

OS AP03

Appointment of secretary of an overseas company

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 NOT for
You cannot use this form if you are appointing a corporate secretary. To do this, please use form OS AP04 'Appointment of corporate secretary of an overseas company'.

1 Overseas company details

Company number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Company name in full or alternative name as registered in the UK	<input type="text"/>							

Filling in this form
Please complete in typescript or in bold black capitals.

2 Date of secretary's appointment

Date of appointment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
---------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

3 New secretary's details

Title*	<input type="text"/>
Full forename(s)	<input type="text"/>
Surname	<input type="text"/>
Former name(s)	<input type="text"/>

4 New secretary's service address

	Please complete the service address below.
Building name/number	<input type="text"/>
Street	<input type="text"/>
Post town	<input type="text"/>
County/Region	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>

5 New secretary's authority

	Please enter the extent of your authority as secretary. Please tick one box.
Extent of authority	<input type="checkbox"/> Limited <input type="checkbox"/> Unlimited
Description of limited authority, if applicable	<input type="text"/>

Appointment of secretary of an overseas company

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

[illegible]

OS AP03

Appointment of 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.