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STATUTORY INSTRUMENTS

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**2002 No. 691**

**COMPANIES**

**The Companies (Forms) (Amendment) Regulations 2002**

*Made* - - - - *7th March 2002*

*Coming into force* - - *2nd April 2002*

The Secretary of State, in exercise of the powers conferred on her by sections 10(2), 288(2), 363(2), 691(1)(b), 692(1), and 744(1) and paragraphs 1, 4A(d), 7(1), 9(1)(b), 9(2) and 9(4) of Schedule 21A of the Companies Act 1985(2), and of all other powers enabling her in that behalf, hereby makes the following Regulations:

**1.—**(1) These Regulations may be cited as the Companies (Forms) (Amendment) Regulations 2002 and shall come into force on 2nd April 2002.

(2) In these Regulations, references to a numbered section or paragraph are to a section of the Companies Act 1985.

**2.—**(1) Forms 10, 288a and 288c, and 363a in the Schedule to these Regulations, with such variations as circumstances require, are forms prescribed for the purposes of sections 10(2), 288(2) and 363(2) respectively.

(2) Forms 691 and 692(1)(b) in the Schedule to these Regulations, with such variations as circumstances require, are forms prescribed for the purposes of sections 691(1)(b), 692(1) and 692(1B) respectively.

(3) Form BR1 in the Schedule to these Regulations, with such variations as circumstances require, is a form prescribed for the purposes of paragraph 1 of Schedule 21A.

(4) Forms BR4 and BR6 in the Schedule to these Regulations, with such variations as circumstances require, are each a form prescribed for the purposes of both paragraph 7(1) and paragraph 9(2) of Schedule 21A.

(5) Form 723SR, with such variations as circumstances require, is a form prescribed for the purposes of sections 10(2A), 288(2), 691(5)(c) and 692(1A)(b) and of paragraphs 4A(d) and 9(1)(b) of Schedule 21A.

(6) Form 723(change), with such variations as circumstances require, is a form prescribed for the purposes of sections 288(2), 692(1C) and paragraph 9(4) of Schedule 21A.

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(1) See the definition of “prescribed” in section 744.

(2) 1985 c. 6; section 363 was substituted by section 139(1) of the Companies Act 1989 (c. 40).

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**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

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(7) Form 363s in the Schedule to these Regulations, with such variations as circumstances require, is a form prescribed for the purposes of section 363(2), where the form has been delivered to a company by the registrar for the purposes of an annual return by that company.

3. Notwithstanding Regulation 2, the following forms shall remain in use as alternatives to the forms in the Schedule to these Regulations, save that the forms referred to in Regulation 2 must be used where the director of a company in question is the beneficiary of a Confidentiality Order made under section 723B of the Companies Act 1985—

- (a) form 10 in Schedule 2 to the Companies (Forms) (Amendment) Regulations 1995(3),
- (b) forms 288a, 288c, 363a and 363s in the Schedule to the Companies (Forms) (Amendment) Regulations 1999(4),
- (c) forms 691, BR1, BR4 and BR6 in Schedule 2 to the Companies (Forms) (Amendment) Regulations 1992(5), and
- (d) form 692(1)(b) in Schedule 2 to the Companies (Forms Amendment No. 2 and Company's Type and Principal Business Activities) Regulations 1990(6).

7 March 2002

*J. S. Holden,*  
for Secretary of State,  
Department of Trade and Industry

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(3) S.I.1995/736.  
(4) S.I. 1999/2356.  
(5) S.I. 1992/3006.  
(6) S.I. 1990/1766.

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SCHEDULE

SCHEDULE

**10**

Please complete in typescript, or in bold black capitals.

**First directors and secretary and intended situation of registered office**

Notes on completion appear on final page

**Company Name in full**

**Proposed Registered Office**   
(PO Box numbers only, are not acceptable)

Post town

County / Region  Postcode

If the memorandum is delivered by an agent for the subscriber(s) of the memorandum mark the box opposite and give the agent's name and address.

Agent's Name

Address

Post town

County / Region  Postcode

Number of continuation sheets attached

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

	Tel
DX number	DX exchange

When you have completed and signed the form please send it to the Registrar of Companies at:  
**Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff**  
for companies registered in England and Wales  
**or**  
**Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB**  
for companies registered in Scotland **DX 235 Edinburgh**

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Company Secretary** (see notes 1-5)

Company name

**NAME** \*Style / Title  \*Honours etc

\* Voluntary details Forename(s)

Surname

Previous forename(s)

Previous surname(s)

**Address**  **††**

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address.

Post town

County / Region  Postcode

Country

I consent to act as secretary of the company named on page 1

**Consent**  **Date**

**Directors** (see notes 1-5)

Please list directors in alphabetical order

**NAME** \*Style / Title  \*Honours etc

Forename(s)

Surname

Previous forename(s)

Previous surname(s)

**Address**  **††**

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address.

Post town

County / Region  Postcode

Country

Day Month Year

**Date of birth**  **Nationality**

**Business occupation**

**Other directorships**

I consent to act as director of the company named on page 1

**Consent signature**  **Date**

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Directors** (see notes 1-5)

Please list directors in alphabetical order

	<b>NAME</b>	*Style / Title	<input type="text"/>	*Honours etc	<input type="text"/>
		Forename(s)	<input type="text"/>		
		Surname	<input type="text"/>		
		Previous forename(s)	<input type="text"/>		
		Previous surname(s)	<input type="text"/>		
† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address.	<b>Address †</b>		<input type="text"/>		
	<input type="checkbox"/>		<input type="text"/>		
		Post town	<input type="text"/>		
		County / Region	<input type="text"/>	Postcode	<input type="text"/>
		Country	<input type="text"/>		
	<b>Date of birth</b>	Day	Month	Year	Nationality
		<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input type="text"/>
	<b>Business occupation</b>	<input type="text"/>			
	<b>Other directorships</b>	<input type="text"/>			
		<input type="text"/>			
		I consent to act as director of the company named on page 1			
	<b>Consent signature</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>	

**This section must be signed by**

**Either**

**an agent on behalf of all subscribers**

Signed  Date

**Or the subscribers**

**( i.e those who signed as members on the memorandum of association).**

Signed  Date

Signed  Date

Signed  Date

Signed  Date

Signed  Date

Signed  Date

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## Notes

1. Show for an individual the full forename(s) NOT INITIALS and surname together with any previous forename(s) or surname(s).  
  
If the director or secretary is a corporation or Scottish firm - show the corporate or firm name on the surname line.  
  
Give previous forename(s) or surname(s) except that:
    - for a married woman, the name by which she was known before marriage need not be given,
    - names not used since the age of 18 or for at least 20 years need not be given.A peer, or an individual known by a title, may state the title instead of or in addition to the forename(s) and surname and need not give the name by which that person was known before he or she adopted the title or succeeded to it.  
  
Address:  
  
Give the usual residential address.  
  
In the case of a corporation or Scottish firm give the registered or principal office.  
  
Subscribers:  
  
The form must be signed personally either by the subscriber(s) or by a person or persons authorised to sign on behalf of the subscriber(s).
  2. Directors known by another description:
    - A director includes any person who occupies that position even if called by a different name, for example, governor, member of council.
  3. Directors details:
    - Show for each individual director the director's date of birth, business occupation and nationality.  
**The date of birth must be given for every individual director.**
  4. Other directorships:
    - Give the name of every company of which the person concerned is a director or has been a director at any time in the past 5 years. You may exclude a company which either **is or at all times during the past 5 years, when the person was a director, was:**
      - dormant,
      - a parent company which wholly owned the company making the return,
      - a wholly owned subsidiary of the company making the return, or
      - another wholly owned subsidiary of the same parent company.
  5. Use Form 10 continuation sheets or photocopies of page 2 to provide details of joint secretaries or additional directors.
- If there is insufficient space on the form for other directorships you may use a separate sheet of paper, which should include the company's number and the full name of the director.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Company Secretary** (see notes 1-5)

**Form 10 Continuation Sheet**

Company Name

**NAME** \*Style / Title  \*Honours etc

\* Voluntary details Forename(s)

Surname

Previous forename(s)

Previous surname(s)

† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address

**Address** †

Post town

County / Region  Postcode

Country

I consent to act as secretary of the company named on page 1

**Consent signature**  **Date**

**Directors** (see notes 1-5)

Please list directors in alphabetical order

**NAME** \*Style / Title  \*Honours etc

Forename(s)

Surname

Previous forename(s)

Previous surname(s)

† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address

**Address** †

Post town

County / Region  Postcode

Country

Day Month Year

**Date of birth**  **Nationality**

**Business occupation**

**Other directorships**

I consent to act as director of the company named on page 1

**Consent signature**  **Date**

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Company Secretary** (see notes 1-5)

**NAME** \*Style / Title  \*Honours etc

\* Voluntary details

Forename(s)

Surname

Previous forename(s)

Previous surname(s)

† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address

**Address** †

Post town

County / Region  Postcode

Country

I consent to act as secretary of the company named on page 1

**Consent signature**  **Date**

**Directors** (see notes 1-5)

Please list directors in alphabetical order

**NAME** \*Style / Title  \*Honours etc

Forename(s)

Surname

Previous forename(s)

Previous surname(s)

† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address

**Address** †

Post town

County / Region  Postcode

Country

Day  Month  Year  **Nationality**

**Date of birth**

**Business occupation**

**Other directorships**

I consent to act as director of the company named on page 1

**Consent signature**  **Date**



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# 288a

Please complete in typescript, or in bold black capitals.

