

# OS AP03

## Appointment of secretary of an overseas company

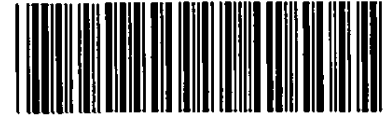


Companies House

**What this form is for**  
You may use this form to appoint  
an individual as a secretary of an  
overseas company

**What this form is NOT for**  
You cannot use this form if you  
are appointing a corporate secretary.  
If you do this, please use form  
OS AP04 'Appointment of corporate  
secretary of an overseas company'

WEDNESDAY



\*A4Y8QK2\*

A24

28/10/2015

#455

COMPANIES HOUSE

### 1 Overseas company details

Company number	F	C	0	3	0	3	3	7
Company name in full or alternative name as registered in the UK	Circle Holdings (UK) plc							

→ **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	<sup>d</sup> 1	<sup>d</sup> 6	<sup>m</sup> 0	<sup>m</sup> 7	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 5
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### 3 New secretary's details

Title*	Mr
Full forename(s)	Shane
Surname	Cobb
Former name(s) <sup>1</sup>	

<sup>1</sup> **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 8 if required

### 4 New secretary's service address <sup>2</sup>

	Please complete the service address below						
Building name/number	32						
Street	Welbeck Street						
Post town	London						
County/Region							
Postcode	W	1	G		8	E	U
Country	United Kingdom						

<sup>2</sup> **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.  
  
If you provide your residential  
address here it will appear on the  
public record

### 5 New secretary's authority

	Please enter the extent of your authority as secretary Please tick one box
Extent of authority	<input type="checkbox"/> Limited <sup>3</sup> <input checked="" type="checkbox"/> Unlimited
Description of limited authority, if applicable	


<sup>3</sup> **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**

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	Are you authorised to act alone or jointly? Please tick one box <input checked="" type="checkbox"/> Alone <input type="checkbox"/> Jointly ①	① 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
If applicable, name(s) of person(s) with whom you are acting jointly	  	

<b>6</b>	<b>UK establishments</b> 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
Circle Holdings (UK) plc	B R 0 1 5 3 3 2

<b>7</b>	<b>Signature</b>
Authorising Signature	Signature X  X
	This form may be signed and authorised by Director, Secretary, Permanent representative

<b>8</b>	<b>Additional former name(s) (continued from Section 3)</b>
Former name(s) ②	② Additional former name(s) Use this space to enter any additional names

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### 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 **Capita Asset Services**

Address **1st Floor**

**40 Dukes Place**

Post town **London**

County/Region

Postcode 

E	C	3	A		7	N	H
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Country **United Kingdom**

DX

Telephone

### Checklist

**We may return forms completed incorrectly or with information missing**

**Please make sure you have remembered the following**

- The company name and number as registered in the UK match the information held on the public Register
- You have completed the date of appointment
- You have given the new secretary's details
- You have provided the secretary's 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 completed the new secretary's authority in Section 5
- You have completed Section 6, if applicable
- You have signed the form

### 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**

#### **England and Wales**

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ  
DX 33050 Cardiff

#### **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)

#### **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](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)**