## **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 APO3 'Appointment of secretary of an overseas sempany'

							ot an overseas company.'	
1	Overse	as c	omp					
Company number								→ Filling in this form Please complete in typescript or in
Company name in full or alternative name as registered in the UK								bold black capitals.
2	Date o	f cor	pora	ite s	secre	etary	y's appointment	<u>'</u>
Date of appointment	d d	_	m	m	_	у	у у	
3	Corpor	ate	secre	etar	y's d	etai	ils	
Corporate body/firm name								
Building name/number								
Street								
Post town								
County/Region								
Postcode								
Country								
4	Legal							
	Please of by which it that reg	h it is t is en	gover					
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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5	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									
If applicable, name(s) of person(s) with whom you are acting jointly										
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 UI establishments, provided it completes the table below.									
	UK establishment name	istrati	stration number							
7	Signature		<u> </u> 							
	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.

#### **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.