## APPOINTMENT of director or secretary (NOT for resignation (use Form 288b) or change of particulars (use Form 288c))

Company Number

Company Name in full

Date of appointment 

Day	Month	Year

 †Date of Birth 

Day	Month	Year

**Appointment form** Appointment as director  as secretary  Please mark the appropriate box. If appointment is as a director and secretary mark both boxes.

NAME \*Style / Title  \*Honours etc

Notes on completion appear on reverse.

Forename(s)

Surname

Previous Forename(s)  Previous Surname(s)

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under the provisions of section 723B of the Companies Act 1985

†† Usual residential address

Post town  Postcode

County / Region  Country

†Nationality  †Business occupation

†Other directorships (additional space overleaf)

I consent to act as \*\* director / secretary of the above named company

Consent signature  Date

\* Voluntary details.  
† Directors only.  
\*\*Delete as appropriate

A director, secretary etc must sign the form below.

Signed  Date

(\*a director / secretary / administrator / administrative receiver / receiver manager / receiver)

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record..

Tel

DX number  DX exchange

Companies House receipt date barcode

When you have completed and signed the form please send it to the Registrar of Companies at:  
**Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff**  
for companies registered in England and Wales or  
**Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB**  
for companies registered in Scotland **DX 235 Edinburgh**

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	<b>Company Number</b>	<input type="text"/>
† Directors only.	†Other directorships	<input type="text"/>
		<input type="text"/>
		<input type="text"/>
		<input type="text"/>
		<input type="text"/>

**NOTES**

Show the full forenames, NOT INITIALS. If the director or secretary is a corporation or Scottish firm, show the name on surname line and registered or principal office on the usual residential line.

Give previous forenames or surname(s) except:

- for a married woman, the name by which she was known before marriage need not be given.
- for names not used since the age of 18 or for at least 20 years

A peer or individual known by a title may state the title instead of or in addition to the forenames and surname and need not give the name by which that person was known before he or she adopted the title or succeeded to it.

**Other directorships.**

Give the name of every company incorporated in Great Britain of which the person concerned is a director or has been a director at any time in the past five years.

You may exclude a company which either is, or at all times during the past five years when the person concerned was a director, was

- dormant
- a parent company which wholly owned the company making the return, or
- another wholly owned subsidiary of the same parent company.

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# 288c

## CHANGE OF PARTICULARS for director or secretary (NOT for appointment (use Form 288a) or resignation (use Form 288b))

Please complete in typescript, or in bold black capitals.

Company Number

Company Name in full

### Changes of particulars form

Complete in all cases

Date of change of particulars 

Day	Month	Year

Name \*Style / Title  \*Honours etc

Forename(s)

Surname

† Date of Birth 

Day	Month	Year

Change of name (enter new name) Forename(s)

Surname

Change of usual residential address †† (enter new address)

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under the provisions of section 723B of the Companies Act 1985

Post town

County / Region  Postcode

Country

Other change (please specify)

**A serving director, secretary etc must sign the form below.**

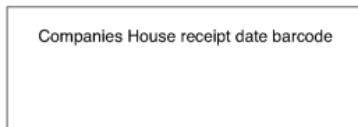
Signed  Date

\* Voluntary details.  
† Directors only.  
\*\*Delete as appropriate.

(\*\* director / secretary / administrator / administrative receiver / receiver manager / receiver)

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record..

Tel   
DX number  DX exchange



When you have completed and signed the form please send it to the Registrar of Companies at:  
**Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff**  
for companies registered in England and Wales or  
**Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB**  
for companies registered in Scotland **DX 235 Edinburgh**

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# 363a

Please complete in typescript,  
or in bold black capitals.

## Annual Return

Company Number \_\_\_\_\_

Company Name in full \_\_\_\_\_  
\_\_\_\_\_

### Date of this return

The information in this return is made up to

Day Month Year  
\_ \_ / \_ \_ / \_ \_ \_ \_

### Date of next return

If you wish to make your next return to a date earlier than the anniversary of this return please show the date here. Companies House will then send a form at the appropriate time.

Day Month Year  
\_ \_ / \_ \_ / \_ \_ \_ \_

### Registered Office

Show here the address **at the date of this return.**

\_\_\_\_\_  
\_\_\_\_\_

Any change of registered office **must** be notified on form 287.

Post town \_\_\_\_\_

County / Region \_\_\_\_\_

UK Postcode \_ \_ \_ \_ \_ \_ \_ \_

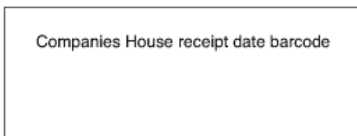
### Principal business activities

Show trade classification code number(s) for the principal activity or activities.

\_\_\_\_\_  
\_\_\_\_\_

If the code number cannot be determined, give a brief description of principal activity.

\_\_\_\_\_  
\_\_\_\_\_



Form April 2002

When you have completed and signed the form please send it to the Registrar of Companies at:

**Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff**  
for companies registered in England and Wales

**or**

**Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB**

for companies registered in Scotland

**DX 235 Edinburgh**

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### Register of members

If the register of members is not kept at the registered office, state here where it is kept.

Post town \_\_\_\_\_  
County / Region \_\_\_\_\_ UK Postcode \_\_\_\_\_

### Register of Debenture holders

If there is a register of debenture holders, or a duplicate of any such register or part of it, which is not kept at the registered office, state here where it is kept.

Post town \_\_\_\_\_  
County / Region \_\_\_\_\_ UK Postcode \_\_\_\_\_

### Company type

- Public limited company
- Private company limited by shares
- Private company limited by guarantee without share capital
- Private company limited by shares exempt under section 30
- Private company limited by guarantee exempt under section 30
- Private unlimited company with share capital
- Private unlimited company without share capital

Please tick the appropriate box

### Company Secretary

\* Voluntary details.  
(Please photocopy this area to provide details of joint secretaries).

Details of a new company secretary must be notified on form 288a.

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address.

Name \* Style / Title \_\_\_\_\_  
Forename(s) \_\_\_\_\_  
Surname \_\_\_\_\_  
Address ††  \_\_\_\_\_  
Post town \_\_\_\_\_  
County / Region \_\_\_\_\_ UK Postcode \_\_\_\_\_  
Country \_\_\_\_\_

If a partnership give the names and addresses of the partners or the name of the partnership and office address.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Directors**

**Details of new directors must be notified on form 288a**

Please list directors in alphabetical order.

**Directors** In the case of a director that is a corporation or a Scottish firm, the name is the corporate or firm name.

**\*\* Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address.**

**Name** \* Style / Title \_\_\_\_\_  
 \_\_\_\_\_  
 Day    Month    Year

Date of birth \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Forename(s) \_\_\_\_\_

Surname \_\_\_\_\_

**Address** \*\*  \_\_\_\_\_  
 \_\_\_\_\_

Post town \_\_\_\_\_

County / Region \_\_\_\_\_ UK Postcode \_\_\_\_\_  
 \_\_\_\_\_

Country \_\_\_\_\_ Nationality \_\_\_\_\_

**Business occupation** \_\_\_\_\_

\* Voluntary details.

**Name** \* Style / Title \_\_\_\_\_  
 \_\_\_\_\_  
 Day    Month    Year

Date of birth \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Forename(s) \_\_\_\_\_

Surname \_\_\_\_\_

**Address** \*\*  \_\_\_\_\_  
 \_\_\_\_\_

Post town \_\_\_\_\_

County / Region \_\_\_\_\_ UK Postcode \_\_\_\_\_  
 \_\_\_\_\_

Country \_\_\_\_\_ Nationality \_\_\_\_\_

**Business occupation** \_\_\_\_\_

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Issued share capital**

Enter details of all the shares in issue at the date of this return.

