

AP04

Appointment of corporate secretary

What this form is for
You may use this form to appoint a corporate body or firm as secretary.

What this form is NOT for
You cannot use this form if you are appointing an individual as a secretary. To do this, please use form AP03 'Appointment of secretary'.

For further information, please refer to our guidance at www.gov.uk/companieshouse

1

Company details

Company number

Company name in full

→ Filling in this form

Please complete in typescript or in bold black capitals.

2

Date of corporate secretary's appointment

Date of appointment

d

d

m

m

y

y

y

y

3

Corporate secretary's details

Corporate body/firm name

Building name/number

Street

Post town

County/Region

Postcode

Country

Is the corporate secretary a limited company registered in the UK?

→ Yes

Complete **Section 4**

→ No

Complete **Section 5**

4

UK-registered limited companies

Please give the company registration number.

Registration number

5

Other corporate bodies & firms

Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.

Legal form of the
corporate body
or firm

Governing law

If applicable, where
the company/firm is
registered

If applicable,
registration number

6

Consent to act as corporate secretary

Please tick the box to confirm consent.

- ☐ The company confirms that the corporate body named in section 3 has consented to act as a corporate secretary of the company named in section 1.

7

Signature

I am signing this form on behalf of the company.

Signature

Signature

X

X

This form may be signed and authorised 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.