

As appointment forms can be filed electronically it is not necessary to complete the standard forms AP01, AP02, AP03, AP04 or the standard change of registered office form AD01.

Electronic filing means that:

- Your appointment is effective more quickly
- Bank accounts are opened more quickly for new start ups
- Non-resident directors or secretaries need not wait on the standard statutory forms being filed before they can be appointed
- There is no risk in respect of misfiled or lost documents at Companies House

York Place will act on a fax copy of this form. Please forward the originals as soon as possible

USE THIS FORM TO AUTHORISE YORK PLACE TO FILE YOUR APPOINTMENT ELECTRONICALLY

Company Name:			
Appointment Type:	<input type="checkbox"/> Director <input type="checkbox"/> Secretary	Date of Appointment:	

Appointment of a Natural person:

Title:	Mr, Mrs, Miss, Ms Other:	Surname:	
Forename(s):		Date of Birth: (Directors Only)	
Service Address:		Residential Address:	
	Postcode:		Postcode:
Previous Surname:		Previous Forename:	
Nationality:		Occupation:	

Appointment of a corporate officer. Please note that a corporate officer can not be a sole director

Name of corporate officer:			
Appointment Type:	<input type="checkbox"/> Director	<input type="checkbox"/> Secretary	
Address:			Post Code:
All Companies:	Where the Company/Firm is registered:		
	Registration number:		
Non-EEA Companies:	Legal form of the corporate body or firm:		
	Governing Law:		

Please complete the following:

Personal authentication details of director or secretary (or authorising person of a corporation), only three out of the seven required:

The first three letters of town of birth				The last three digits of passport number			
The last three digits of telephone number				The first three letters of mother's maiden name			
The last three characters of national insurance number				The first three letters of eye colour			
The first three letters of father's first forename							

The following section applies only if the director or secretary is a corporation in which case the name of a person who is authorised to sign on behalf of the corporation should be entered:

Surname of authorising person:		Forename of authorising person:	
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Authority to file:

I hereby authorise York Place to file the above details electronically at Companies House

Signed:		Firm if applicable:	
Date:		Capacity: Person detailed above/ Authorised professional advisor/ Other: (Delete as appropriate)	