Class <small>(e.g. Ordinary/Preference)</small>	Number of shares issued	Aggregate Nominal Value <small>(i.e. Number of shares issued multiplied by nominal value per share, or total amount of stock)</small>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Totals	_____	_____

**List of past and present shareholders**  
(Use attached schedule where appropriate)  
A full list is required if one was not included with either of the last two returns.

There were no changes in the period

on paper      in another format

A list of changes is enclosed

A full list of shareholders is enclosed

**Certificate**

I certify that the information given in this return is true to the best of my knowledge and belief.

Signed  Date

† Please delete as appropriate.

† a director /secretary

When you have signed the return send it with the fee to the Registrar of Companies. Cheques should be made payable to **Companies House**.

This return includes  continuation sheets.  
(enter number)

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Tel \_\_\_\_\_  
DX number \_\_\_\_\_ DX exchange \_\_\_\_\_

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**Directors**

Please list directors in alphabetical order.

**Details of new directors must be notified on form 288a**

**Directors** In the case of a director that is a corporation or a Scottish firm, the name is the corporate or firm name.

**\*\* Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address.**

**Name** \* Style / Title \_\_\_\_\_

Day    Month    Year

Date of birth    \_\_\_\_\_

Forename(s) \_\_\_\_\_

Surname \_\_\_\_\_

**Address** \*\*  \_\_\_\_\_

Post town \_\_\_\_\_

County / Region \_\_\_\_\_ UK Postcode    \_\_\_\_\_

Country \_\_\_\_\_ Nationality \_\_\_\_\_

**Business occupation** \_\_\_\_\_

\* Voluntary details.

**Name** \* Style / Title \_\_\_\_\_

Day    Month    Year

Date of birth    \_\_\_\_\_

Forename(s) \_\_\_\_\_

Surname \_\_\_\_\_

**Address** \*\*  \_\_\_\_\_

Post town \_\_\_\_\_

County / Region \_\_\_\_\_ UK Postcode    \_\_\_\_\_

Country \_\_\_\_\_ Nationality \_\_\_\_\_

**Business occupation** \_\_\_\_\_



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**Directors**

Details of new directors must be notified on form 288a

Please list directors in alphabetical order.

**Directors** In the case of a director that is a corporation or a Scottish firm, the name is the corporate or firm name.

**\*\* Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address.**

**Name** \* Style / Title \_\_\_\_\_

Day Month Year

Date of birth \_\_\_\_\_

Forename(s) \_\_\_\_\_

Surname \_\_\_\_\_

**Address** \*\*  \_\_\_\_\_

Post town \_\_\_\_\_

County / Region \_\_\_\_\_ UK Postcode \_\_\_\_\_

Country \_\_\_\_\_ **Nationality** \_\_\_\_\_

**Business occupation** \_\_\_\_\_

\* Voluntary details.

**Name** \* Style / Title \_\_\_\_\_

Day Month Year

Date of birth \_\_\_\_\_

Forename(s) \_\_\_\_\_

Surname \_\_\_\_\_

**Address** \*\*  \_\_\_\_\_

Post town \_\_\_\_\_

County / Region \_\_\_\_\_ UK Postcode \_\_\_\_\_

Country \_\_\_\_\_ **Nationality** \_\_\_\_\_

**Business occupation** \_\_\_\_\_

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Form 363a Continuation Sheet

Company Number \_\_\_\_\_

Company Name in full \_\_\_\_\_

\* Voluntary details.

Company Secretary

(Please photocopy this area to provide details of joint secretaries).

If a partnership give the names and addresses of the partners or the name of the partnership and office address.

\*\* Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address.

Details of a new company secretary must be notified on form 288a.

Name \* Style / Title \_\_\_\_\_

Forename(s) \_\_\_\_\_

Surname \_\_\_\_\_

Address \*\* \_\_\_\_\_

Post town \_\_\_\_\_

County / Region \_\_\_\_\_ UK Postcode \_\_\_\_\_

Country \_\_\_\_\_

Directors

Please list directors in alphabetical order.

Details of new directors must be notified on form 288a

Directors In the case of a director that is a corporation or a Scottish firm, the name is the corporate or firm name.

Name \* Style / Title \_\_\_\_\_

Day Month Year

Date of birth \_\_\_\_\_

Forename(s) \_\_\_\_\_

Surname \_\_\_\_\_

Address \*\* \_\_\_\_\_

Post town \_\_\_\_\_

County / Region \_\_\_\_\_ UK Postcode \_\_\_\_\_

Country \_\_\_\_\_ Nationality \_\_\_\_\_

Business occupation \_\_\_\_\_

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Directors**

Please list directors in alphabetical order.

**Details of new directors must be notified on form 288a**

**Directors** In the case of a director that is a corporation or a Scottish firm, the name is the corporate or firm name.

**\*\* Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address.**

**Name** \* Style / Title \_\_\_\_\_  
 Day    Month    Year

Date of birth \_\_\_\_\_  
 Forename(s) \_\_\_\_\_  
 Surname \_\_\_\_\_

**Address** \*\*  \_\_\_\_\_  
 Post town \_\_\_\_\_  
 County / Region \_\_\_\_\_ UK Postcode \_\_\_\_\_  
 Country \_\_\_\_\_ Nationality \_\_\_\_\_

**Business occupation** \_\_\_\_\_

\* Voluntary details.

**Directors** In the case of a director that is a corporation or a Scottish firm, the name is the corporate or firm name.

**\*\* Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address.**

**Name** \* Style / Title \_\_\_\_\_  
 Day    Month    Year

Date of birth \_\_\_\_\_  
 Forename(s) \_\_\_\_\_  
 Surname \_\_\_\_\_

**Address** \*\*  \_\_\_\_\_  
 Post town \_\_\_\_\_  
 County / Region \_\_\_\_\_ UK Postcode \_\_\_\_\_  
 Country \_\_\_\_\_ Nationality \_\_\_\_\_

**Business occupation** \_\_\_\_\_

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Company Name

# 363s Annual Return

Company Type

Company Number

Information extracted from Companies House records on

## Section 1: Company details

	Current details	Amended details
<p>► Registered Office Address</p>		<p>Address</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>UK Postcode    L L L L L L L L</p>
<p>► Register of Members</p>	<p>Address where Register is held</p>	<p>Address</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>UK Postcode    L L L L L L L L</p>
<p>► Register of Debenture Holders</p>		<p>Address</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>UK Postcode    L L L L L L L L</p>
<p>► Principal Business Activities</p>	<p>SIC Code Description</p>	<p>SIC Code Description</p> <p>-----</p> <p>-----</p> <p>-----</p>

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

### Section 2 : Details of Officers of the Company

	Current details	Amended details
<p>► Company Secretary</p>	<p>Name</p> <p>Address</p>	<p>Name</p> <p>.....</p> <p><input type="checkbox"/> Tick this box if the address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.</p> <p>Address</p> <p>.....</p> <p>.....</p> <p>UK Postcode L L L L L L L</p> <p>Date</p> <p>ceased to be secretary (if applicable)</p> <p>L L L L L L</p>
<p>► Director</p>	<p>Name</p> <p>Address</p> <p>Date of Birth</p> <p>Nationality</p> <p>Occupation</p>	<p>Name</p> <p>.....</p> <p><input type="checkbox"/> Tick this box if the address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.</p> <p>Address</p> <p>.....</p> <p>.....</p> <p>UK Postcode L L L L L L L</p> <p>Date of birth L L L L L L</p> <p>Nationality .....</p> <p>Occupation .....</p> <p>Date</p> <p>ceased to be director (if applicable)</p> <p>L L L L L L</p>

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## Section 2 Details of Officers of the Company (A)

### Details of Officers

► Company Secretary

Forenames

.....

Surname or corporate name

.....

Tick this box if the address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.

Address (Usual Residential)

.....  
.....  
.....

UK Postcode    L L L L L L L

Date of birth    L L L L L L

► Director

Forenames

.....

Surname or corporate name

.....

Tick this box if the address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.

Address (Usual Residential)

.....  
.....  
.....

UK Postcode    L L L L L L L

Date of birth    L L L L L L

Nationality .....

Business Occupation

.....

