



Return of Alterations to the List and Particulars of the Secretaries of a Branch registered under Part XIV

(Appointments, Changes to the particulars and Terminations)

Section 451 (1) (b) of the Companies Act 2014 to be delivered to the Registrar within 21 days after the alteration

Please only print the pages that you need

Please insert Company Number below:
(Include an * immediately before and after the number)

Branch Number

Branch Name

_____ **Limited**

I ¹ _____ am signing this Return of Alterations to the List and Particulars of the Secretaries on behalf of the company.

Signature _____

Date _____

Presented by

<p>Name:</p> <p>Address:</p> <p>E-mail:</p> <p>Tel:</p>

¹ Name of the person authorised under Section 447 (f) of the Companies Act to represent the company as permanent representative of the company for the business of the branch.

Appointment of Individual Secretary

Section 451 (1) (b) of the
Companies Act 2014

**Branch
Number** _____

**Branch
Name** _____

Limited

Date of Appointment	dd mm yyyy	
Title	Date of Birth	dd mm yyyy
Present Forename (s)		
Present Surname		
Any Former Forename (s)		
Any Former Surname (s)		
Usual Address		
Building name/number	_____	
Street	_____	
Town	_____	
Region or State	_____	
Postcode	_____	
Country	_____	
Nationality		
Nationality of Origin		
Business occupation (if any)		

If you wish to add more than one secretary, please use the 'Secretary Appointments' continuation page.

Appointment of Corporate Secretary

Section 451 (1) (b) of
the Companies Act 2014

**Branch
Number** _____

**Branch
Name** _____ **Limited**

In any case where all the partners in a firm are joint secretaries of the company, the name and principal office of the firm may be stated Section 446 (4)

Corporate Name	_____
Date of Appointment	dd mm yyy
Registered or Principal Office	
Building name/number	_____
Street	_____
Town	_____
Region or State	_____
Postcode	_____
Country	_____

Name of Firm	_____
Date of Appointment	dd mm yyy
Principal Office	
Building name/number	_____
Street	_____
Town	_____
Region or State	_____
Postcode	_____
Country	_____

If you wish to add more than one corporate secretary, please use the 'Corporate Secretary Appointments' continuation page.

Change of Secretary's Details

Section 451 (1) (b) of the
Companies Act 2014

**Branch
Number** _____

**Branch
Name** _____ **Limited**

Secretary's **current** details on the Register

Title	Date of Birth dd mm yyyy
Full forename (s)	Surname

Date of Change of Details	dd mm yyyy
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Please complete the appropriate sections to indicate which details have changed

Change of Name details

Title	Name	Surname
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Change of Address

Building name/number	_____
Street	_____
Town	_____
Region or State	_____
Postcode	_____
Country	_____

Change of other details

Change of nationality	
Change of business occupation	

If you wish to make changes to more than one secretary's details, please use the 'Change of Secretary's Details' continuation page.

Change of Corporate Secretary's Details

Section 451 (1) (b) of
the Companies Act 2014

**Branch
Number** _____

**Branch
Name** _____ **Limited**

Corporate Secretary's **current** details on the Register

Corporate Name in full

Date of Change of Details

dd mm yyyy

Please complete the appropriate sections to indicate which details have changed

Change of Name details – Please state your new corporate name in full

Change of Registered or Principal Office Address

Building name/number

Street

Town

Region or State

Postcode

Country

If you wish to make changes to more than one corporate secretary's details, please use the 'Change of Corporate Secretary's Details' continuation page.

Termination of Appointment of Secretary

Section 451 (1) (b) of
the Companies Act 2014

**Branch
Number** _____

**Branch
Name** _____ **Limited**

Date of Termination of Appointment ²	dd mm yyyy	
Title	Date of Birth	dd mm yyyy
Present Forename (s)	Any Former Forename (s)	
Present Surname	Any Former Surname (s)	
Nationality	Nationality of Origin	
Corporate Name in full _____		

If you wish to terminate more than one secretary's appointment, please use the 'Termination of Appointment of Secretary' continuation page.

² Only one secretary appointment can be terminated per form

Appointment of Individual Secretary continuation page

**Branch
Number** _____

**Branch
Name** _____ **Limited**

Date of Appointment	<i>dd mm yyyy</i>
Title	Date of Birth <i>dd mm yyyy</i>
Present Forename (s)	
Present Surname	
Any Former Forename (s)	
Any Former Surname (s)	
Usual Address	
Building name/number	_____
Street	_____
Town	_____
Region or State	_____
Postcode	_____
Country	_____
Nationality	
Nationality of Origin	
Business occupation (if any)	

Appointment of Corporate Secretary continuation page

**Branch
Number** _____

**Branch
Name** _____ **Limited**

In any case where all the partners in a firm are joint secretaries of the company, the name and principal office of the firm may be stated Section 446 (4)

Corporate Name	_____
Date of Appointment	dd mm yyy
Registered or Principal Office	
Building name/number	_____
Street	_____
Town	_____
Region or State	_____
Postcode	_____
Country	_____

Name of Firm	_____
Date of Appointment	dd mm yyy
Principal Office	
Building name/number	_____
Street	_____
Town	_____
Region or State	_____
Postcode	_____

Country _____

Change of Secretary's Details continuation page

Branch Number _____

Branch Name _____ **Limited**

Secretary's **current** details on the Register

Title	Date of Birth dd mm yyyy
Full forename (s)	Surname

Date of Change of Details	dd mm yyyy
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Please complete the appropriate sections to indicate which details have changed

Change of Name details

Title	Name	Surname
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Change of Address

Building name/number	_____
Street	_____
Town	_____
Region or State	_____
Postcode	_____
Country	_____

Change of other details

Change of nationality	
Change of business occupation	

Change of Corporate Secretary's Details continuation page

**Branch
Number** _____

**Branch
Name** _____ **Limited**

Corporate Secretary's **current** details on the Register

Corporate Name in full

Date of Change of Details

dd mm yyyy

Please complete the appropriate sections to indicate which details have changed

Change of Name details – Please state your new corporate name in full

Change of Registered or Principal Office Address

Building name/number

Street

Town

Region or State

Postcode

Country

Termination of Appointment of Secretary continuation page

**Branch
Number** _____

**Branch
Name** _____ **Limited**

Date of Termination of Appointment ³	dd mm yyyy	
Title	Date of Birth	dd mm yyyy
Present Forename (s)	Any Former Forename (s)	
Present Surname	Any Former Surname (s)	
Nationality	Nationality of Origin	
Corporate Name in full _____		

³ Only one secretary appointment can be terminated per form