

OS CH06

Change of details of a corporate secretary of an overseas company

What this form is for
You may use this form to change the details of a corporate secretary of an overseas company.

What this form is NOT for
You cannot use this form if you are changing the details of a corporate director. To do this, please use form OS CH04 'Change of details of a corporate director of an overseas company'.

1 Overseas company details		→ Filling in this form Please complete in typescript or in bold black capitals.
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"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Company name in full or alternative name as registered in the UK	<input type="text"/> <input type="text"/>	
2 Corporate Secretary's current details on the Register		
Corporate body/firm name	<input type="text"/> <input type="text"/>	<input type="text"/>
3 Date of change of details		
Date of change of details	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Please complete the appropriate sections to indicate which of your details have changed.	<input type="text"/>
4 Change of name details		
	<input type="text"/> Please enter your new name.	<input type="text"/>
Change of corporate body/firm name	<input type="text"/> <input type="text"/>	<input type="text"/>
5 Change of registered or principal office address		
Building name/number	<input type="text"/>	<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"/>	
	<input type="text"/>	

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Change of legal details

Please show any change of details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please detail any change to the register in which it is entered (including the state) and any new registration number in that register.

Change of details of the legal form of the corporate body or firm

Change of details of governing law

If applicable, new details where the company/firm is registered

If applicable, the new registration number

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Change of corporate secretary's authority

Please enter the extent of your authority as corporate secretary.
Please tick one box.

Extent of authority

- ☐ Limited
☐ Unlimited

Description of limited authority, if applicable

Are you authorised to act alone or jointly? Please tick one box.

- ☐ Alone
☐ Jointly

If applicable, name(s) of person(s) with whom you are acting jointly

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UK establishments

A return must be delivered in respect of any alteration to the company particulars by each UK establishment. If, however, a company has more than one UK establishment, it may deliver only one form in respect of all those UK establishments, provided it completes the table below.

UK establishment name	Registration number							

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Signature

I am signing this form on behalf of the overseas company.

This form may be signed by:
Director, Secretary, Permanent representative.

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Where to send

You may return this form to any Companies House address:

England and Wales:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

Scotland:

The Registrar of Companies, Companies House,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.
DX ED235 Edinburgh 1.

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.