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

### Section 3: Share Capital

	Current Details	Amended details
► Issued Share Capital	<b>Class of share</b>	Class of share .....
	<b>Nominal value of each share</b>	Nominal value of each share .....
	<b>Number of shares issued</b>	Number of shares issued .....
	<b>Aggregate nominal value of issued shares</b>	Aggregate nominal value of issued shares .....
	<b>Class of share</b>	Class of share .....
	<b>Nominal value of each share</b>	Nominal value of each share .....
	<b>Number of shares issued</b>	Number of shares issued .....
	<b>Aggregate nominal value of issued shares</b>	Aggregate nominal value of issued shares .....
► Total shares issued and value	<b>Total number of shares issued</b>	Total number of shares issued
	<b>Total nominal value of shares issued</b>	Total nominal value of shares issued

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

### Section 3: Total Issued Share Capital (B)

Issued share capital details	
Class of share	Number of shares issued
.....	.....
	Aggregate Nominal Value of issued shares
	.....
Class of share	Number of shares issued
.....	.....
	Aggregate Nominal Value of issued shares
	.....
Class of share	Number of shares issued
.....	.....
	Aggregate Nominal Value of issued shares
	.....
Class of share	Number of shares issued
.....	.....
	Aggregate Nominal Value of issued shares
	.....
	Number of shares issued
	.....
	Aggregate Nominal Value of issued shares
	.....



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

### Section 3: Total Issued Share Capital (C)

Issued share capital details	
Class of share	Number of shares issued
.....	.....
	Aggregate Nominal Value of issued shares
	.....
Class of share	Number of shares issued
.....	.....
	Aggregate Nominal Value of issued shares
	.....
Class of share	Number of shares issued
.....	.....
	Aggregate Nominal Value of issued shares
	.....
Class of share	Number of shares issued
.....	.....
	Aggregate Nominal Value of issued shares
	.....
	Number of shares issued
	.....
	Aggregate Nominal Value of issued shares
	.....

List of past and present shareholders. (Tick appropriate box)

- There were no changes during the period
- A list of changes is enclosed
- A full list of shareholders is enclosed

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

### Section 3: Share Capital (D)

	Current Details	Amended details
► Issued share Capital	<b>Class of share</b>	Class of share .....
	<b>Nominal value of each share</b>	Nominal value of each share .....
	<b>Number of shares issued</b>	Number of shares issued .....
	<b>Aggregate nominal value of issued shares</b>	Aggregate nominal value of issued shares .....
	<b>Class of Share</b>	Class of Share .....
	<b>Nominal value of each share</b>	Nominal value of each share .....
	<b>Number of shares issued</b>	Number of shares issued .....
	<b>Aggregate nominal value of issued shares</b>	Aggregate nominal value of issued shares .....
► Total shares issued and value	<b>Total number of shares issued</b> .....	Total number of shares issued .....
	<b>Total nominal value of shares issued</b> .....	Total nominal value of shares issued .....

**List of past and present shareholder.** (Tick appropriate box)

- There were no changes during the period
- A list of changes is enclosed
- A full list of shareholders is enclosed

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

### Section 4: Details of Shareholders

Current Details		Amended details		Shares Transferred		
► Shareholder Name		Name				
Name		Name				
Address		Address				
Address		Address				
UK Postcode		UK Postcode				
UK Postcode		UK Postcode				
UK Postcode		UK Postcode				
Shares held		Shares Held		Shares transferred by		
Class	Number	Class	Number	Class	Number	Date of Transfer
► Shareholder Name		Name				
Name		Name				
Address		Address				
Address		Address				
UK Postcode		UK Postcode				
UK Postcode		UK Postcode				
UK Postcode		UK Postcode				
Shares held		Shares Held		Shares transferred by		
Class	Number	Class	Number	Class	Number	Date of Transfer
► Shareholder Name		Name				
Name		Name				
Address		Address				
Address		Address				
UK Postcode		UK Postcode				
UK Postcode		UK Postcode				
UK Postcode		UK Postcode				
Shares held		Shares Held		Shares transferred by		
Class	Number	Class	Number	Class	Number	Date of Transfer

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Section 4 Details of current shareholders(A)**

Shareholders' details	Class and number of shares or amount of stock held	Class and number of shares or amount of stock transferred (if appropriate)	Date of registration of transfer (if appropriate)
Name ..... Address ..... ..... ..... ..... UK Postcode    _ _ _ _ _			
Name ..... Address ..... ..... ..... ..... UK Postcode    _ _ _ _ _			
Name ..... Address ..... ..... ..... ..... UK Postcode    _ _ _ _ _			
Name ..... Address ..... ..... ..... ..... UK Postcode    _ _ _ _ _			

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

### Section 4 Details of New Shareholders & Transfers (A) (ii)

Shareholders' details	Class and number of shares or amount of stock held	Class and number of shares or amount of stock transferred (if appropriate)	Date of registration of transfer (if appropriate)
Name ..... Address ..... ..... ..... ..... UK Postcode    L L L L L L L			
Name ..... Address ..... ..... ..... ..... UK Postcode    L L L L L L L			
Name ..... Address ..... ..... ..... ..... UK Postcode    L L L L L L L			
Name ..... Address ..... ..... ..... ..... UK Postcode    L L L L L L L			

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

### Section 4B: Details of former shareholders

Former shareholders details	Class and number of shares or amount of stock transferred	Date of registration of transfer
<p>Name</p> <p>.....</p> <p>Address</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>UK Postcode   _ _ _ _ _</p>		
<p>Name</p> <p>.....</p> <p>Address</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>UK Postcode   _ _ _ _ _</p>		
<p>Name</p> <p>.....</p> <p>Address</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>UK Postcode   _ _ _ _ _</p>		
<p>Name</p> <p>.....</p> <p>Address</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>UK Postcode   _ _ _ _ _</p>		

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

### Section 5: Details of other shareholders

Shareholders details	Class and number of shares or amount of stock held	Class and number of shares or amount of stock transferred (if appropriate)	Date of registration of transfer (if appropriate)
Name ..... Address ..... ..... ..... ..... UK Postcode   _ _ _ _ _			
Name ..... Address ..... ..... ..... UK Postcode   _ _ _ _ _			
Name ..... Address ..... ..... ..... UK Postcode   _ _ _ _ _			
Name ..... Address ..... ..... ..... UK Postcode   _ _ _ _ _			

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

# 363s Annual Return Declaration

## 1. Declaration

I confirm that the details in this annual return are correct as at the made-up-date (shown at 2 below). I enclose a filing fee £15.

Signature \_\_\_\_\_  
(Director/Secretary)

Date L L L L L L

This date must not be earlier than the return date at 2 below.

## 2. Date of this return

This AR is made up to: (dd/mm/yy).

If you are making up this return to an earlier date, please give date here

L L L L L L

Note: The form must be delivered to CH within 28 day of this date

## 3. Date of next return

If you wish to change your next return to a date earlier than

please give the date here: L L L L L L

## 4. Where to send this form

Please return this form to:  
Registrar of companies  
Companies House

Cheque  Postal Order  Cheque /Postal Order Number \_\_\_\_\_  
(Please complete as appropriate)

## Contact Address

You do not have to give any contact information below but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Contact Name \_\_\_\_\_

Telephone Number (inc code)

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DX Number If applicable \_\_\_\_\_

UK Postcode \_\_\_\_\_

DX exchange \_\_\_\_\_



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.



# 691

This form must be completed for all 'Place of Business' registrations. (See note below for re-registration from a 'Branch')

This form should be completed in black.

## Return and declaration delivered for registration of a place of business of an overseas company

(Pursuant to section 691 of the Companies Act 1985)

Previous branch number  
(if applicable)

  
For official use only

Company name

Country of incorporation

Address of place of business in Great Britain

Post town

County / Region

Postcode

### Either

Constitution of the company  
(See notes 1 and 2)  
(A certified English translation must be included)

\* Delete as applicable

# Mark appropriate box(es)

A certified copy of the

#

Instrument(s) constituting or defining the constitution of the company; and

A certified translation

\* is / are delivered for registration

### OR

The company must deliver certified copies of its constitutional documents (with certified translations), and the particulars of the company's directors and secretary.

However, if the company is closing a branch registration and effecting a place of business registration, it may rely on the documents or the particulars of the directors and secretary previously filed in that part of Great Britain, provided any relevant alterations to those documents have been updated on the register.

(04/02)

The

#

The constitutional documents (and a certified translation\*)

\* and / or

Particulars of the current directors and secretary(ies)

were previously delivered in respect of a branch of the company registered at this registry

Branch

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Directors** (See notes 3,4 and 5)

**Name** \* Style/Title  
 Forenames  
 Surname  
 \* Honours etc  
 Previous forenames  
 Previous surname

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation, give the registered or principal office address.

**Address** ††

Date of birth

(See note 5) { Business occupation (if any). If none other directorships.

