

# CH03

## Change of secretary's details



THURSDAY

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



PC4 03/12/2009 110

COMPANIES HOUSE  
ation, please  
refer to our guidance at  
[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 is 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'.

### 1 Company details

Company number

Company name in full

→ **Filling 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 ①

Title \*

Full forename(s)

Surname

① **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 ②

Building name/number

Street

Post town

County/Region

Postcode

Country

② **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

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6


### Signature

I am signing this form on behalf of the company.

Signature

Signature

X



X

This form may be signed 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.

# 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

Ward Hadaway

Address Sandgate House

102 Quayside

Post town Newcastle upon Tyne

County/Region Tyne & Wear

Postcode

N E 1 3 D X

Country United Kingdom

DX DX 730360 Newcastle upon Tyne 30

Telephone 0191 2044000

### 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, 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](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)