

Appointment of director

You can use the **WebFiling** service to file this form online.

Please go to www.companieshouse.gov.uk

✓ **What this form is for**
You may use this form to appoint an individual as a director.

✗ **What this form is NOT for**
You cannot use the form to appoint a corporate director. To do this, please use form AP02 'Appointment of corporate director'.

For further information, please refer to our guidance at www.companieshouse.gov.uk

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 director's appointment

Date of appointment	d	d	m	m	y	y	y	y
---------------------	---	---	---	---	---	---	---	---

3 New director's details

Title*									
Full forename(s)									
Surname									
Former name(s) ①									
Country/State of residence ②									
Nationality									
Date of birth	d	d	m	m	y	y	y	y	
Business occupation (if any) ③									

① **Former name(s)**
Please provide any previous names which have been used for business purposes in the past 20 years.

Married women do not need to give former names unless previously used for business purposes.

Continue in section 6 if required.

② **Country/State of residence**
This is in respect of your usual residential address as stated in Section 4a.

③ **Business occupation**
If you have a business occupation, please enter here. If you do not, please leave blank.

4 New director's service address ④

Please complete your service address below. You must also complete your usual residential address in Section 4a .									
Building name/number									
Street									
Post town									
County/Region									
Postcode									
Country									

④ **Service address**
This is the address that will appear on the public record. This does not have to be your usual residential address.

Please state 'The Company's Registered Office' if your service address is recorded in the company's register of directors as the company's registered office.

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



This page is not shown on the public record



Do not cover this barcode

4a

New director's usual residential address ⓘ

	Please complete your usual residential address below.						
Building name/number							
Street							
Post town							
County/Region							
Postcode							
Country							

1 New director's usual residential address
Please state 'Same as service address' in this section if your usual residential address is recorded in the company's register of director's residential addresses as 'Same as service address'.

You cannot state 'Same as service address' if your service address has been stated in Section 4 as 'The Company's Registered Office'. You will need to complete the address in full.

This address cannot be a PO Box, DX or LP (Legal Post in Scotland) number.

Section 243 of
Companies Act 2006

Section 243 exemption ⓘ

Only tick the box below if you are in the process of applying for, or have been granted, exemption by the Registrar from disclosing your usual residential address to credit reference agencies under section 243 of the Companies Act 2006.

Different postal address:

If you are applying for, or have been granted, a section 243 exemption, please post this whole form to the different postal address below:

The Registrar of Companies, PO Box 4082, Cardiff, CF14 3WE.

Where you are applying for a section 243 exemption with this notice, the application and this form must be posted together.

2 If you are currently in the process of applying for, or have been granted, a section 243 exemption, you may wish to check you have not entered your usual residential address in Section 4 as this will appear on the public record.



AP01

Appointment of director

5 Signatures

I consent to act as director of the above named company.

New director's signature

Signature

X

X

Authorising signature

Signature

X

X

1 Societas Europaea

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

2 Person authorised

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

This form may be signed and authorised by:

Director **1**, Secretary, Person authorised **2**, Administrator, Administrative Receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

6 Additional former names (continued from Section 3)

Former names **3**

3 Additional former names

Use this space to enter any additional names.

AP01

Appointment of director



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 provided a business occupation if you have one.
- You have provided a correct date of birth.
- You have completed the date of appointment.
- You have completed the nationality box in Section 3.
- You have provided both the service address and the usual residential address.
- Addresses must be a physical location. They cannot be a PO Box number (unless part of a full service address), 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 enclosed a relevant section 243 application if applying for this at the same time as completing this form.
- The new director has signed the form.
- You have provided an authorising signature.



Important information

Please note that all information on this form will appear on the public record, apart from information relating to usual residential addresses.



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,
First Floor, Waterfront Plaza, 8 Laganbank Road,
Belfast, Northern Ireland, BT1 3BS.
DX 481 N.R. Belfast 1.

Section 243 exemption

If you are applying for, or have been granted a section 243 exemption, please post this whole form to the different postal address below:

The Registrar of Companies, PO Box 4082,
Cardiff, CF14 3WE.



Further information

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

This form is available in an alternative format. Please visit the forms page on the website at www.companieshouse.gov.uk

Appointment of corporate director

You can use the **WebFiling** service to file this form online.

Please go to www.companieshouse.gov.uk

What this form is for
You may use this form to appoint a corporate body or firm as director.

What this form is NOT for
You cannot use this form if you are appointing an individual as a director. To do this, please use form AP01 'Appointment of director'.