<b>CD</b>	
<b>AD</b>	
Post town	
County / Region	
Postcode	Country
<b>DO</b>	Nationality <b>NA</b>
<b>OC</b>	
<b>OD</b>	

**Name** \* Style/Title  
 Forenames  
 Surname  
 \* Honours etc  
 Previous forenames  
 Previous sur-

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation, give the registered or principal office

**Address** ††

Date of birth

(See note 5) { Business occupation (if any). If none other directorships.

\* Voluntary details

<b>CD</b>	
<b>AD</b>	
Post town	
County / Region	
Postcode	Country
<b>DO</b>	Nationality <b>NA</b>
<b>OC</b>	
<b>OD</b>	

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Company Secretary(ies)**

(See notes 4 and 6)

**Name**

\* Style/Title

Forenames

Surname

\* Honours etc

Previous forenames

Previous surname

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation, give the registered or principal office

**Address** ††

<b>CS</b>	_____
	_____
	_____
	_____
	_____
<b>AD</b>	_____
	_____
Post town	_____
County / Region	_____
Postcode	_____    Country _____

**Name**

\* Style/Title

Forenames

Surname

\* Honours etc

Previous forenames

Previous surname

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation, give the registered or principal office

**Address** ††

<b>CS</b>	_____
	_____
	_____
	_____
	_____
<b>AD</b>	_____
	_____
Post town	_____
County / Region	_____
Postcode	_____    Country _____

**Person(s) authorised**

List of some one or more persons resident in Great Britain authorised to accept on the company's behalf services of process and any notice required to be served on it.

\* Style/Title

Forenames

Surname

Address

\* Voluntary details

_____	
_____	
_____	
_____	
_____	
_____	
Post town	_____
Country / Region	_____    Postcode _____

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Person(s) authorised** (continued)

List of some one or more persons resident in Great Britain authorised to accept on the company's behalf services of process and any notice required to be served on it.

\* Style/Title

Forenames

Surname

Address

_____
_____
_____
_____
_____
_____
Post town _____
Country / Region _____ Postcode _____

\* Style/Title

Forenames

Surname

Address

_____
_____
_____
_____
_____
_____
Post town _____
Country / Region _____ Postcode _____

\* Style/Title

Forenames

Surname

Address

_____
_____
_____
_____
_____
_____
Post town _____
Country / Region _____ Postcode _____

\* Style/Title

Forenames

Surname

Address

_____
_____
_____
_____
_____
_____
Post town _____
Country / Region _____ Postcode _____

\* Voluntary details

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Declaration** (See note 8)

**Full name and address**

I \_\_\_\_\_

of (address) \_\_\_\_\_

<sup>†</sup> delete as applicable

a <sup>†</sup> director/ <sup>†</sup> secretary/ <sup>†</sup> person authorised to accept on the company's behalf service of process or any notices required to be served on it, do solemnly and sincerely declare that the company established its place of business in Great Britain on

Day	Month	Year

(enter date)

and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

**Signed** \_\_\_\_\_

**Declared at** \_\_\_\_\_

on 

Day	Month	Year

**before me**

**A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor having the powers conferred on a Commissioner for Oaths.** (See note 8)

Number of continuation sheets attached

To whom should Companies House direct any enquiries about the information on this form?

_____	_____
_____	_____
_____	Postcode _____
Telephone _____	Extension _____

Please ensure the form is fully completed and then send it to the Registrar of Companies at  
(See note 9)

**Companies House, Crown Way, Cardiff CF14 3UZ**  
for companies establishing a place of business in England and Wales  
**Companies House, 37 Castle Terrace, Edinburgh EH1 2EB**  
for companies establishing a place of business in Scotland

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

<b>Notes</b>			
<b>1</b>	<p>The copy of the instrument constituting or defining the constitution of the company must be certified in the place of incorporation of the company to be a true copy :-</p> <p>(a) by an official of the Government to whose custody the original is committed; or</p> <p>(b) by a notary public; or</p> <p>(c) by an officer of the company on oath taken before:</p> <p style="margin-left: 20px;">(i) a person having authority in that place to administer an oath; or</p> <p style="margin-left: 20px;">(ii) any of the British officials mentioned in section 6 of the Commissioners for Oaths Act 1889.</p>	<p>(b) if the translation was made outside the United Kingdom, by</p> <p style="margin-left: 20px;">(i) a notary public;</p> <p style="margin-left: 20px;">(ii) a person authorised in the place where the translation was made to administer an oath;</p> <p style="margin-left: 20px;">(iii) any of the British officials mentioned in section 6 of the Commissioners for Oaths Act 1889;</p> <p style="margin-left: 20px;">(iv) a person certified by a person mentioned above to be known to him to be competent to translate the document into English.</p>	<p>Address:</p> <p>Give the usual residential address.</p> <p>In the cases of a corporation or Scottish firm give the registered or principal office.</p> <p>In the case of an individual who has a business occupation, this occupation should be named. In the case of an individual who has no business occupation but who holds other directorships, particulars should be given of them.</p> <p>Where all the partners in a firm are joint secretaries, only the firm name and its principal office need be given.</p> <p>Use photocopies of the relevant section(s) of this form to provide details of additional directors, joint secretaries or persons authorised.</p> <p>If made in a foreign country the declaration may be made before any British official mentioned in section 6 of the Commissioners for Oaths Act 1889 or, before any person having authority to administer an oath in that country.</p> <p>If the company establishes a place of business in England and Wales AND in Scotland whether at the same time or not a separate form must be sent to each Registrar.</p>
<b>2</b>	<p>The translation of the instrument must be certified to be a correct translation :-</p> <p>(a) if the translation was made in the United Kingdom, by</p> <p style="margin-left: 20px;">(i) a notary public in any part of the United Kingdom;</p> <p style="margin-left: 20px;">(ii) a solicitor (if the translation was made in Scotland), a solicitor of the Supreme Court of Judicature of England and Wales (if it was made in England or Wales), or a solicitor of the Supreme Court of Judicature of Northern Ireland (if it was made in Northern Ireland); or</p> <p style="margin-left: 20px;">(iii) a person certified by a person mentioned above to be known to him to be competent to translate</p>	<p>3 'Director' includes any person who occupies the position of a director, by whatever name called.</p> <p>4 Show for an individual the full forenames NOT INITIALS and surname together with any previous forenames or surname(s).</p> <p>If the director or secretary is a corporation or Scottish firm - show the corporate or firm name on the surname line.</p> <p>Give previous forenames or surname except that:</p> <ul style="list-style-type: none"> <li>• for a married woman, the name by which she was known before marriage need not be given,</li> <li>• names not used since the age of 18 or for at least 20 years need not be given.</li> </ul> <p>In the case of a peer, or an individual usually known by a British title, you may state the title instead of or in addition to the forenames and surname and you need not give the name by which that person was known before he or she adopted the title or succeeded to it.</p>	<p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p>

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.



# 692(1)(b)

Return of alteration in the directors or secretary of an oversea company or in their particulars.

This form should be completed in black.

Company number  CN \_\_\_\_\_

Company name \_\_\_\_\_

**Appointment**

(Turn over page for resignation and change of particulars).

Date of appointment  DA 

Day	Month	Year

Appointment of director  CD

Appointment of secretary  CS

*Please mark the appropriate box. If appointment is as a director and secretary mark both boxes.*

**NOTES**

Show the full forenames. **NOT INITIALS**  
 If the director or secretary is a Corporation or Scottish firm, show the name on surname line and registered or principal office on the usual residential address line.  
 Give previous forenames or surname except:  
 - for a married woman the name before marriage need not be given.  
 - for names not used since the age of 18 or for at least 20 years.  
 A peer or individual known by a title may state the title instead of or in addition to the forenames and surname.

Name \* Style/title

Forenames

Surname

\* Honours etc

Previous forenames

Previous surname

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under the provisions of section 723B of the Companies Act 1985

Usual residential address ††

AD

Post town

County/region

Postcode

Country

In the case of an individual who has no business occupation but holds other directorships, give particulars of them.

Date of birth †  DO 

Day	Month	Year

Business occupation † (if any). If none other directorships.

Nationality †  NA \_\_\_\_\_

OC

OD

\* Voluntary details † Directors only

(04/02)

A serving director etc must also sign the form overleaf.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Resignation**

(This includes any form of ceasing to hold office e.g. death or removal from office).

