

# 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 for**  
You cannot use this form for  
appointing a company director.  
To do this, please use form  
OS AP04 'Appointment of  
secretary of an overseas company'.

THURSDAY



A32 \*A6KSHLT7\* #126  
07/12/2017  
COMPANIES HOUSE

lease  
v.uk

### 1 Overseas company details

Company number

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

→ **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 secretary's appointment

Date of appointment <sup>d</sup> <sup>d</sup> <sup>m</sup> <sup>m</sup> <sup>y</sup> <sup>y</sup> <sup>y</sup> <sup>y</sup>

### 3 New secretary's details

Title\*

Full forename(s)

Surname

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

Street

Post town

County/Region

Postcode

Country

<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  Limited <sup>3</sup>  
 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.

- Alone  
 Jointly ❶

❶ 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

### 6 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							

### 7 Signature

Authorising Signature

Signature

X



X

This form may be signed and authorised by:  
Director, Secretary, ~~Permanent representative.~~

### 8 Additional former name(s) (continued from Section 3)

Former name(s) ❷


❷ Additional former name(s)  
Use this space to enter any additional names

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## Appointment of secretary of an overseas company

### 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 NICOLA SHAW

Company name TOWERGATE

Address 55 BISHOPSGATE

Post town LONDON

County/Region UNITED KINGDOM

Postcode EC2N 3AS

Country UNITED KINGDOM

DX

Telephone 0207 398 2231

### 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)