

AP03

Appointment of secretary

form produced by

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You can use the WebFiling service to file this form online
Please go to www.companieshouse.gov.uk

☒ **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 the form
appointing a corporate secretary.
To do this, please use form
'Appointment of corporate secretary'

MONDAY



A18 *A4808SN0* 01/06/2015 #192
COMPANIES HOUSE

1 Company details

Company number 4 2 3 9 3 4 5

Company name in full TECH REFRIGERATION SERVICES LIMITED

→ **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 d 1 8 m 0 5 y 2 0 1 5

3 New secretary's details

Title * Mrs

Full forename(s) Melanie

Surname Douse

Former name(s) *

① **Former name(s)**
Please provide any previous
names which have been used
for business purposes in the
past 20 years.

Married women do not need to
give former names unless
previously used for business
purposes.

Continue in section 6 if required.

4 New secretary's service address ②

Please complete your service address below.

Building name/number 27 Cedar Crescent

Street

Post town Tonbridge

County/Region Kent

Postcode T N 1 0 3 Q N

Country United Kingdom

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.

Please state 'The Company's
Registered Office' if your
service address is recorded in
the company's register of
secretaries as the company's
registered office.

If you provide your residential
address here, it will appear on
the public record.

AP03
Appointment of secretary

5

Signatures

I consent to act as secretary of the above named company.

New secretary's
signature

Signature

X

MJ Douse

X

Authorising signature

Signature

X

Paul Douse

X

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.

This form may be signed by:
 Director **1**, Secretary, Person Authorised **2**, Administrator,
 Administrative receiver, Receiver, Receiver manager, Charity commission
 receiver and manager, CIC manager, Judicial factor.

6

Additional former names (continued from Section 3)

Former names **1**

1 Additional former names
 Use this space to enter any additional names.

AP03

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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	Deeks Evans
Address	3 Boyne Park
Post town	Tunbridge Wells
County/Region	Kent
Postcode	T N 4 8 E N
Country	United Kingdom
DX	
Telephone	01892 526417



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 number (unless part of a full address), DX or LP (Legal Post in Scotland) number.
- ☐ You have included all former names used for business purposes over the last 20 years.
- ☐ The new secretary has signed the form.
- ☐ You have provided an authorising signature.



Important information

Please note that 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.

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.companieshouse.gov.uk or email enquiries@companieshouse.gov.uk

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