

# OS AP04

## Appointment of corporate secretary of an overseas company

### What this form is for

You may use this form to appoint a corporate body or firm as secretary of an overseas company.

### What this form is NOT for

You cannot use this form if you are appointing an individual as a secretary of an overseas company. To do this, please use form OS AP03 'Appointment of secretary of an overseas company.'

## 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.

## 2 Date of corporate 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 Corporate secretary's details

Corporate body/firm  
name

  

Building name/number

Street

  

Post town

County/Region

Postcode

Country

Is the corporate secretary registered within the European Economic Area (EEA)?

→ **Yes** Complete **Section 4**

→ **No** Complete **Section 5**

## 4 EEA companies

Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.

Where the company/  
firm is registered

  

Registration number

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### Non-EEA companies

Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.

Legal form of the corporate body or firm

Governing law

If applicable, where the company/firm is registered

If applicable, the registration number

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### New corporate secretary's authority

Please enter the extent of your authority as corporate 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

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### 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


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### Signature

Signature

Signature

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

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## 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.