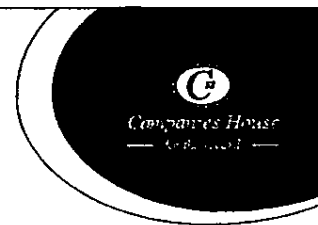


AP03

Appointment of secretary

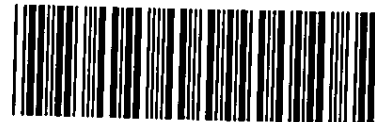


You can use the WebFiling service to file this form online.
Please go to www.companieshouse.gov.uk

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'

SATURDAY



PC1 *PJ36VI93* 334
13/03/2010
COMPANIES HOUSE

1 Company details

Company number 01006366
Company name in full APTON COURT MANAGEMENT
COMPANY LIMITED

→ 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 22/02/2010

3 New secretary's details

Title* MR
Full forename(s) LUCA
Surname LAZZARA
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.

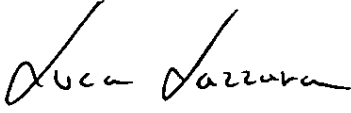

4 New secretary's service address ②

Please complete your service address below

Building name/number 23 APTON COURT
Street APTON ROAD
Post town BISHOPS STORTFORD
County/Region HERTS
Postcode CM23 3UA
Country ENGLAND

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

AP03
Appointment of secretary

5		Signatures	
		I consent to act as secretary of the above named company	
New secretary's signature	Signature	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			
Authorising signature	Signature	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			
		This form may be signed and authorised by: Director ❶, Secretary, Person authorised ❷, Administrator, Administrative Receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.	

❶ **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.

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

6		Additional former names (continued from Section 3)	
Former names ❸			

❸ **Additional former names**
Use this space to enter any additional names.

AP03
Appointment of 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	KEITH RICHARDSON
Company name	
Address	
Post town	
County/Region	
Postcode	
Country	
DX	
Telephone	07732 036340

 **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,
First Floor, Waterfront Plaza, 8 Laganbank Road,
Belfast, Northern Ireland, BT1 3BS.
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