



*Companies House*  
— for the record —

# BR4

CHFP000

**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)

Please complete in typescript, or in bold black capitals.

Company number

Branch number **BR**

Corporate name

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Branch name  
(if different)

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**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
<input type="text"/>	<input type="text"/>	<input type="text"/>

Resignation etc, as director

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

Resignation etc, as secretary

Forenames

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Surname

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Date of birth (directors only)

Day	Month	Year
<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..

<input type="text"/>	
<input type="text"/>	
Tel	
DX number	DX exchange

Companies House receipt date barcode

This form has been provided free of charge by Companies House

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 branches registered in England and Wales or

**Companies House, 139 Fountainbridge, Edinburgh, EH3 9FF** **DX 235 Edinburgh**  
for branches registered in Scotland or LP - 4 Edinburgh 2

# Appointment

(Turn to page 3  
notify 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.

\* Voluntary details  
+ Directors only

+ Date of birth

+ Nationality

+ Business Occupation

Please list all other directorships

+ Other directorships

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

Day    Month    Year

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Appointment of director

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

Appointment of secretary

**Name**            \*Style/title

Forenames

Surname

\* Honours etc

Previous forenames

Previous surname

**Usual residential  
address\*\***

Post town

County / region

Postcode

Country

\*\* **Do not** tick this box unless 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

Day    Month    Year

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

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These powers :

#  May be exercised acting alone

#  Must be exercised with :- (give names of  
co-authorised person(s))

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# ALTERATION OF PARTICULARS

(this section is not for appointments or resignations)

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

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)

Post town

County / region

Postcode

Country

**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.)

Nationality

# Mark as applicable

Day Month Year

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Please mark the appropriate box. If change of particulars is as a director and secretary mark both boxes

Day Month Year

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\*\* Do not tick this box unless 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

The extent of the authority of the above person to represent the company has been altered to :- (give details)

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These powers :

#  May be exercised alone, or

#  Must be exercised with : (give names of co-authorised persons)

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Registration number	Branch name

**NOTE:-** A return must be delivered in respect of any alteration to the company particulars by each branch of an oversea 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**

**Date**

\* delete as appropriate

\* director / secretary / permanent representative