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

CH03
Change of secretary's details

Companies House

Go online to file this information
gov.uk/companieshouse

✓ **What this form is for**
You may use this form to change the details of an individual who is a secretary.

✗ **What this form is NOT for**
You cannot use this form if you are changing the details of a corporate secretary. To do this, please use form CH04 'Change of corporate secretary's details'.

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 Secretary's current details on the Register ❶

Title*

Full forename(s)

Surname

❶ **Current details**
This information is used to identify your details on the public record.

3 Date of change of details

Date of change of details d d m m y y y y

Please complete the appropriate sections to indicate which of your details have changed.

4 Change of name details

Please enter your new name.

Title*

Full forename(s)

Surname

5 Change of service address ❷

Building name/number

Street

Post town

County/Region

Postcode

Country

❷ **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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6 Authentication

Name ❶

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

This form may be authenticated by:
Director❷, Secretary, Person authorised❸, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

❶ **Authentication**
This will appear on the public record.

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

❸ **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 entered in Section 3 the date of change of details.
- ☐ You have entered the relevant change of details.
- ☐ The secretary's service address must be a physical location. It cannot be a PO Box, DX or LP (Legal Post in Scotland) number.
- ☐ 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