

Appointment of secretary - AP03

Data Item	Type	Max Char Length	Mandatory /Optional	Comments
Date of appointment	Date	8	Yes	-
Title	Free text	50	No	-
Forename	Free text	50	Yes	-
Other Forename (s)	Free text	50	No	-
Surname	Free text	50	Yes	-
Former names				
Former forename	Free text	50	No	-
Former surname	Free text	50	No	-
Secretary's service address				
Where is the service address situated	Radio Button	-	Yes	Same as RO/Other address Other address Radio Button opens address fields
Country	Drop down menu	50	Yes	-
Other Country	Free text	20	Yes	Only if county is not in drop down menu
Postcode	Free text	15	No	Look up functionality
Care of details	Free text	100	No	Only if applicable
PO box number	Free text	10	No	Only if applicable
Building Name/No.	Free text	50	Yes	-
Address 1 (street)	Free text	50	Yes	-
Address 2	Free text	50	Yes	-
Post Town	Free text	50	Yes	-
County/Region	Free text	50	No	-