

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

Please complete in typescript,  
or in bold black capitals.

CHWP000

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..

Companies House receipt date barcode

Tel	
DX number	DX exchange

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

**Companies House, Crown Way, Cardiff, CF14 3UZ DX33050 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**

**Company Number**

† Directors only.

**†Other directorships**

**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.