

# OS CH06

## Change of details of a corporate secretary of an overseas company



**✓ What this form is for**  
You may use this form to change the details of a corporate secretary of an overseas company.

**✗ What this form is NOT for**  
You cannot use this form if you are changing the details of a corporate director. To do this, please use form OS CH04 'Change of details of a corporate director 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

Company name in full or alternative name as registered in the UK

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

### 2 Corporate Secretary's current details on the Register ①

Corporate body/firm name

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

### 3 Date of change of details

Date of change of details

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

### 4 Change of name details

Please enter your new name.

Change of corporate body/firm name

### 5 Change of registered or principal office address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

**② Registered or principal address**  
This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (legal post in Scotland) number.

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### 6 Change of European Economic Area (EEA) company details <sup>1</sup>

Please give any new details of the register where the company file is kept (including the relevant state) and any change of registration number in that register.

New details where the company/firm is registered <sup>2</sup>

New registration number

#### <sup>1</sup> EEA

A full list of countries of the EEA can be found in our guidance: [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

<sup>2</sup> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).

### 7 Change of non-EEA company details

Please show any change of details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please detail any change to the register in which it is entered (including the state) and any new registration number in that register.

Change of details of the legal form of the corporate body or firm

Change of details of governing law

If applicable, new details where the company/firm is registered <sup>3</sup>

If applicable, the new registration number

#### <sup>3</sup> Non-EEA

Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register.

### 8 Change of corporate secretary's authority

Please enter the extent of your authority as corporate secretary. Please tick one box.

Extent of authority

- Limited <sup>4</sup>  
 Unlimited

Description of limited authority, if applicable

Are you authorised to act alone or jointly? Please tick one box.

- Alone  
 Jointly <sup>5</sup>

If applicable, name(s) of person(s) with whom you are acting jointly

<sup>4</sup> 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.

<sup>5</sup> 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.

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### UK establishments

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							

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### Signature

I am signing this form on behalf of the overseas company.

Signature

Signature

X

X

This form may be signed by:  
Director, Secretary, Permanent representative.

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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 entered in Section 3 the date of change of details.
- You have entered the relevant change of details.
- A new 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 Section 9, 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)**