

You cannot use this form if you are changing the details of a corporate secretary. To do this, please use form OS CH06 'Change of details of a corporate secretary of an overseas company'.

All fields are mandatory unless specified or indicated by *

OS CH05

Change of details of a secretary of an overseas company

6

Change of secretary's authority

Please enter the extent of your authority as secretary. Please tick one box.

Extent of authority

- ☐ Limited
☐ Unlimited

Description of limited authority, if applicable

Are you authorised to act alone or jointly? Please tick one box.

- ☐ Alone
☐ Jointly

If applicable, name(s) of person(s) with whom you are acting jointly

7

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

8

Signature

I am signing this form on behalf of the overseas company.

Signature

Signature

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

OS CH05

Change of details of a secretary of an overseas company

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.