



# Return of Particulars of Secretaries, and of any change therein.

(Appointments, Changes and Terminations)

In accordance with Section 223 of the Companies Act 2014 to be delivered to the Registrar within 14 days from an appointment and/or 14 days from a termination and/or 14 days from any change in the particulars.

**Please only print the  
pages that you need**

**When a return includes appointments, changes and/or terminations made on different dates, the registration of the return should be effected within 14 days of the first date. Please use a separate form of return for appointments, changes and/or terminations that do not fall within the same 14 day period.**

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

**Company  
Number**

\_\_\_\_\_

**Company  
Name**

I <sup>1</sup> \_\_\_\_\_ am signing this Return on behalf of the company.

Signature \_\_\_\_\_ Position held \_\_\_\_\_

Date \_\_\_\_\_

Presented by	Name
	Address
	Tel
	e-mail

<sup>1</sup> This form may be signed by a Director, Secretary or Person duly authorised by the company

# Appointment of Individual Secretary

In accordance with  
Section 223 of the  
Companies Act 2014

<b>Company Number</b>
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<b>Company Name In Full</b>
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Date of Secretary's Appointment	dd mm yyyy	
Title	Date of Birth	dd mm yyyy
Present Forename (s)	Any Former Forename (s)	
Present Surname	Any Former Surname (s)	
<b>Address</b>		
Building name/number		
Street		
Town		
Region or State		
Postcode		
Country		
Nationality	Nationality of Origin	
Occupation (if any)		

I <sup>2</sup> \_\_\_\_\_ am signing this Return on behalf of the company.

Signature \_\_\_\_\_ Position held \_\_\_\_\_

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

<sup>2</sup> This form may be signed by a Director, Secretary or Person duly authorised by the company

# Appointment of Corporate Secretary

In accordance with  
Section 223 of the  
Companies Act 2014

<b>Company Number</b>
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<b>Company Name In Full</b>
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<b>Date of Corporate Secretary's Appointment</b>	dd mm yyyy
<b>Corporate Name in full</b>  _____	
<b>Registered or Principal Office Address</b>	
Building name/number	_____
Street	_____
Town	_____
Region or State	_____
Postcode	_____
Country	_____

I <sup>3</sup> \_\_\_\_\_ am signing this Return on behalf of the company.

Signature \_\_\_\_\_ Position held \_\_\_\_\_

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

<sup>3</sup> This form may be signed by a Director, Secretary or Person duly authorised by the company

# Change of Secretary's Details

In accordance with  
Section 223 of the  
Companies Act 2014

<b>Company Number</b>
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<b>Company Name In Full</b>
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## Secretary's **current** details on the Register

Title	Date of Birth <span style="color: red;">dd mm yyyy</span>
Full forename (s)	Surname

<b>Date of Change of Details</b>	<span style="color: red;">dd mm yyyy</span>
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Please complete the appropriate sections to indicate which of your 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	

I <sup>4</sup> \_\_\_\_\_ am signing this Return on behalf of the company.

Signature \_\_\_\_\_ Position held \_\_\_\_\_

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

<sup>4</sup> This form may be signed by a Director, Secretary or Person duly authorised by the company

# Change of Corporate Secretary's Details

In accordance with  
Section 223 of the  
Companies Act 2014

<b>Company Number</b>
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<b>Company Name In Full</b>
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<b>Corporate Secretary's <span style="color: red;">current</span> details on the Register</b>
<b>Corporate Name in full</b>
_____

<b>Date of Change of Details</b>	<span style="color: red;">dd mm yyyy</span>
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Please complete the appropriate sections to indicate which of your details have changed

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

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## Change of Registered or Principal Office Address

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

I <sup>5</sup> \_\_\_\_\_ am signing this Return on behalf of the company.

Signature \_\_\_\_\_ Position held \_\_\_\_\_

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

<sup>5</sup> This form may be signed by a Director, Secretary or Person duly authorised by the company

# Termination of Appointment of Secretary

In accordance with  
Section 223 of the  
Companies Act 2014

<b>Company Number</b>
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<b>Company Name In Full</b>
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<b>Date of Termination of Appointment</b> <sup>6</sup>	dd mm yyyy		
<b>Title</b>	<b>Date of Birth</b> dd mm yyyy		
<b>Present Forename (s)</b>	<b>Any Former Forename (s)</b>		
<b>Present Surname</b>	<b>Any Former Surname (s)</b>		
<b>Nationality</b>	<b>Nationality of Origin</b>		
<b>Corporate Name in full</b>  <hr/>			

I<sup>7</sup> \_\_\_\_\_ am signing this Return on behalf of the company.

Signature \_\_\_\_\_ Position held \_\_\_\_\_

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

<sup>6</sup> Only one secretary appointment can be terminated per form

<sup>7</sup> This form may be signed by a Director, Secretary or Person duly authorised by the company