For further information, please refer to our guidance at www.companieshouse.gov.uk

1 Company details

Company number

Company name in full

→ Filing 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 director's appointment

Date of appointment

3 New corporate director's details

Corporate body/firm name

Building name/number

Street

Post town

County/Region

Postcode

Country

Is the corporate director registered within the European Economic Area (EEA)?

→ Yes Complete **Section 4**

→ No Complete **Section 5**

Registered or principal address

This is the address that 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 EEA companies

Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.

Where the company/firm is registered

Registration number

EEA

A full list of countries of the EEA can be found in our guidance: www.companieshouse.gov.uk

This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).

AP02

Appointment of corporate director

5

Non-EEA companies

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 Non - EEA

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

Registration number

6

Signatures

I consent to act as director of the above named company.

New director's signature

Signature

X

X

Authorising signature

Signature

X

X

❷ Societas Europaea

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

❸ Person authorised

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

This form may be signed and authorised by:

Director ❷, Secretary, Person Authorised ❸, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

AP02

Appointment of corporate director



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 director's address.
- The address must be a physical location. It cannot be a PO Box number (unless part of a full address), DX or LP (Legal Post in Scotland) number.
- You have completed either Section 4 or Section 5.
- An officer of the new corporate director has signed the form.
- You have provided an authorising signature.



Important information

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



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:

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DX 33050 Cardiff.

For companies registered in Scotland:

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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,
First Floor, Waterfront Plaza, 8 Laganbank Road,
Belfast, Northern Ireland, BT1 3BS.
DX 481 N.R. Belfast 1.



Further information

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

This form is available in an alternative format. Please visit the forms page on the website at www.companieshouse.gov.uk

Appointment of secretary

Please go to www.companieshouse.gov.uk

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

✗ 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 www.companieshouse.gov.uk

1

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

3

New secretary's details

Title*

Full forename(s)

Surname

Former name(s) ❶

❶ **Former name(s)**

Please provide any previous names which have been used for business purposes in the past 20 years.

Married women do not need to give former names unless previously used for business purposes.

Continue in section 6 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.

Please state 'The Company's Registered Office' if your service address is recorded in the company's register of secretaries as the company's registered office.

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

AP03

Appointment of secretary

5

Signatures

I consent to act as secretary of the above named company.

New secretary's
signature

Signature

X

X

Authorising signature

Signature

X

X

1 Societas Europaea

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

2 Person authorised

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

This form may be signed and authorised by:

Director **1** Secretary, Person authorised **2** Administrator, Administrative Receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

6

Additional former names (continued from Section 3)

Former names **3**

3 Additional former names

Use this space to enter any additional names.

 **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 number (unless part of a full address), DX or LP (Legal Post in Scotland) number.
- You have included all former names used for business purposes over the last 20 years.
- The new secretary has signed the form.
- You have provided an authorising signature.

 **Important information**

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

 **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:

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DX 33050 Cardiff.

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Fourth floor, Edinburgh Quay 2,
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DX ED235 Edinburgh 1
or LP - 4 Edinburgh 2 (Legal Post).

For companies registered in Northern Ireland:

The Registrar of Companies, Companies House,
First Floor, Waterfront Plaza, 8 Laganbank Road,
Belfast, Northern Ireland, BT1 3BS.
DX 481 N.R. Belfast 1.

 **Further information**

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

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Appointment of corporate secretary

You can use the WebFiling service to file this form online.

Please go to www.companieshouse.gov.uk

✓ **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 www.companieshouse.gov.uk

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 [Ⓢ]

Corporate body/firm name

Building name/number

Street

Post town

County/Region

Postcode

Country

Is the corporate secretary registered within the European Economic Area (EEA)?

→ **Yes** Complete **Section 4**

→ **No** Complete **Section 5**

Ⓢ Registered or principal 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 EEA companies [Ⓢ]

Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.

Where the company/firm is registered [Ⓢ]

Registration number

Ⓢ EEA

A full list of countries of the EEA can be found in our guidance: www.companieshouse.gov.uk

Ⓢ This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).

AP04

Appointment of corporate secretary

5 Non-EEA companies

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 Non - EEA 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		
Registration number		

6 Signature

I consent to act as secretary of the above named company.		❷ Societas Europaea If the form is being filed on behalf of a Societas Europaea (SE) please delete 'director' and insert details of which organ of the SE the person signing has membership. ❸ Person authorised Under either section 270 or 274 of the Companies Act 2006.
New secretary's signature	Signature X	
Authorising signature	Signature X	
This form may be signed and authorised by: Director ❷ , Secretary, Person authorised ❸ , Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.		

AP04

Appointment of corporate secretary

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 or LP (Legal Post in Scotland) number.
- You have completed either section 4 or section 5.
- An officer of the new corporate secretary has signed the form.
- You have provided an authorising signature.

Important information

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

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