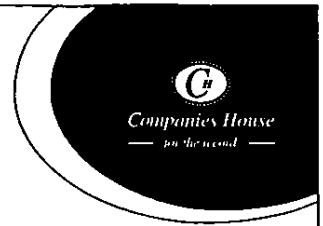


AP04

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 a
secretary To do this, please use form
AP03 'Appointment of secretary'

THURSDAY



RM 30/09/2010 242
COMPANIES HOUSE

1 Company details

Company number

Company name in full

→ **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 corporate secretary's appointment

Date of appointment

3 Corporate secretary's details^①

Corporate body/firm name	Willis Corporate Secretarial Services Limited
Building name/number	51
Street	Lime Street
Post town	London
County/Region	London
Postcode	E C 3 M 7 D Q
Country	England
Is the corporate secretary registered within the European Economic Area (EEA)? → Yes Complete Section 4 → No Complete Section 5	

① 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^②

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 ^③	England
Registration number	2923054

② EEA
A full list of countries of the EEA can
be found in our guidance
www.companieshouse.gov.uk

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

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Appointment of corporate secretary

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 ^①	
Registration number	

① 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  X
Authorising signature	Signature X  X

② 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

③ Person authorised
Under either section 270 or 274 of the Companies Act 2006

This form may be signed and authorised by
Director ^②, Secretary, Person authorised ^③, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor

AP04

Appointment of corporate secretary

 **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 **Company Secretary**

Company name
Trusty Secretary Services Ltd

Address
51 Lime Street

Post town
London

County/Region
London

Postcode
E C 3 M 7 D Q

Country
England

DX

Telephone
0203 124 7039

 **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