

EE AP02

Appointment of corporate manager of an EEIG where the official address is in the UK



Companies House

✓ What this form is for
You may only use this form
to appoint a corporate manager of
an EEIG where the official address is
in the UK.

✗ What this form is NOT for
You cannot use this form if you
are appointing an individual as a
manager. To do this please use form
EE AP01.

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

1 EEIG details

Grouping number

Grouping 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 appointment of corporate manager

Date of appointment

3 New corporate manager's details ①

Corporate body/firm
name ②

Building name/number

Street

Post town

County/Region

Postcode

Country

① Registered or principal address

This is the registered or principal
office address of the corporate
manager.

② Name of corporate body/firm being appointed as corporate manager of an EEIG.

4 Statement

If the grouping has more than one manager does the manager have the power
to bind the grouping acting singly?

☐ Yes

☐ No - Please specify below the conditions under which the
managers can bind the grouping.

Grouping conditions

Is the company within the European Economic Area (EEA)

→ **Yes** complete **Section 5**

→ **No** complete **Section 6**

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5	EEA companies ^①	
	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 ^②		① EEA A full list of countries of the EEA can be found in our guidance: www.gov.uk/companieshouse
Registration number		
6	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.	
Legal form of the corporate body or firm		③ 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.
Governing law		
If applicable, where the company/firm is registered ^③		
Registration number		
7	Details of person authorised to represent the corporate manager	
	Please give the details of a person authorised to represent the corporate manager.	
Title *		④ 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.
Full forename(s)		
Surname		⑤ Month and year of birth Please provide month and year only. Provide full date of birth in section 7a.
Former name(s) ^④		
Nationality		⑥ Business occupation If you have a business occupation, please enter here. If you do not, please leave blank.
Month/year of birth ^⑤	X X m m y y y y	
Business occupation (if any) ^⑥		
8	Service address of person authorised to represent the corporate manager ^⑦	
	Please complete the service address below.	
Building name/number		⑦ Service address of person authorised to represent the corporate manager This is the address that will appear on the public record. This does not have to be your usual residential address. If your provide you residential address here it will appear on the public record.
Street		
Post town		
County/Region		
Postcode		
Country		



This page is not shown on the public record



Do not cover this barcode

7a

Person authorised date of birth

Please show person authorised full date of birth.

Date of birth

d	d	m	m	y	y	y	y
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Consent to act as manager

Please tick the box to confirm consent.

- ☐ The grouping confirms that the manager in section 3 has consented to act as a manager of the EEIG named in section 1.

10

Signatures

I am signing this form on behalf of the grouping.

Signature

Signature

X

X

This form may be signed and authorised by: A member or manager of the grouping.

**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 grouping name and number match the information held on the public Register.
- ☐ You have completed the date of appointment.
- ☐ The corporate body firm/name has been shown in Section 3 of the form.
- ☐ You have provided the month and year of birth in section 3.
- ☐ You have entered the new corporate manager'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. Either Section 5 or 6 have been completed.
- ☐ The details and service address of a person.
- ☐ You have provided the month and year of birth in section 7. authorised to represent the corporate manager have been given in Section 7 and 8.
- ☐ You have provided your full date of birth in section 7a.
- ☐ You have ticked the consent to act statement.
- ☐ You have signed the form.

**Important information**

Please note that all information on this form will appear on the public record apart from information relating to day of birth.

**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 EEIGs registered in England and Wales:

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

For EEIGs 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 EEIGs registered in 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.

**Further information**

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

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