

AP03

Appointment of secretary

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You can use the WebFiling service to file this form
Please go to www.companieshouse.gov.uk

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

What this form is for
You cannot use the form
for appointing a corporate
secretary.
To do this, please use
Form AP04 'Appointment of corporate
secretary'

WEDNESDAY



PC3 10/03/2010 25
COMPANIES HOUSE

ise
uk

1 Company details

Company number 0 2 5 7 3 1 4 1

Company name in full 1 To 6 West Court Management Company 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 secretary's appointment

Date of appointment 0 1 0 1 2 0 1 0

3 New secretary's details

Title * Mr

Full forename(s) Roland William

Surname Dunn

Former name(s) ①

① **Former name(s)**
Please provide any previous
names which have been used
for business purposes in the
past 20 years

Marned women do not need to
give former names unless
previously used for business
purposes

Continue in section 6 if required

4 New secretary's service address ②

Please complete your service address below

Building name/number 13

Street STATION ROAD

Post town Hailsham

County/Region East Sussex

Postcode BN 2 7 2BE

Country United Kingdom

② **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

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

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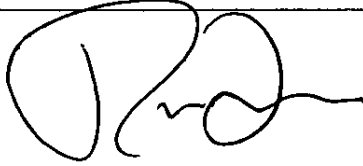
5 Signatures

I consent to act as secretary of the above named company

New secretary's
signature

Signature

X



X

Authorising signature

Signature

X



X

This form may be signed by
Director ❶, Secretary, Person Authorised ❷, Liquidator, 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

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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 **ROLAND DUNN**

Company name
**ROLAND DUNN PROPERTY
RENTALS & MANAGEMENT**

Address **13 STATION ROAD**

Post town **HAILSHAM**

County/Region **EAST SUSSEX**

Postcode

B	N	2	7	2	B	E
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Country **United Kingdom**

DX

Telephone **01323 848499**

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 completed the date of appointment
- You have provided the 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 included all former names used for business purposes over the last 20 years
- The new secretary 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.

 **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

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 or email 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