Date of resignation etc  
 Resignation etc, as director  
 Resignation etc, as secretary

Forenames  
 Surname

Date of birth (directors only)

If cessation is other than resignation, please state reason (eg death)

	Day	Month	Year
<b>DR</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>XD</b>	<input type="text"/>	} Please mark the appropriate box. If resignation etc is as a director and secretary mark both boxes.	
<b>XS</b>	<input type="text"/>		
_____ _____			
	Day	Month	Year
<b>DO</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____ _____			

**Change of particulars**

Complete this section in all cases where particulars have changed and then the appropriate section

Date of change of particulars  
 Change of particulars, as director  
 Change of particulars, as secretary  
 Forenames } (name previously notified to Companies)  
 Surname }  
 Date of birth (directors only)

Change of name (enter new name) Forenames  
 Surname

Change of usual residential address \*\* (enter new address)

\*\* Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under the provisions of section 723B of the Companies Act 1985

Post town  
 County/region  
 Postcode

Other change (please specify)

	Day	Month	Year
<b>DC</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>ZD</b>	<input type="text"/>	} Please mark the appropriate box. If change of particulars is as a director and secretary	
<b>ZS</b>	<input type="text"/>		
_____ _____			
	Day	Month	Year
<b>DO</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____ _____			
<b>NN</b> _____			
_____ _____			
<b>AD</b> _____			
_____ _____			
_____ _____			
_____ _____			

A serving director / secretary / person authorised must sign the form below.

**Signature**

Signed \_\_\_\_\_ Date \_\_\_\_\_

After signing please return the form to the Registrar of Companies at  
 If the company establishes a place of business both in England and Wales and in Scotland a separate form must be sent to each Registrar.

or  
**Companies House, Crown Way, Cardiff CF14 3UZ**  
 for companies registered in England and Wales  
**Companies House, 37 Castle Terrace, Edinburgh EH1 2EB**  
 for companies registered in Scotland

To whom should Companies House direct any enquiries about the information on this form?

_____
_____
Tel: _____



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

This form will not appear on the public record

# 723(SR)

## Usual Residential Addresses: Notification of details of Usual Residential Address Following Grant of Confidentiality Order

For Official Use  
(Please leave these  
boxes blank)


Please complete in typescript,  
or in bold black capitals.

Company or LLP  
Number

Company or LLP  
Name in full

### Personal Details (as contained in application form):

Surname

Forename(s)  
(in full)

Date of birth 

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Usual Residential Address

Premises name  
and/or number

Street Name

Post town

UK Postcode  
(if applicable)

County / Region

Country

Signed

Date

Director/Secretary/Permanent Representative/LLP  
Member (Delete as appropriate)

### When completed please send this form to:

(please enclose a stamped addressed envelope if you want an acknowledgement of this form)

The Administrator  
PO Box 4082  
Cardiff  
CF14 3WE

(04/02)

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

This form will not appear on the public record

# 723(change)

## Usual Residential Address: Notification of Change of Usual Residential Address

Please complete in typescript,  
or in bold black capitals.

For Official Use  
(Please leave these  
boxes blank)


Company or LLP Number

Company or LLP Name in full

### Personal Details (as contained in application form):

Surname

Forename(s) (in full)

Date of birth 

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Change of Usual Residential Address

Date of Change 

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

### New usual residential address

Premises name and/or number

Street Name

Post town

UK Postcode (if applicable)

County / Region

Country

Signed

Date

Director/Secretary/Permanent Representative/LLP Member (Delete as appropriate)

### When completed please send this form to:

(please enclose a stamped addressed envelope if you want an acknowledgement of this form)

The Administrator  
PO Box 4082  
Cardiff  
CF14 3WE

(04/02)

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.



# BR1

## Return delivered for registration of a branch of an overseas company

This form should be completed in black.

(Pursuant to Schedule 21A, paragraph 1 of the Companies Act 1985)

(See note 5)

Corporate name  
(name in parent state)

Business name  
(if different to corporate name)

Country of Incorporation

Identity of register  
(if applicable)

Legal form  
(See note 3)

For office use only	<input type="checkbox"/> CN	<input type="checkbox"/> BN
_____		
_____		
_____		
_____ and registration no. _____		
_____		

<sup>1</sup> See note 2

## PART A - COMPANY DETAILS <sup>1</sup>

\* State whether the company is a credit or financial institution

\* Is the company subject to Section 699A of the Companies Act 1985?

YES

NO

**(1) These boxes need not be completed by companies formed in EC member states**

Governing law  
(See note 4)

\_\_\_\_\_

Accounting requirements

Period for which the company is required to prepare accounts by parent law. from \_\_\_\_\_ to \_\_\_\_\_

Period allowed for the preparation and public disclosure of accounts for the above period \_\_\_\_\_ months

(04/02)

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

(2) This box need NOT be completed by companies from EC member states, OR where the constitutional documents of the company already show this information.

<b>Address of principal place of business in home country</b>	_____
<b>Objects of company</b>	_____
<b>Issued share capital</b>	_____ <b>Currency</b> _____

**Company Secretary(ies)**

(See note 10)

**Name**

\* Voluntary details

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation, give the registered or principal office address.

**Address** ††

* Style / Title _____
Forenames _____
Surname _____
* Honours etc. _____
Previous Forenames _____
Previous surname _____
_____
Post town _____
County / Region _____
Postcode _____ Country _____

**Company Secretary(ies)**

(See note 10)

**Name**

\* Voluntary details

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation, give the registered or principal office address.

**Address** ††

* Style / Title _____
Forenames _____
Surname _____
* Honours etc. _____
Previous Forenames _____
Previous surname _____
_____
Post town _____
County / Region _____
Postcode _____ Country _____

(You may photocopy this page if required)

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Directors**

(See note 10)

**Name**

\* Voluntary details

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation, give the registered or principal office address

**Address ††**

**SCOPE OF AUTHORITY**

Give brief particulars of the extent of the powers exercised. (e.g. whether they are limited to powers expressly conferred by the instrument of appointment; or whether they are subject to express limitations.) Where the powers are exercised jointly give the name(s) of the person(s) concerned. You may cross refer to the details of person(s) disclosed elsewhere on the form.

# Mark box(es) as appropriate

(You may photocopy this page as required)

* Style / Title _____										
Forenames _____										
Surname _____										
* Honours etc. _____										
Previous Forenames _____										
Previous surname _____										
_____										
Post town _____										
County / Region _____										
Postcode _____ Country _____										
Day    Month    Year										
Date of Birth <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>										
Nationality _____										
Business Occupation _____										
Other Directorships _____										
_____										
_____										
The extent of the authority to represent the company is :- (give details)										
_____										
_____										
_____										
_____										
These powers :-										
# <input type="checkbox"/> May be exercised alone										
OR										
# <input type="checkbox"/> Must be exercised with :-										
(Give name(s) of co-authorised person(s))										
_____										
_____										
_____										
_____										

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Directors**

(See note 10)

**Name**

\* Voluntary details

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation, give the registered or principal office address

**Address ††**

**SCOPE OF AUTHORITY**

Give brief particulars of the extent of the powers exercised. (e.g. whether they are limited to powers expressly conferred by the instrument of appointment; or whether they are subject to express limitations.) Where the powers are exercised jointly give the name(s) of the person(s) concerned. You may cross refer to the details of person(s) disclosed elsewhere on the form.

# Mark box(es) as appropriate

(You may photocopy this page as required)

\* Style / Title \_\_\_\_\_

Forenames \_\_\_\_\_

Surname \_\_\_\_\_

\* Honours etc. \_\_\_\_\_

Previous Forenames \_\_\_\_\_

Previous surname \_\_\_\_\_

\_\_\_\_\_

Post town \_\_\_\_\_

County / Region \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Day Month Year

Date of Birth 

--	--	--	--	--	--	--	--

Nationality \_\_\_\_\_

Business Occupation \_\_\_\_\_

Other Directorships \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The extent of the authority to represent the company is :- (give details)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

These powers :-

#  May be exercised alone

OR

#  Must be exercised with :-

(Give name(s) of co-authorised person(s))

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Constitution of company**

(See notes 6 to 9)

# Mark box(es)  
as applicable

(See note 9)

#	<input type="checkbox"/>	A certified copy of the instrument constituting or defining the constitution of the company
	AND	
	<input type="checkbox"/>	* A certified translation
		* is / are delivered for registration

\* Delete as applicable

AND/OR

A certified copy of the constitutional documents and latest accounts of the company, together with a certified translation of them if they are not in the English language, must accompany this form.

#	<input type="checkbox"/>	A copy of the latest accounts of the company
	AND	
	<input type="checkbox"/>	* A certified translation
		* is / are delivered for registration

AND/OR

The company may rely on constitutional and accounting documents previously filed in respect of another branch registered in the United Kingdom.

