

# CH04

## Change of corporate secretary's details

**What this form is for**  
You may use this form to change the details of a corporate secretary.

**What this form is NOT for**  
You cannot use this form if you are changing the details of a corporate director. To do this, please use form CH02 'Change of corporate director's details'.

<b>1</b>		<b>Company details</b>	<b>→ Filling in this form</b> Please complete in typescript or in bold black capitals.
Company number	<input type="text"/>		
Company name in full	<input type="text"/>		
<b>2</b>		<b>Secretary's current details on the Register</b>	
Corporate body/firm name	<input type="text"/>		
<b>3</b>		<b>Date of change of details</b>	
Date of change of details	<input type="text"/>		
		Please complete the appropriate sections to indicate which of the details have changed.	
<b>4</b>		<b>Change of name details</b>	
		Please enter the new name.	
Change of corporate body/firm name	<input type="text"/>		
<b>5</b>		<b>Change of registered or principal office address</b>	
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"/>		

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### Change of legal details

Please show any change of details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please detail any change to the register in which it is entered (including the state) and any new registration number in that register.

Change of details of the legal form of the corporate body or firm

Change of details of governing law

If applicable, new details where the company/firm is registered <sup>1</sup>

If applicable, new registration number

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### Signature

I am signing this form on behalf of the company.

This form may be signed by:  
Director, Secretary, Person authorised, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

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### Where to send

**You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:**

**For companies registered in England and Wales:**

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.

**For companies registered in Scotland:**

The Registrar of Companies, Companies House,  
Fourth floor, Edinburgh Quay 2,  
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.  
DX ED235 Edinburgh 1

**For companies registered in 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.