

Appointment of corporate secretary - AP04

Data Item	Type	Max Char Length	Mandatory /Optional	Comments
Date of appointment	Date	8	Yes	-
Name of corporate body	Free text	160	Yes	-
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	-
Forename authorising person	Free text	50	Yes	-
Surname authorising person	Free text	50	Yes	-
Company type	Radio Button	-	Yes	EEA or non EEA (one must be completed)
EEA companies				
Where company is registered	Free text	50	Yes	-
Registration number	Numeric	50	Yes	-
Non EEA companies				
Legal form of corporate body	Free text	50	Yes	-
Governing law	Free text	50	Yes	-
Where company is registered	Free text	50	Yes	-
Registration number	Numeric	20	Yes	-