

# OS AP03

## Appointment of secretary of an overseas company



**✓ What this form is for**  
You may use this form to appoint an individual as a secretary of an overseas company.

**✗ What this form is NOT for**  
You cannot use this form if you are appointing a corporate secretary. To do this, please use form OS AP04 'Appointment of corporate secretary of an overseas company'.

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

### 1 Overseas company details

Company number	<input type="text"/>
Company name in full or alternative name as registered in the UK	<input type="text"/>

**→ 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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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### 3 New secretary's details

Title*	<input type="text"/>
Full forename(s)	<input type="text"/>
Surname	<input type="text"/>
Former name(s) <sup>1</sup>	<input type="text"/>

**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 8 if required.

### 4 New secretary's service address <sup>2</sup>

	Please complete the service address below.
Building name/number	<input type="text"/>
Street	<input type="text"/>
Post town	<input type="text"/>
County/Region	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>

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

### 5 New secretary's authority

	Please enter the extent of your authority as secretary. Please tick one box.
Extent of authority	<input type="checkbox"/> Limited <sup>3</sup> <input type="checkbox"/> Unlimited
Description of limited authority, if applicable	<input type="text"/>

**3** If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.

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	Are you authorised to act alone or jointly? Please tick one box. <input type="checkbox"/> Alone <input type="checkbox"/> Jointly ❶	❶ If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.
If applicable, name(s) of person(s) with whom you are acting jointly	  	

<b>6</b>	<b>UK establishments</b>																																	
	A return must be delivered in respect of any alteration to the company particulars by each UK establishment. If, however, a company has more than one UK establishment, it may deliver only one form in respect of all those UK establishments, provided it completes the table below.																																	
	UK establishment name	Registration number																																
		<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																

<b>7</b>	<b>Signature</b>	
Authorising Signature	Signature <b>X</b>	<b>X</b>
	This form may be signed and authorised by: Director, Secretary, Permanent representative.	

<b>8</b>	<b>Additional former name(s)</b> (continued from Section 3)	
Former name(s) ❷	       	❷ <b>Additional former name(s)</b> 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

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 as registered in the UK match the information held on the public Register.
- You have completed the date of appointment.
- You have given the new secretary's details.
- You have provided the secretary's 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 completed the new secretary's authority in Section 5.
- You have completed Section 6, if applicable.
- You have signed the form.



### 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:

#### England and Wales:

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.

#### 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).

#### 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.



### 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)