

Change of secretary's details - CH03

Data Item	Type	Max Char Length	Mandatory /Optional	Comments
Date of change	Date	8	Yes	-
General details				
Title	Free text	50	No	-
Forename	Free text	50	Yes	-
Other Forename (s)	Free text	50	No	-
Surname	Free text	50	Yes	-
Secretary's service address				
No change	Radio Button	-	No	One of these boxes must be actioned
Same as Registered office	Radio Button	-	No	One of these boxes must be actioned
New address	Radio Button	-	No	Opens new address fields
Country	Drop down menu	50	Yes	-
Other Country	Free text	20	Yes	Only if county is not in drop down menu
Postcode	Free text	15	No	Look up functionality
Care of details	Free text	100	No	Only if applicable
PO box number	Free text	10	No	Only if applicable
Building Name/No.	Free text	50	Yes	-
Address 1 (street)	Free text	50	Yes	-
Address 2	Free text	50	Yes	-
Post Town	Free text	50	Yes	-
County/Region	Free text	50	No	-