

# AP03

## Appointment of secretary



Companies House

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

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

✗ **What this form is NOT for**  
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:  
[gov.uk/companieshouse](http://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 secretary's appointment

Date of appointment <sup>d</sup> <sup>d</sup> <sup>m</sup> <sup>m</sup> <sup>y</sup> <sup>y</sup> <sup>y</sup> <sup>y</sup>

### 3 New secretary's details

Title\*

Full forename(s)

Surname

Former name(s) ①

#### ① 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.

Continue in section 7 if required.

### 4 New secretary's service address ②

Please complete your service address below.

Building name/number

Street

Post town

County/Region

Postcode

Country

#### ② 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.

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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**5**

### Consent to act as secretary

Please tick the box to confirm consent.

- ☐ The company confirms that the person named in section 3 has consented to act as a secretary of the company named in section 1.

**6**

### Authentication

Name

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

This form may be authenticated by:  
Director <sup>❶</sup>, Secretary, Person authorised <sup>❷</sup>, 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.

**7**

### Additional former names (continued from section 3)

Former names <sup>❸</sup>


#### **❸ 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, 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 ticked the consent to act statement.
- ☐ 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](https://gov.uk/companies-house/offices)**

**Further information**

For further information, please see the guidance notes on the website at [gov.uk/companieshouse](https://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 our website: [gov.uk/companieshouse](https://gov.uk/companieshouse)**