



Companies House

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DX 33050 Cardiff

The Company Secretary
REGISTERED SCHEME ADMINISTRATOR LIMITED
VENTURE WALES PENTREBACH
MERTHYR TYDFIL
WALES
CF48 4DR

Your Ref
Our Ref AP03/09508411/SP
Date 03/11/2021

Dear Sir/Madam

REGISTERED SCHEME ADMINISTRATOR LIMITED

Thank you for your enclosed document. Unfortunately, we have been unable to accept it for the following reason(s):

Your company has joined the PROtected On-line Filing scheme (PROOF). This means that documents of this type are accepted only if filed electronically. The fact that we have received the document in paper form suggests that someone may have tried to hijack your company. Alternatively, the document has been filed by a person in your company who, while having authorisation to file, is unaware that the company has joined the PROOF scheme. Please ensure that everyone authorised to file documents for your company is aware of the company's membership of the scheme. This is important because companies who fail to perform this obligation may be removed from the scheme. Please see the Terms and Conditions on the Companies House website for further information.

You have not shown the service address in full. Please amend the address to include a building name and/or number, street name, town and post code (if applicable).

Please amend your document and resubmit it as soon as possible.

Yours faithfully

Sonia Pollard

Processing Officer

Maintain A Company

0303 1234 500

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AP03

Appointment of secretary



Companies House



Go online to file this information

www.gov.uk/companieshouse

✓ **What this form is for**
You may use this form to appoint
an individual as a secretary.

✗ **What this form is NOT for**
You cannot use this form
appointing a corporate secretary.
To do this, please use form
AP04 'Appointment of corporate
secretary'.

FRIDAY



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A05

22/10/2021

#90

COMPANIES HOUSE

1 Company details

Company number 0 9 5 0 8 4 1 1

Company name in full REGISTERED SCHEME ADMINISTRATOR LIMITED

→ Filling in this form

Please complete in typescript or in
bold black capitals.

All fields are mandatory unless
specified or indicated by *

2 Date of secretary's appointment

Date of appointment ^d0 ^d1 ^m1 ^m0 ^y2 ^y0 ^y2 ^y1

3 New secretary's details

Title* Mrs
Full forename(s) Sian
Surname McCloskey
Former name(s) ¹ Miss Sian Jones

1 Former name(s)

Please provide any previous names
(including maiden or married names)
which have been used for business
purposes in the last 20 years.

Continue in section 7 if required.

4 New secretary's service address ²

Please complete your service address below.

Building name/number Venture Wales

Street Pentrebach

Post town

County/Region Merthyr Tydfil

Postcode C f 4 8 4 D R

Country Wales

2 Secretary's service address

This is the address that will
appear on the public record. This
does not have to be your usual
residential address.

Please state 'The Company's
Registered Office' if your service
address is recorded in the company's
register of secretaries as the
company's registered office.

If you provide your residential
address here it will appear on the
public record.

AP03

Appointment of secretary

5

Consent to act as secretary

Please tick the box to confirm consent.

☒ The company confirms that the person named in section 3 has consented to act as a secretary of the company named in section 1.

6

Signature

I am signing this form on behalf of the company.

Signature

Signature

X  X

This form may be signed and authorised by:
Director ¹, Secretary, Person authorised ², Administrator, Administrative Receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

¹ **Societas Europaea**

If the form is being filed on behalf of a Societas Europaea (SE) please delete 'director' and insert details of which organ of the SE the person signing has membership.

² **Person authorised**

Under either section 270 or 274 of the Companies Act 2006.

7

Additional former names (continued from Section 3)

Former names ³

³ **Additional former names**

Use this space to enter any additional names.

AP03

Appointment of secretary

**Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone

**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☒ The company name and number match the information held on the public Register.
- ☒ You have completed the date of appointment.
- ☒ You have provided the service address.
- ☒ The address must be a physical location. It cannot be a PO Box number (unless part of a full address), DX or LP (Legal Post in Scotland) number.
- ☒ You have included all former names used for business purposes over the last 20 years.
- ☒ You have ticked the consent to act statement.
- ☒ You have signed the form.

**Important information**

Please note that all information on this form will appear on the public record.

**Where to send**

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:

For companies registered in England and Wales:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

For companies registered in Scotland:

The Registrar of Companies, Companies House,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.
DX ED235 Edinburgh 1
or LP - 4 Edinburgh 2 (Legal Post).

For companies registered in Northern Ireland:

The Registrar of Companies, Companies House,
Second Floor, The Linenhall, 32-38 Linenhall Street,
Belfast, Northern Ireland, BT2 8BG.
DX 481 N.R. Belfast 1.

**Further information**

For further information, please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse