

# CH01

## Change of director's details



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 change  
the details of an individual who is a  
director.

☒ What this form is NOT  
You cannot use this form  
the details of a corporate  
To do this, please use for  
'Change of corporate dir  
details'.

FRIDAY



A29 11/03/2016 #154  
COMPANIES HOUSE

### 1 Company details

Company number 09449890  
Company name in full KEEPSAKES CRAFT KITS LTD

→ Filling in this form  
Please complete in typescript or in  
bold black capitals.

All fields are mandatory unless  
specified or indicated by \*

### 2 Director's current details on the Register<sup>①</sup>

Month/year of birth\*<sup>②</sup> XX 03 1973  
Title\* MRS  
Full forename(s) AMBER WILHELMINA  
Surname AITKEN

① Current details  
This information is used to identify  
your details on the public record.

② This is voluntary information and if  
completed it will be placed on the  
public record.

### 3 Date of change of details

Date of change of details 12 02 2016

Please complete the appropriate sections to indicate which of your details  
have changed.

### 4 Change of name details

Title\*  
Full forename(s)<sup>③</sup>  
Surname<sup>③</sup>

③ New name  
Please enter your new name.

### 5 Change of service address<sup>④</sup>

Building name/number OAKVIEW  
Street LONDON ROAD  
Post town FELBRIDGE  
County/Region WEST SUSSEX  
Postcode RH19 2QZ  
Country ENGLAND

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.

Please complete Section 5a if  
your usual residential address has  
changed.

☐ I confirm that there has been no change in the company's register of  
directors' residential addresses.

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Change of other details

Change of Country/  
State of residence

Change of nationality

Change of business  
occupation

7

Signature

I am signing this form on behalf of the company.

Signature

Signature

X



X

This form may be signed by:

Director<sup>①</sup>, Secretary, Person authorised<sup>②</sup>, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

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.

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## Change of director's details

**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 **AMBER AITKEN**Company name **KEEPSAKES CRAFT****KITS LTD**Address **108 STATION RD**Post town **LINGFIELD**County/Region **SURREY**Postcode **RH7 6ED**Country **ENGLAND**

DX

Telephone **0790 346 4884****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 in Section 3 the date of change of details.
- ☐ If you have changed the service address, you have ticked the no change box in Section 5 to indicate no change in your usual residential address or provided your new usual residential address in Section 5a.
- ☐ Any new address 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 entered the relevant change of details.
- ☐ 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 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,  
Second Floor, The Linenhall, 32-38 Linenhall Street,  
Belfast, Northern Ireland, BT2 8BG.  
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.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)

THIS IS  
COMPANY AND  
DIRECTORS  
OLD ADDRESS -  
NEW ADDRESS  
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