

# RP04

## Second filing of a document previously delivered



Companies House

☒ **What this form is for**  
You can only use this form to file a second filing of a document delivered under the Companies Act 2006 on or after 1 October 2009 that held inaccuracies

A second filing of a document must only be filed where it is providing corrected information that has been properly delivered but inaccuracies still appear on the register

☐ **What this form is NOT for**  
You cannot use this form to file a second filing of a document delivered under the Companies Act 1985 regardless of when it was delivered.

A second filing of a document cannot be filed where it is correcting information that was originally properly delivered. Form RP04 cannot be used in these circumstances

For further information, please refer to our guidance at [http://www.companieshouse.gov.uk](#)



A06 12/12/2013 #398  
COMPANIES HOUSE

### 1 Company details

Company number **07293521**  
Company name in full **WIGAN AND LEIGH  
CAREERS CENTRE**

**Filing in this form**  
Please complete in typescript or in bold black capitals  
All fields are mandatory unless specified or indicated by \*

### 2 Description of the original document

Document type **AP01 - APPOINTMENT OF DIRECTOR  
JO-ANN MASON**

**Description of the original document**  
Please enter the document type (e.g. a Return of allotment of shares—SH01) and any distinguishing information if more than one document of that type was filed on the same day

Date of registration of the original document **30 08 2013**

### 3 Applicable documents

This form only applies to the following forms  
AP01 Appointment of director  
AP02 Appointment of corporate director  
AP03 Appointment of secretary  
AP04 Appointment of corporate secretary  
CH01 Change of director's details  
CH02 Change of corporate director's details  
CH03 Change of secretary's details  
CH04 Change of corporate secretary's details  
TM01 Termination of appointment of director  
TM02 Termination of appointment of secretary  
SH01 Return of allotment of shares  
AR01 Annual Return

### 4 Section 243 Exemption

If you are applying for, or have been granted, exemption under section 243 of the Companies Act 2006 and the document(s) you are updating contain(s) your usual residential address, please post this form along with the updated document(s) to the address below

The Registrar of Companies, PO BOX 4082, Cardiff, CF14 3WE

**If you are currently in the process of applying for or have been granted a Section 243 exemption, you may wish to check that you have not entered your usual residential address as the service address in the accompanying form (e.g. AP01 or CH01)**

RP04

Second filing of a document previously delivered



### 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

KEN WHEELER

Company name

WIGAN AND LEIGH CARERS  
CENTRE

Address

3-5 FREDERICK ST  
HINDLEY

Post town

WIGAN

County/Region

LANCASHIRE

Postcode

WN2 3B7

Country

ENGLAND

DX

Telephone

01942 705959



### 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 can only use this form to file a second filing of a document delivered to the Registrar of Companies under the Companies Act 2006 on or after 1 October 2009 that held inaccuracies
- ☐ If you are updating a document where you have previously paid a fee, do not send a fee along with this form
- ☐ You have enclosed the second filed document(s)
- ☐ If the company to which this document relates has signed up to the PROOF (PROtected Online Filing) scheme, you must also deliver with this form, and the second filed document(s), a PR03 form 'Consent for paper filing'



### 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



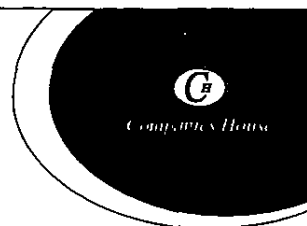
### Further information

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

# AP01

## Appointment of director



You can use the WebFiling service to file this form online  
Please go to [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

☒ What this form is for  
You may use this form to appoint  
an individual as a director

☐ What this form is NOT for  
You cannot use the form to appoint  
a corporate director. If you wish to  
appoint a corporate director, please use form AP02  
'Appointment of corporate director'

AP01

COMPANIES HOUSE

### 1 Company details

|                      |                                  |
|----------------------|----------------------------------|
| Company number       | 07293521                         |
| Company name in full | WIGAN AND LEIGH CARERS<br>CENTRE |

→ Filing in this form  
Please complete in typescript or in  
bold black capitals  
  
All fields are mandatory unless  
specified or indicated by \*

### 2 Date of director's appointment

|                     |                  |
|---------------------|------------------|
| Date of appointment | d 30 m 08 y 2013 |
|---------------------|------------------|

### 3 New director's details

|                                   |                  |
|-----------------------------------|------------------|
| Title*                            |                  |
| Full forename(s)                  | JO-ANN           |
| Surname                           | MASON            |
| Former name(s) ①                  |                  |
| Country/State of residence ②      | ENGLAND          |
| Nationality                       | BRITISH          |
| Date of birth                     | d 11 m 01 y 1975 |
| Business occupation<br>(if any) ③ |                  |

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  
  
② Country/State of residence  
This is in respect of your usual  
residential address as stated in  
Section 4a  
  
③ Business occupation  
If you have a business occupation,  
please enter here. If you do not,  
please leave blank

### 4 New director's service address ④



|  |                             |
|--|-----------------------------|
| Please complete your service address below. You must also complete your usual<br>residential address in Section 4a |                             |
| Building name/number   | 3-5 <del>FREDERICK ST</del> |
| Street   | FREDERICK ST                |
| Post town  | HINDLEY                     |
| County/Region  | WAGAN                       |
| Postcode   | WN23B7                      |
| 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

AP01  
Appointment of director

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Signatures

|  |  |  |
|--|--|--|
| I consent to act as director of the above named company  |  |  |
| New director's signature   | Signature<br><input checked="" type="checkbox"/>  <input checked="" type="checkbox"/> | <b>❶ Societas Europaea</b><br>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<br><br><b>❷ Person authorised</b><br>Under either section 270 or 274 of the Companies Act 2006 |
| Authorising signature  | Signature<br><input checked="" type="checkbox"/>  <input checked="" type="checkbox"/> |  |
| This form may be signed and authorised by<br>Director ❶, Secretary, Person authorised ❷, Administrator, Administrative Receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor |  |  |

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Additional former names (continued from Section 3)

|                |  |  |
|----------------|--|--|
| Former names ❸ |  | <b>❸ Additional former names</b><br>Use this space to enter any additional names |
|                |  |  |
|                |  |  |
|                |  |  |
|                |  |  |
|                |  |  |
|                |  |  |
|                |  |  |

AP01

Appointment of director



**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 provided a business occupation if you have one
- ☐ You have provided a correct date of birth
- ☐ You have completed the date of appointment
- ☐ You have completed the nationality box in Section 3
- ☐ You have provided both the service address and the usual residential address
- ☐ Addresses 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 included all former names used for business purposes over the last 20 years
- ☐ You have enclosed a relevant section 243 application if applying for this at the same time as completing this form
- ☐ The new director 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, apart from information relating to usual residential addresses



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DX ED235 Edinburgh 1  
or LP - 4 Edinburgh 2 (Legal Post)

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