#	<input type="checkbox"/>	The Constitutional documents (* and certified translations)
	AND / OR	
	<input type="checkbox"/>	The latest accounts (* and certified translations)
		of the company were previously delivered on the registration of the branch of the company at :-
	Cardiff	<input type="checkbox"/>
	Edinburgh	<input type="checkbox"/>
	Belfast	<input type="checkbox"/>
	Registration no.	<input type="text"/>

AND/OR

The company may rely on particulars about the company previously filed in respect of another branch in that part of Great Britain, provided that any alterations have been notified to the Registrar.

<input type="checkbox"/>	the particulars about the company were previously delivered in respect of a branch of the company registered at THIS registry.
Registration no.	<input type="text"/>

AND/OR

The company may also rely on constitutional documents and particulars about the company officers previously filed in respect of a former Place of Business of that company, provided that any alterations have been notified to the Registrar.

NOTE :- In all cases, the registration number of the branch or place of business relied upon must be given.

<input type="checkbox"/>	The Constitutional documents (* and certified translation)
	AND / OR
<input type="checkbox"/>	Particulars of the current directors and secretary(ies)
	were previously delivered in respect of a place of business of the company registered at THIS registry.
Registration no.	<input type="text"/>

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## PART B - BRANCH DETAILS

### Persons authorised to represent the company or accept service of process

Give details of all persons who are authorised to represent the company as permanent representatives of the company in respect of the business of the branch.

Give details also of all persons resident in Great Britain, who are authorised to accept service or process on the company's behalf.

\* Delete as appropriate

#### SCOPE OF AUTHORITY

(This part does not apply to a person only authorised to accept service on behalf of the company)

Give brief particulars of the extent of the powers exercised. (e.g. whether they are limited to powers expressly conferred by the instrument of appointment; or whether they are subject to express limitations.)

Where the powers are exercised jointly give the name(s) of the person(s) concerned. You may cross refer to the details of person(s) disclosed elsewhere on the form.

# Mark box(es) as appropriate

\* Style / Title \_\_\_\_\_

Forenames \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

Post town \_\_\_\_\_

County / Region \_\_\_\_\_ Postcode \_\_\_\_\_

Is #  Authorised to accept service of process on the company's behalf

\* AND/OR

Is #  Authorised to represent the company in relation to that business

The extent of the authority to represent the company is :- (give details)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

These powers :-

#  May be exercised alone

OR

#  Must be exercised with :-

(Give name(s) of co-authorised person(s))

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Persons authorised to represent the company or accept service of process**

Give details of all persons who are authorised to represent the company as permanent representatives of the company in respect of the business of the branch.

Give details also of all persons resident in Great Britain, who are authorised to accept service or process on the company's behalf.

\* Delete as appropriate

**SCOPE OF AUTHORITY**

(This part does not apply to a person only authorised to accept service on behalf of the company)

Give brief particulars of the extent of the powers exercised. (e.g. whether they are limited to powers expressly conferred by the instrument of appointment; or whether they are subject to express limitations.) Where the powers are exercised jointly give the name(s) of the person(s) concerned. You may cross refer to the details of person(s) disclosed elsewhere on the form.

# Mark box(es) as appropriate

(You may photocopy this page as required)

* Style / Title _____
Forenames _____
Surname _____
Address _____ _____
Post town _____
County / Region _____ Postcode _____
Is # <input type="checkbox"/> Authorised to accept service of process on the company's behalf
* AND/OR
Is # <input type="checkbox"/> Authorised to represent the company in relation to that business
The extent of the authority to represent the company is :- (give details)
_____
_____
_____
_____
_____
These powers :-
# <input type="checkbox"/> May be exercised alone
OR
# <input type="checkbox"/> Must be exercised with :- (Give name(s) of co-authorised person(s))
_____
_____
_____
_____

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Address of branch**

(See note 11)

Address _____ _____
Post town _____
County / Region _____ Postcode _____

**Branch Details**

(See note 12)

	Day	Month	Year
Date branch opened			
Business carried on at branch _____ _____ _____			

**SIGNATURE**

<b>Signed</b> _____ (* Director / Secretary / Permanent representative)
<b>Date</b> _____
This form contains ..... continuation sheets.

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Name _____
Address _____ _____ _____ Postcode _____
Telephone _____ Extension _____

When completed, this form together with any enclosures should be delivered to the Registrar of Companies at

For branches established in England and Wales

For branches established in Scotland

**Companies House  
Crown Way  
Cardiff  
CF14 3UZ**

**Companies House  
37 Castle Terrace  
Edinburgh  
EH1 2EB**

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.



# BR4

## Return by an oversea company subject to branch registration of change of directors or secretary or of their particulars

(Pursuant to Schedule 21A, paragraph 7(1) of the Companies Act 1985)

This form should be completed in black.

Company number

Branch number

Company name

Branch name  
(if different)

### Resignation, etc.

(This includes any form of ceasing to hold office e.g. death or removal from office)

Date of resignation etc

	Day	Month	Year
DR	<input type="text"/>	<input type="text"/>	<input type="text"/>

Resignation etc, as director

Resignation etc, as secretary

Please mark the appropriate box. If resignation etc is as a director and secretary mark both boxes

Forenames

Surname

Date of birth (directors only)

	Day	Month	Year
DO	<input type="text"/>	<input type="text"/>	<input type="text"/>

(See note on page 4)

This return is delivered in respect of all the branches listed on page 4

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Name	<input type="text"/>
Address	<input type="text"/>
Telephone	<input type="text"/>

When completed, this form should be returned to the address on page 4

(04/02)

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Appointment**

**(Turn to page 3  
notify resignation or  
alteration of  
particulars)**

**NOTES**

Show the full forenames NOT INITIALS. If the director or secretary is a Corporation or Scottish firm, show the name on surname line and registered or principal office on the usual residential address line.

Give previous forenames or surnames except:

- for a married woman the name before marriage need not be given.
- for names not used since the age of 18 or for at least 20 years.

A peer or individual known by a title may state the title instead of or in addition to the forenames and surnames.

**†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under the provisions of section 723B of the Companies Act 1985**

\* Voluntary details  
+ Directors only

**Other directorships**

Give the name of every company incorporated in Great Britain which the person concerned is a director or has been a director at any time in the past 5 years. Exclude a company which either is, or at all times during the past 5 years when the person was a director, was

- dormant
- a parent company which wholly owned the company making the return
- another wholly owned subsidiary of the same parent company

You may use a separate sheet of paper if necessary.

Give brief particulars of the extent of the powers exercised (e.g. whether they are limited to powers expressly conferred by the instruments of appointment, or whether they are subject to express limitations) where the powers are exercised jointly, give the name(s) of the person(s).

# Mark as applicable

This return must be delivered to the Registrar within 21 days of the notice being received in Great Britain in due course of post (if despatched with due diligence)

Date of appointment

Appointment of director

Appointment of secretary

**Name** \*Style/title

Forenames

Surname

\* Honours etc

Previous forenames

Previous surname

**Usual residential address** ††

Post town

County / region

Postcode

+ Date of birth

+ Business Occupation

+ Other directorships

**Scope of authority**

**Consent signature**

	Day	Month	Year	
DA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CD	<input type="checkbox"/>	Please mark the appropriate box. If appointment is as a director and secretary mark both boxes.		
CS	<input type="checkbox"/>			
<hr/> <hr/> <hr/> <hr/>				
AD	<input type="checkbox"/>			
<hr/> <hr/> <hr/> <hr/>				
		Day	Month	Year
DO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
+ Nationality	NA <input type="text"/>			
OC	<input type="checkbox"/>			
<hr/> <hr/> <hr/> <hr/>				
The extent of the authority to represent the company is (give details)				
<hr/> <hr/> <hr/>				
These powers :				
#	<input type="checkbox"/>	May be exercised acting alone		
#	<input type="checkbox"/>	Must be exercised with :- (give names of co-authorised person(s))		
<hr/> <hr/>				
I consent to act as director/secretary of the above named company				
<hr/>				
Signed		Date		

A serving director etc must also sign the form on page 4

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**ALTERATION OF PARTICULARS**

Complete this section in all cases where particulars of a serving director / secretary have changed and then the appropriate section below

(this section is not for appointments or resignations)

Date of change of particulars

Change of particulars, as director

Change of particulars, as secretary

Forenames

Surname

(name previously notified to Companies House)

Date of birth (directors only)

Change of name (enter new name)

Forenames

Surname

Change of usual residential address <sup>††</sup>

(enter new address)

<sup>††</sup> Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under the provisions of section 723B of the Companies Act 1985

Post town

County / region

Postcode

Country

Nationality

Change to authority to act (if applicable)

Give brief particulars of any change in the authority of a director to represent the company, including any alteration to the manner in which existing or new powers may be exercised (e.g. requiring them to be exercised with other persons.)

