretary, Person authorised •, Administrator, Administrative Receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

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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.

LAN SUTHERWAND MICHOR
Company name
Address SUITE 25
invertess andpart
•
POST LOWN INVERSES
County/Region
Postcode V27JB
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 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