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 for appointing a corporate secretary
To do this, please use form AP04 'Appointment of corporate secretary'

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1.1 Company details
Company number
8305956

Company name in full
HODGE HILL RESIDENTS ASSOCIATION LTD

☒ Filling in this form
Please complete in typescript or in bold block capitals
All fields are mandatory unless specified or indicated by *

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2.1 Date of secretary's appointment
Date of appointment
02/05/2014

3

3.1 New secretary's details
Title
Mr.

Full forename(s)
Claire Elizabeth

Surname
Riley

Former name(s)
CLAIRE ELIZABETH BENNETT

☒ 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

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4.1 New secretary's service address
Please complete your service address below

Building name/number
The Smithy, Hodge Hill Farm Barns

Street
Birmingham Road

Hurcoat

Post town
Kidderminster

County/Region
Worcestershire

Postcode
DY10 3NS

Country

☒ 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
### Signatures

I consent to act as secretary of the above named company

<table>
<thead>
<tr>
<th>New secretary's signature</th>
<th>Authorising signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Signature</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

- **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.

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

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)

<table>
<thead>
<tr>
<th>Former names</th>
<th>Additional former names</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Use this space to enter any additional names.</td>
</tr>
</tbody>
</table>
**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**
- **Address**
- **Post town**
- **County/Region**
- **Postcode**
- **Country**
- **DX**
- **Telephone**

**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

**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

**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