# Mark as applicable

Day			Month			Year		
DR								
XD	<input type="checkbox"/>	Please mark the appropriate box. If change of particulars is as a director and secretary mark both boxes						
XS	<input type="checkbox"/>							
Day			Month			Year		
DO								
AD	<input type="checkbox"/>							
The extent of the authority of the above person to represent the company has been altered to :- (give details)								
_____								
_____								
_____								
_____								
These powers :								
#	<input type="checkbox"/>	May be exercised alone, or						
#	<input type="checkbox"/>	Must be exercised with : (give names of co-authorised persons)						
_____								
_____								
_____								

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form BR 4**

Registration number	Branch name

NOTE:- A return must be delivered in respect of any alteration to the company particulars by each branch of an overseas company. If, however, a company has more than one branch in THE SAME PART of Great Britain, it may deliver only one form in respect of all those branches, provided it completes the table above on this page.

**Signature**

Signed	
	* Director / Secretary / Permanent representative
Date	
	* delete as appropriate

When completed, this form should be delivered to :-

For branches registered in England and Wales

For branches registered in Scotland

The Registrar of Companies  
 Companies House  
 Crown Way  
 Cardiff  
 CF14 3UZ

The Registrar of Companies  
 Companies House  
 37 Castle Terrace  
 Edinburgh  
 EH1 2EB

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

# BR6

## Return of change of person authorised to accept service or to represent the branch of an oversea company or of any change in their particulars

(Pursuant to Schedule 21A, paragraph 7(1) of the Companies Act 1985)

This form should be completed in black.  
This notice must be delivered to the Registrar within 21 days of the alteration being made.

Company number

Branch number

Company name

Branch name  
(if different to corporate name)

### TERMINATION OF AUTHORITY

See overleaf for appointments and change of particulars

Date of termination

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position vacated  
(Mark appropriate box(es))

Person authorised to accept service on the company's behalf

Person authorised to represent the company at the branch

Complete these details for resignation of any person authorised to accept service or process on the company's behalf or who was authorised to represent the company in relation to the business of the branch.

Name

Address

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

(04/02)

<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Tel. <input type="text"/>
--	---------------------------

When completed, this form should be delivered to the address on page 4

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**APPOINTMENT  
Persons authorised to represent the company or who may accept service or process**

Give the name and address of the person appointed, together with the date of appointment. Mark the box(es) relevant to the appointment. If the appointment is to both positions mark both boxes.

**\*\* Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under the provisions of section 723B of the Companies Act 1985**

\* Delete as appropriate

**SCOPE OF AUTHORITY**

Give brief particulars of the extent of the powers exercised. (e.g. whether they are limited to powers expressly conferred by the instrument of appointment; or whether they are subject to express limitations.) Where the powers are exercised jointly give the name(s) of the person(s) concerned.

# Mark box(es) as appropriate

\_\_\_\_\_

\* Style / Title \_\_\_\_\_

Forenames \_\_\_\_\_

Surname \_\_\_\_\_

Address \*\* \_\_\_\_\_

\_\_\_\_\_

Post town \_\_\_\_\_

County / Region \_\_\_\_\_ Postcode \_\_\_\_\_

Is authorised to accept service of process on the company's behalf

\* AND/OR

Is authorised to represent the company in relation to that business

Day Month Year

Date of appointment 

--	--	--	--	--	--	--	--

The authority to represent the company is :-

Is #  Authorised to accept service of process on the company's behalf

\* AND/OR

Is #  Authorised to represent the company in relation to that business

The extent of the authority to represent the company is :- (give details)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

These powers :-

#  May be exercised alone

OR

#  Must be exercised with :-  
(Give name(s) of co-authorised person(s))

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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### CHANGE OF PARTICULARS

Mark the appropriate box. If change relates to both positions, mark both boxes.

#### Change of name

Name previously notified to Companies House

New name

#### Change of residential address \*\* (enter new address)

\*\* Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under the provisions of section 723B of the Companies Act 1985

#### Change of authority to act

(this part does not apply to a person authorised to accept service on behalf of the company)

Give brief particulars of any change in the authority of the officer to represent the company, including any alteration to the manner in which the existing or new powers may be exercised (e.g. requiring them to be exercised with other persons)

# Mark appropriate box

#### Signature

\* Delete as applicable

Date of change		
Day	Month	Year
<input type="checkbox"/>	Change of particulars of person authorised to accept service	
<input type="checkbox"/>	Change of particulars of person authorised to represent the company	
Forenames	_____	
Surname	_____	
Forenames	_____	
Surname	_____	
Address	_____	
Post town	_____	
County / Region	_____	Postcode _____
Country	_____	
The extent of the authority of the above person to represent the company has been altered to :- [give details]		
_____		
_____		
_____		
The powers :-		
#	<input type="checkbox"/>	May be exercised alone
OR		
#	<input type="checkbox"/>	Must be exercised with : (Give name(s) of co-authorised person(s))
_____		
_____		
_____		

Signed _____
* (director / Secretary / Permanent represent)
Date _____

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**Form BR 4**

Registration number	Branch name

NOTE:- A return must be delivered in respect of any alteration to the company particulars by each branch of an overseas company. If, however, a company has more than one branch in THE SAME PART of Great Britain, it may deliver only one form in respect of all those branches, provided it completes the table above on this page.

**Signature**

Signed _____ * Director / Secretary / Permanent representative
Date _____ * delete as appropriate

When completed, this form should be delivered to :-

For branches registered in England and Wales

The Registrar of Companies  
Companies House  
Crown Way  
Cardiff  
CF14 3UZ

For branches registered in Scotland

The Registrar of Companies  
Companies House  
37 Castle Terrace  
Edinburgh  
EH1 2EB

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form BR6**

When completed, this form should be delivered to :-

For branches registered in England and Wales

The Registrar of Companies  
Companies House  
Crown Way  
Cardiff  
CF14 3UZ

For branches registered in Scotland

The Registrar of Companies  
Companies House  
37 Castle Terrace  
Edinburgh  
EH1 2EB

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

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## EXPLANATORY NOTE

*(This note is not part of the Regulations)*

With effect from 2nd April 2002, these Regulations

- (i) create a new form 723SR for the purposes of both section 10(2A) and section 288(2) of the Companies Act 1985 and a new form 723(change) for the purposes of section 288(2),
- (ii) prescribe amended forms as follows:
  - (a) forms 10, 288a and 288c, and 363a for the purposes of sections 10(2), 288(2) and 363(2) of the Companies Act 1985 respectively,
  - (b) forms 691 and 692(1)(b) for the purposes of sections 691(1)(b), and 692(1) and 692(1B) of the Companies Act 1985 respectively,
  - (c) form BR1 for the purpose of paragraph 1 of Schedule 21A to the Companies Act 1985, and
  - (d) forms BR4 and BR6 for the purposes of both paragraph 7(1) and paragraph 9(2) of Schedule 21A to the Companies Act 1985;
- (iii) provide for the continued use as alternatives to the forms referred to in paragraphs (i) and (ii) of the following forms: form 10 (prescribed by the Companies (Forms) (Amendment) Regulations 1995), forms 363a and 363s (prescribed by the Companies (Forms) (Amendment) Regulations 1999), forms 691, BR1, BR4 and BR6 (prescribed by the Companies (Forms) (Amendment) Regulations 1992), and form 692(1)(b) (prescribed by the Companies (Forms Amendment No. 2 and Company's Type and Principal Business Activities) Regulations 1990).

The forms referred to in paragraph (i) above allow directors who have obtained a Confidentiality Order under section 723B(3) of the Companies Act 1985 and The Companies (Particulars of Usual Residential Address) (Confidentiality Orders) Regulations 2002 to notify, respectively, particulars of their usual residential address and particulars of a change in their usual residential address. This information will then be held in the secure register to be maintained under the Regulations.

The amended forms referred to in paragraph (ii) take account of the fact that a director who has obtained a Confidentiality Order may, in accordance with the Regulations, on those forms give particulars of a service address rather than of a usual residential address. These forms must be used where the director of a company is the beneficiary of a Confidentiality Order made under section 723B of the Companies Act 1985.

The forms referred to in paragraph (iii) are retained as alternatives which may be used in all circumstances except where the director of a company or member of a limited liability partnership in question is the beneficiary of a Confidentiality Order made under section 723B of the Companies Act 1985.