



COMPANIES REGISTRY

Appointment of company officer

Details of person notifying the appointment

Name	
Address	
Telephone	
e-mail	

Company number

Company name

Name of person who has been appointed:

This person has been appointed as:

(tick one box)

- A Director
- Company secretary
- Director and secretary
- Authorised representative of overseas company

Date of appointment *(dd/mm/yyyy)*

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Level of authority *(tick as appropriate)*

This person is authorised to represent the company in dealings with third parties and in legal proceedings

- acting alone
- only when acting jointly

This person may take part in the administration, supervision or control of the company

- acting alone
- only when acting jointly

This notice must be signed and submitted by a director, company secretary or the authorised representative of an overseas company after completion of the details overleaf

Signed _____

Personal number _____

Date _____

Information to be provided by the person appointed

If, in the case of an overseas company, it is not practical for these details to be completed by the person appointed, they may be completed on his or her behalf by the authorised representative. If so, there is no need to complete Part C.

Part A – personal number

If you have previously been an officer of a St Helena company, you will have been given a personal number. If so, please quote it here. You need not complete Part B unless there has been a change since information was last provided to the Registry. If there have been changes, please fill in the relevant sections of Part B.

Do you have a personal number? **Yes – my number is** - Go direct to Part C unless there are changes in your details

No/ not sure - Complete Part B

Part B - Details

Title (including Mr, Mrs, Miss)	
First Name(s)	
Surname	
Honours and qualifications to be included after your name	
Your date of birth	
Your nationality	
Your occupation	
Any previous names you have used	
Address	

(please tick as appropriate)

I am also a director of the following company or companies:
(If necessary, attach a list)

I am not a director of any other companies

Part C - Confirmation

I have read the Guidance for Company Officers and agree to act in the capacity stated overleaf.

Signed _____

Date _____