

## CHF - AP03 - Appointment Of Secretary

## Charitable Company Limited By Guarantee

Form AP03 is the form prescribed by the Companies House to use to appoint an individual as a secretary. Note that private companies limited by guarantee have the option to appoint a company secretary, but a requirement.

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A charity that is in the form of a company limited by guarantee has the option to appoint a company secretary. When appointing a secretary, it must use Form AP03 to register the appointment with Companies House.

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The Form AP03 document is in PDF format. The latest version of it can be found on the Companies House website. This link to the relevant page: <https://www.gov.uk/government/publications/form-ap03>.

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