
STATUTORY INSTRUMENTS

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.

(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).

Status: This is the original version (as it was originally made).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

(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

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

Status: This is the original version (as it was originally made).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

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

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**

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 **

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 **

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

	NAME	*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.	Address †		<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"/>		
	Date of birth	Day	Month	Year	Nationality
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Business occupation	<input type="text"/>			
	Other directorships	<input type="text"/>			
		<input type="text"/>			
		I consent to act as director of the company named on page 1			
	Consent signature	<input type="text"/>	Date	<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

Status: This is the original version (as it was originally made).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

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**

Status: This is the original version (as it was originally made).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

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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	Company Number	<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

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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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.**

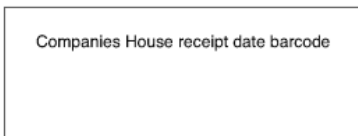
Any change of registered office **must** be notified on form 287.

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

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.

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

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.

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	Class of share	Class of share
	Nominal value of each share	Nominal value of each share
	Number of shares issued	Number of shares issued
	Aggregate nominal value of issued shares	Aggregate nominal value of issued shares
	Class of share	Class of share
	Nominal value of each share	Nominal value of each share
	Number of shares issued	Number of shares issued
	Aggregate nominal value of issued shares	Aggregate nominal value of issued shares
► Total shares issued and value	Total number of shares issued	Total number of shares issued
	Total nominal value of shares issued	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	Class of share	Class of share
	Nominal value of each share	Nominal value of each share
	Number of shares issued	Number of shares issued
	Aggregate nominal value of issued shares	Aggregate nominal value of issued shares
	Class of Share	Class of Share
	Nominal value of each share	Nominal value of each share
	Number of shares issued	Number of shares issued
	Aggregate nominal value of issued shares	Aggregate nominal value of issued shares
➤ Total shares issued and value	Total number of shares issued	Total number of shares issued
	Total nominal value of shares issued	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		
<p>► Shareholder Name</p>		<p>Name</p> <p>.....</p>				
<p>Address</p> <p>.....</p> <p>.....</p> <p>.....</p>		<p>Address</p> <p>.....</p> <p>.....</p> <p>.....</p>				
<p>Shares held</p>		<p>UK Postcode L L L L L L L L</p>				
Class	Number	Shares Held		Shares transferred by		
		Class	Number	Class	Number	Date of Transfer
	
	
<p>► Shareholder Name</p>		<p>Name</p> <p>.....</p>				
<p>Address</p> <p>.....</p> <p>.....</p> <p>.....</p>		<p>Address</p> <p>.....</p> <p>.....</p> <p>.....</p>				
<p>Shares held</p>		<p>UK Postcode L L L L L L L L</p>				
Class	Number	Shares Held		Shares transferred by		
		Class	Number	Class	Number	Date of Transfer
	
	
<p>► Shareholder Name</p>		<p>Name</p> <p>.....</p>				
<p>Address</p> <p>.....</p> <p>.....</p> <p>.....</p>		<p>Address</p> <p>.....</p> <p>.....</p> <p>.....</p>				
<p>Shares held</p>		<p>UK Postcode L L L L L L L L</p>				
Class	Number	Shares Held		Shares transferred by		
		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.

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

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

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

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 ††

CS	_____

AD	_____

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 ††

CS	_____

AD	_____

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

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.

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) _____

[†] delete as applicable

a [†] director/ [†] secretary/ [†] 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.

Notes			
1	<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>
2	<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"> • 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. <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 <input type="text"/>
Company name	<input type="text"/>

Appointment

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

Date of appointment	Day Month Year	DA <input type="text"/>
Appointment of director	CD <input type="checkbox"/>	} Please mark the appropriate box. If appointment is as a director and secretary mark both boxes.
Appointment of secretary	CS <input type="checkbox"/>	

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

Date of birth	Day Month Year	DO <input type="text"/>
Nationality †	NA <input type="text"/>	
	OC <input type="checkbox"/>	
	OD <input type="checkbox"/>	

* Voluntary details † Directors only

A serving director etc must also sign the form overleaf.

(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.

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

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

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

Change of Usual Residential Address

Date of Change

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

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

This form should be completed in black.

(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
Corporate name (name in parent state)		
Business name (if different to corporate name)		
Country of Incorporation		
Identity of register (if applicable)		
and registration no.		
Legal form (See note 3)		

¹ See note 2

PART A - COMPANY DETAILS ¹

* 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.

Address of principal place of business in home country	_____
Objects of company	_____
Issued share capital	_____ Currency _____

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

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

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.

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

Signed _____ <small>(* Director / Secretary / Permanent representative)</small>
Date _____
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 overseas 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"/>	
CD	<input type="checkbox"/>	Please mark the appropriate box. If appointment is as a director and secretary mark both boxes.		
CS	<input type="checkbox"/>			

AD	<input type="checkbox"/>			

Day Month Year				
DO	<input type="text"/>	<input type="text"/>	<input type="text"/>	
+ Nationality	NA	<input type="text"/>		
OC	<input type="checkbox"/>			

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

These powers :				
#	<input type="checkbox"/>	May be exercised acting alone		
#	<input type="checkbox"/>	Must be exercised with :- (give names of co-authorised person(s))		

I consent to act as director/secretary of the above named company				
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 ^{††}

(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

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

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.

**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

<p>_____</p> <p>* Style / Title _____</p> <p>Forenames _____</p> <p>Surname _____</p> <p>Address ** _____</p> <p>_____</p> <p>Post town _____</p> <p>County / Region _____ Postcode _____</p> <p><input type="checkbox"/> Is authorised to accept service of process on the company's behalf</p> <p>* AND/OR</p> <p><input type="checkbox"/> Is authorised to represent the company in relation to that business</p> <p style="text-align: center;">Day Month Year</p> <p>Date of appointment <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table></p> <p>The authority to represent the company is :-</p> <p>Is # <input type="checkbox"/> Authorised to accept service of process on the company's behalf</p> <p>* AND/OR</p> <p>Is # <input type="checkbox"/> Authorised to represent the company in relation to that business</p> <p>The extent of the authority to represent the company is :- (give details)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>These powers :-</p> <p># <input type="checkbox"/> May be exercised alone</p> <p>OR</p> <p># <input type="checkbox"/> Must be exercised with :-</p> <p style="text-align: center;"><small>(Give name(s) of co-authorised person(s))</small></p> <p>_____</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.

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

	Day	Month	Year
Date of change	<input type="text"/>	<input type="text"/>	<input type="text"/>
<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	<input type="text"/>		
Surname	<input type="text"/>		
Forenames	<input type="text"/>		
Surname	<input type="text"/>		
Address	<input type="text"/>		
Post town	<input type="text"/>		
County / Region	<input type="text"/>	Postcode	<input type="text"/>
Country	<input type="text"/>		
The extent of the authority of the above person to represent the company has been altered to :- <input type="text"/> [give details]			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
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))	
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			

Signed * (director / Secretary / Permanent represent)

Date

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

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.

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.