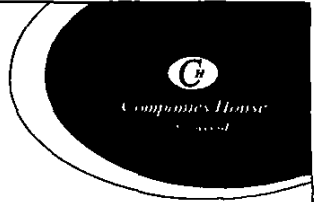


# CH03

## Change of secretary's details



You can use the WebFiling service to file this form  
Please go to [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

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

**What this form is for**  
You cannot use this form to  
change the details of a  
secretary. To change the  
details of a secretary, use  
form CH04 'Change of  
secretary's details'.

TUESDAY



A27 \*A107WOQB\* #295  
10/01/2012  
COMPANIES HOUSE

on, please  
at  
se gov uk

### 1 Company details

Company number	0 0 3 7 3 8 8 3
Company name in full	Albemarle Finance Ltd

→ **Filling in this form**  
Please complete in typescript or in  
bold black capitals  
  
All fields are mandatory unless  
specified or indicated by \*

### 2 Secretary's current details on the Register

Title*	Mrs
Full forename(s)	Fortunee
Surname	Ferro

① **Current details**  
This information is used to identify  
your details on the public record

### 3 Date of change of details

Date of change of details	<table border="1"> <tr> <td>d</td><td>d</td><td>m</td><td>m</td><td>y</td><td>y</td><td>y</td><td>y</td> </tr> <tr> <td>1</td><td>9</td><td>1</td><td>2</td><td>2</td><td>0</td><td>1</td><td>1</td> </tr> </table>	d	d	m	m	y	y	y	y	1	9	1	2	2	0	1	1
d	d	m	m	y	y	y	y										
1	9	1	2	2	0	1	1										
	Please complete the appropriate sections to indicate which of your details have changed.																

### 4 Change of name details

	Please enter your new name
Title*	
Full forename(s)	
Surname	

### 5 Change of service address

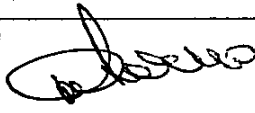
Building name/number	29
Street	Museum Street
Post town	London
County/Region	
Postcode	W C I A 1 L H
Country	U. K.

② **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.

CH03  
Change of secretary's details

6

Signature

I am signing this form on behalf of the company		<b>1 Societas Europaea</b> 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  <b>2 Person authorised</b> Under either section 270 or 274 of the Companies Act 2006
Signature	<p>Signature</p> <p>X  X</p>	
This form may be signed by Director <b>1</b> , Secretary, Person authorised <b>2</b> , Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor		

CH03

## Change of director's details

 **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 name

Brake, Large, Ferro &amp; Co

Address

29 Museum Street

Post town

London

County/Region

Postcode

W C 1 A 1 L H

Country

U. K.

DX

Telephone

0207 580 1737

 **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.companieshouse.gov.uk](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.companieshouse.gov.uk)