In accordance with section 279G of the Companies Act 2006.

AP03
Appointment of secretary

Companies House

Go online to file this information
gov.uk/companieshouse

✓ **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'.

For further information, please refer to our guidance at: 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.

All fields are mandatory unless specified or indicated by *

2 Date of secretary's appointment

Date of appointment d d m m y y y y

3 New secretary's details

Title*

Full forename(s)

Surname

Former name(s) ❶

❶ **Former name(s)**
Please provide any previous names (including maiden or married names) which have been used for business purposes in the last 20 years.

Continue in section 7 if required.

4 New secretary's service address ❷

Please complete your service address below.

Building name/number

Street

Post town

County/Region

Postcode

Country

❷ **Secretary's service address**
This is the address that will appear on the public record. This does not have to be your usual residential address.

You can state 'The company's registered office' in this section if your service address is the same as the company's registered office.

If you provide your residential address here, it will appear on the public record.

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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 Authentication

Name

Enter your printed name. You do not need to include a signature.

This form may be authenticated by:
Director ❶, Secretary, Person authorised ❷, Administrator, Administrative Receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

❶ **UK Societas**
If the form is being filed on behalf of a UK Societas (UKS) please delete 'director' and insert details of which organ of the UKS the person signing has membership.

Person authorised
Under either section 270 or 274 of the Companies Act 2006.

7 Additional former names (continued from section 3)

Former names ❸

❸ **Additional former names**
Use this space to enter any additional names.

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Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone

Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have completed the date of appointment.
- ☐ You have provided the service address.
- ☐ The address must be a physical location. It cannot be a PO Box, DX or LP (Legal Post in Scotland) number.
- ☐ You have included all former names used for business purposes over the last 20 years.
- ☐ You have ticked the consent to act statement.
- ☐ You have authenticated the form.

Important information

Please note that all information on this form will appear on the public record.

Where to send

You can upload certain forms to Companies House instead of sending them by post.

If you need to post your form, you must send it to the correct address.

For more information on where to send the form visit:

gov.uk/companies-house/offices

Further information

For further information, please see the guidance notes on the website at gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on our website:

gov.uk/companieshouse