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## Withdraw an election to keep your secretaries' information on the public register

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Use the [online service](#) to update your information as quickly as possible.

Or visit:

[www.gov.uk/file-changes-to-a-company-with-companies-house](http://www.gov.uk/file-changes-to-a-company-with-companies-house)

**It takes longer to  
process paper forms  
sent to us by post**



# EW03

## Withdrawal of election to keep information from register of secretaries on the central (public) register



Companies House



**Go online to file this information**  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

✓ **What this form is for**  
You may use this form to  
withdraw an election to keep  
secretaries' information on the  
public register.

✗ **What this form is NOT for**  
You may not use this form to  
withdraw any other election.

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.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 Company's register of secretaries

The company withdraws the election to keep information about secretaries on  
the public register.



The information can now be found in the company's own registers.

### 3 Signature

I am signing this form on behalf of the company.

Signature

Signature

X

X

① **Person authorised**

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

This form may be signed by:

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

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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 signed the form.



## Important information

**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:**

### **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, 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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)**