

# CH03

## Change of secretary's details

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

**What this form is NOT for**  
You cannot use this form if you are changing the details of a corporate secretary. To do this, please use form CH04 'Change of corporate secretary's details'.

### 1 Company details

Company number

Company name in full

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

### 2 Secretary's current details on the Register

Title\*   
Full forename(s)   
Surname

### 3 Date of change of details

Date of change of details

Please complete the appropriate sections to indicate which of your details have changed.

### 4 Change of name details

Please enter your new name.

Title\*   
Full forename(s)   
Surname

### 5 Change of service address

Building name/number   
Street   
  
Post town   
County/Region   
Postcode   
Country

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Signature

Signature

I am signing this form on behalf of the company.

Signature

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  
or LP - 4 Edinburgh 2 (Legal Post).

**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.