

AP03

Appointment of secretary

What this form is for
You may use this form to appoint
an individual as a secretary.

What this form is NOT for
You cannot use this form if you are
appointing a corporate secretary.
To do this, please use form
AP04 'Appointment of corporate
secretary'.

1 Company details

Company number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Company name in full	<input type="text"/>							
	<input type="text"/>							

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

2 Date of secretary's appointment

Date of appointment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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3 New secretary's details

Title*	<input type="text"/>
Full forename(s)	<input type="text"/>
Surname	<input type="text"/>
Former name(s)	<input type="text"/>
	<input type="text"/>

4 New secretary's service address

	Please complete your service address below.							
Building name/number	<input type="text"/>							
Street	<input type="text"/>							
	<input type="text"/>							
Post town	<input type="text"/>							
County/Region	<input type="text"/>							
Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	<input type="text"/>							

AP03

Appointment of secretary

5

Consent to act as secretary

Please tick the box to confirm consent.

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

6

Signature

I am signing this form on behalf of the company.

Signature

Signature

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.

7

Additional former names (continued from Section 3)

Former names

AP03

Appointment of secretary

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.