

Change of director or secretary or change of particulars

This form should be completed in black

Company Number

CN

Company Name

CN	<input type="checkbox"/>

Appointment

(Turn over page for resignation and change of particulars).

Date of appointment

DA						
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Appointment of director

CD	<input type="checkbox"/>
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Please mark the appropriate box.
If the appointment is as director and secretary mark both boxes.

Appointment of secretary

CS	<input type="checkbox"/>
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NOTES

Show the full forenames, NOT INITIALS. If the director or secretary is a Corporation or Scottish firm, show the name on surname line and registered or principal office on the usual residential address line.

Give previous forenames or surname except:

- for a married woman the name before marriage need not be given.
- for names not used since the age of 18 or for at least 20 years.

A peer or an individual known by a title may state the title instead of or in addition to the forenames and surname.

Other directorships

Give the name of every company of which the person concerned is a director or has been a director at any time in the past 5 years, exclude a company which either is, or at all times during the past five years when the person was a director was

- dormant
- a parent company which wholly owned the company making the return
- a wholly owned subsidiary of the company making the return
- another wholly owned subsidiary of the same parent company

Consent Signature

* Voluntary details

† Directors only

Name *Style/Title

Forenames

Surname

Previous forenames

Previous surname

Usual residential address

AD

Post town

County/Region

Postcode

Country

Date of birth†

DO

Nationality† NA

Business occupation†

OC

Other directorships†

I consent to act as director/secretary of the above named company

Signed _____ Date _____

A serving director etc. must also sign the form overleaf.

Resignation

(This includes any form of ceasing to hold office e.g. death or removal from office).

Date of resignation etc.

DR						
----	--	--	--	--	--	--

Resignation etc. as director

XD	
----	--

Resignation etc. as secretary

XS	
----	--

Please mark the appropriate box.
If change of particulars etc., is as director and secretary mark both boxes

Forenames

Surname

Date of birth (directors only)

DO						
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If cessation is other than resignation, please state reason (e.g. death)

CHANGE OF PARTICULARS

Complete this section in all cases where particulars have changed and then the appropriate section below.

Date of change of particulars

DC						
----	--	--	--	--	--	--

Change of particulars as director

ZD	
----	--

Change of particulars as secretary

ZS	
----	--

Please mark the appropriate box.
If change of particulars etc., is as director and secretary mark both boxes

Forenames } (names previously

Surname } notified to Companies Registry)

DO						
----	--	--	--	--	--	--

NN

Change of name
(enter new name)

Forenames

Surname

Change of usual residential address
(enter new address)

AD

Post town

County/Region

Postcode

Country _____

Other Change

(please specify)

A serving director / secretary etc. must also sign the form below

Signature

Signed _____ Date _____
(by a serving director / secretary / administrator / administrative receiver) (Delete as appropriate)

To whom should Companies Registry direct any enquiries about the information shown on this form?

Postcode _____

Telephone _____ Extension _____