

# AP01

## Appointment of director



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

What this form is for  
You may use this form to appoint  
an individual as a director.

What this form  
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a corporate dire  
please use form  
of corporate dire

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24/01/2013

#6

COMPANIES HOUSE

1 Company details	
Company number	S C 4 3 1 3 8 9
Company name in full	HUB SOUTH WEST SCOTLAND LIMITED

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

2 Date of director's appointment	
Date of appointment	15 01 2013

3 New director's details	
Title *	MR
Full forename(s)	ANDREW KERR
Surname	BILL
Former name(s) ①	
Country/State of residence ②	UNITED KINGDOM
Nationality	BRITISH
Date of birth	23 07 1966
Business occupation (if any) ③	CIVIL ENGINEER

① Former name(s)  
Please provide any previous names  
which have been used for business  
purposes in the past 20 years.  
Married woman do not need to give  
former names unless previously used  
for business purposes.  
Continue in section 6 if required.

② Country/State of residence  
This is in respect of your usual  
residential address as stated in  
Section 4a.

③ Business occupation  
If you have a business occupation,  
please enter here. If you do not,  
please leave blank.

4 New director's service address ④	
Please complete your service address below. You must also complete your usual residential address in Section 4a.	
Building name/number	5
Street	BALLYGOWAN ROAD
Post town	HILLSBOROUGH
County/Region	COUNTY DOWN
Postcode	B T 2 6 6 H X
Country	NORTHERN IRELAND

④ 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 directors as the  
company's registered office.  
If you provide your residential  
address here it will appear on the  
public record.

100

100

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Signatures

I consent to act as director of the above named company.

New director's  
signature

Signature

X

*Andrew But*

X

Authorising signature

Signature

X

*[Signature]*

X

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.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

Furthermore, it is noted that regular audits are essential to identify any discrepancies or errors in the accounting system. By conducting these audits frequently, potential issues can be resolved before they become significant problems.

In addition, the document highlights the need for clear communication between all parties involved in the financial process. This includes providing timely updates to stakeholders and ensuring that everyone has access to the necessary information.


The second part of the document focuses on the implementation of internal controls. These controls are designed to prevent fraud and reduce the risk of errors. Key elements include segregation of duties, authorization requirements, and regular reconciliations.


The document also addresses the importance of staying up-to-date with changes in accounting standards and regulations. This requires ongoing education and training for all staff members.

Finally, it concludes by stating that a strong financial foundation is crucial for the long-term success of any organization. By following these guidelines, businesses can ensure their financial health and maintain the trust of their customers and investors.

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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	KATHERINE DAWSON
Company name	Pinsent Masons LLP
Address	139 Fountainbridge
Post town	Edinburgh
County/Region	
Postcode	E H 3 9 Q G
Country	
DX	
Telephone	0131 225 0052

 **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 provided a business occupation if you have one.
- You have provided a correct date of birth.
- You have completed the date of appointment.
- You have completed the nationality box in Section 3.
- You have provided both the service address and the usual residential address.
- Addresses 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 included all former names used for business purposes over the last 20 years.
- You have enclosed a relevant section 243 application if applying for this at the same time as completing this form.
- The new director 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, 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)