

# OS CH05

## Change of details of a secretary of an overseas company



Companies House

TUESDAY



\*R497U7FE\* #36  
RCS 09/06/2015  
COMPANIES HOUSE

**What this form is for**  
You may use this form to change the details of a secretary of an overseas company

**What this form is NOT for**  
You cannot use this form if you are changing the details of a corporate secretary. To do this, please use form OS CH06 'Change of details of a corporate secretary of an overseas company'

refer to our guidance at  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

### 1 Overseas company details

Company number

Company name in full or alternative name as registered in the UK

→ **Filing 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 <sup>1</sup>

Title \*

Full forename(s)

Surname

<sup>1</sup> **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

Please complete the appropriate sections to indicate which of your details have changed

### 4 Change of name details

Title \*

Full forename(s)

Surname

### 5 Change of service address <sup>2</sup>

Building name/number

Street

Post town

County/Region

Postcode

Country

<sup>2</sup> **Service address**  
This is the address that will appear on the public record. This does not have to be your usual residential address.  
If you provide your residential address here it will appear on the public record.

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### 6 Change of secretary's authority

Please enter the extent of your authority as secretary Please tick one box

Extent of authority

- Limited ❶  
 Unlimited

Description of limited authority, if applicable

Are you authorised to act alone or jointly? Please tick one box

- Alone  
 Jointly ❷

If applicable, name(s) of person(s) with whom you are acting jointly

❶ If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below

❷ If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below

### 7 UK establishments

A return must be delivered in respect of any alteration to the company particulars by each UK establishment. If, however, a company has more than one UK establishment, it may deliver only one form in respect of all those UK establishments, provided it completes the table below

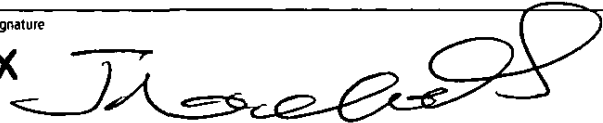
UK establishment name	Registration number							
United Distillers & Vintners (SJ) B V	B	R	0	0	9	8	3	9

### 8 Signature

I am signing this form on behalf of the overseas company

Signature


Signature


X  X



This form may be signed by  
Director, Secretary, Permanent representative


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 <b>Presenter information</b>	
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 Secretarial
Company name	Diageo plc
Address	Lakeside Drive
Park Royal	
Post town	
County/Region	London
Postcode	N W 1 0 7 H Q
Country	United Kingdom
DX	
Telephone	02089786520

 <b>Checklist</b>
<b>We may return forms completed incorrectly or with information missing</b>
<b>Please make sure you have remembered the following</b>
<input type="checkbox"/> The company name and number as registered in the UK match the information held on the public Register
<input type="checkbox"/> You have entered in Section 3 the date of change of details
<input type="checkbox"/> You have entered the relevant change of details
<input type="checkbox"/> A new 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
<input type="checkbox"/> You have completed Section 7, if applicable
<input type="checkbox"/> You have signed the form

 <b>Important information</b>
<b>Please note that all information on this form will appear on the public record</b>
 <b>Where to send</b>
<b>You may return this form to any Companies House address</b>
<b>England and Wales</b> The Registrar of Companies, Companies House, Crown Way, Cardiff, Wales, CF14 3UZ DX 33050 Cardiff
<b>Scotland</b> 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)
<b>Northern Ireland</b> 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

 <b>Further information</b>
For further information, please see the guidance notes on the website at <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a> or email <a href="mailto:enquiries@companieshouse.gov.uk">enquiries@companieshouse.gov.uk</a>
<b>This form is available in an alternative format. Please visit the forms page on the website at <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a></b>