

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 change  
the details of an individual who is a  
secretary

**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 CH04 'Change of corporate  
secretary's details'

SATURDAY



A38 16/10/2010 71  
COMPANIES HOUSE

### 1 Company details

Company number	0	6	2	4	2	4	2	0
Company name in full	239 ACTON LANE LIMITED							

→ **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)	Rohan Brainerd Muir
Surname	Masson Taylor

<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	<sup>d</sup> 0 <sup>d</sup> 7 <sup>m</sup> 0 <sup>m</sup> 9 <sup>y</sup> 2 <sup>y</sup> 0 <sup>y</sup> 1 <sup>y</sup> 0
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Please complete the appropriate sections to indicate which of your details  
have changed

### 4 Change of name details

	Please enter your new name
Title*	
Full forename(s)	
Surname	

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

Building name/number	The Old Rectory
Street	Marston Bigot
Post town	Frome
County/Region	Somerset
Postcode	B A 1 1 5 D A
Country	United Kingdom

<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.  
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

# CH03

## Change of secretary's details

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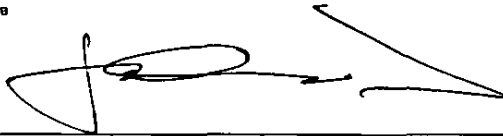
### Signature

I am signing this form on behalf of the company

Signature

Signature

X



X

This form may be signed by  
Director  Secretary, Person authorised  Administrator, Administrative receiver,  
Receiver, Receiver manager, Charity commission receiver and manager,  
CIC manager, Judicial factor

**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

# CH03

## Change of secretary's details



### 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

Baker Tilly Tax and  
Accounting Limited

Address

The Clock House  
140 London Road

Post town

Guildford

County/Region

Surrey

Postcode

G U 1 1 U W

Country

DX

2415 Guildford-1

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 match the information held on the public Register
- You have entered in Section 3 the date of change of details
- You have entered the relevant change of details.
- 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
- 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, 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, EH-3 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



### 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)