



692(1)(b)

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

CHWP000

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

	Day	Month	Year
DA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Usual residential address **

AD

** 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

Date of birth †

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

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

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

Nationality † NA

OC

OD

* Voluntary details † Directors only

Resignation

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

Date of resignation
 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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XD	<input type="checkbox"/>	} <i>Please mark the appropriate box. If resignation etc is as a director and secretary mark both boxes.</i>	
XS	<input type="checkbox"/>		

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

Change of particulars

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

Date of change of particulars
 Change of particulars, as director
 Change of particulars, as secretary
 Forenames } *(name previously notified to Companies House)*
 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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZD	<input type="checkbox"/>	} <i>Please mark the appropriate box. If change of particulars is as a director and secretary mark both boxes.</i>	
ZS	<input type="checkbox"/>		

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

NN	<input type="checkbox"/>	_____	

AD	<input type="checkbox"/>	_____	

_____			Country _____

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

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

DX 235 Edinburgh
 or LP - 4 Edinburgh 2

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.

