

AP03

Appointment of secretary

form produced by



Plummer Parsons
Chartered Accountants

Ver.14.02

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 if you are
appointing a corporate secretary.
To do this, please use form AP04
'Appointment of corporate secret'

THURSDAY



A28 31/12/2009

324

COMPANIES HOUSE

1 Company details

Company number 7 0 7 7 9 5 0

Company name in full MP & Sons (Sussex) 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 d 6 m 1 m 1 y 2 y 0 y 0 y 9

3 New secretary's details

Title * Mrs

Full forename(s) Zahra

Surname Ghafari

Former name(s) ①

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 15 Langney Road

Street

Post town Eastbourne

County/Region East Sussex

Postcode B N 2 1 3 Q A

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.

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.

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Signatures

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

New secretary's
signature

Signature

X



X

Authorising signature

Signature

X

B Kahan

X

This form may be signed by:

Director ❶, Secretary, Person Authorised ❷, Liquidator, Administrator,
Administrative receiver, Receiver, Receiver manager, Charity commission
receiver and manager, CIC manager, Judicial factor.

❶ **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.

❷ **Person authorised**

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

6

Additional former names (continued from Section 3)

Former names ❸

❸ **Additional former names**

Use this space to enter any additional names.

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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	PLUMMER PARSONS - HAILSHAM
Address	5 NORTH STREET
Post town	HAILSHAM
County/Region	EAST SUSSEX
Postcode	B N 2 7 1 D Q
Country	United Kingdom
DX	667111
Telephone	01323-846622



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,
First Floor, Waterfront Plaza, 8 Laganbank Road,
Belfast, Northern Ireland, BT1 3BS.
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