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

AP04
Appointment of corporate secretary

Companies House

Go online to file this information
gov.uk/companieshouse

✓ **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: 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 corporate secretary's appointment

Date of appointment d d m m y y y y

3 Corporate secretary's details ❶

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**

❶ **Principal office address**
This address will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), a DX number or LP (Legal Post in Scotland) number.

4 UK-registered limited companies ❷

Please give the company registration number.

Registration number

❷ You can find the registration number on our website: gov.uk/get-information-about-a-company

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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.

❶ Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register.

Legal form of the corporate body or firm	
Governing law	
If applicable, where the company/firm is registered ❶	
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 Authentication

Name

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

This form may be authenticated by:
Director ❷, Secretary, Person authorised ❸, 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.

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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 entered the new corporate secretary's address.
- ☐ The address must be a physical location. It cannot be a PO Box number (unless part of a full address), DX number or LP (Legal Post in Scotland) number.
- ☐ You have completed either section 4 or section 5.
- ☐ You have ticked the consent to act statement in section 6.
- ☐ 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