



CAD-02221

FINANCIAL REPORTING COUNCIL

Holborn Hall, 100 Gray's Inn Road, London WC1X 8AL Telephone 071-404-8818 Fax 071-404-4497

Chairman: Sir Ron Dearing CB

Deputy Chairmen: Sir Trevor Holdsworth, Sir Andrew Hugh Smith, Ian McNeil

Secretary: Sydney Treadgold

Nigel Peace Esq
Secretary
Committee on Financial Aspects of
Corporate Governance
PO Box 433
Moorgate Place
London
EC2P 2BJ

10th June, 1992

Dear Nigel

I believe when a director is appointed to a board a form has to be completed, (form 288, attached for reference). It has been suggested to me that there would be advantage in persuading Government to include an extra line on this form on the lines of, "does X know his duties as a Company Director". This would be a form of certification by the company if this is so, and involve a certification that he knew for example his legal responsibilities and arguably that the company had given him a statement of his duties.

It is too late for the recommendations this time round, and obviously a long shot, but the idea is not silly.

John Smith
Ken

Enc

L9



COMPANIES HOUSE

288

Change of director or secretary or change of particulars.

This form should be completed in black.

Company number

CN

Company name

Appointment

(Turn over page for resignation and change of particulars).

Date of appointment

Day Month Year

DA

Appointment of director

CD

Appointment of secretary

CS

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

Name *Style/title

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.

Forenames

Surname

*Honours etc

Give previous forenames or surname 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.

Previous forenames

Previous surname

A peer or individual known by a title may state the title instead of or in addition to the forenames and surname.

Usual residential address

AD

Post town

County/region

Postcode

Country

Date of birth[†]

DO

Nationality[†]

NA

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 5 years. Exclude a company which either is, or at all times during the past 5 years when the person was a director, was

- dormant
- a parent company which wholly owned the company making the return
- a wholly owned subsidiary of the company making the return
- another wholly owned subsidiary of the same parent company.

Business occupation[†]

OC

Other directorships[†]

I consent to act as director/secretary of the above named company

Consent signature

Signed

Date

*Voluntary details [†]Directors only

A serving director etc must also sign the form overleaf.

Resignation

(This includes any form of ceasing to hold office e.g. death or removal from office).

Date of resignation etc

Resignation etc, as director

Resignation etc, as secretary

Forenames

Surname

Date of birth (directors only)

If cessation is other than resignation, please state reason (eg death)

Change 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 } (name previously notified to Companies House)
Surname }

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

Other change

(please specify)

DR

XD

XS

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

DO

DC

ZD

ZS

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

DO

NN

AD

A serving director, secretary etc must sign the form below.

Signature

Signed _____ Date _____

(by a serving director/secretary/administrator/administrative receiver/receiver). (Delete as appropriate)

After signing please return the form to the Registrar of Companies at

or

Companies House, Crown Way, Cardiff CF4 3UZ
for companies registered in England and Wales
Companies House, 100-102 George Street, Edinburgh EH2 3DJ
for companies registered in Scotland.

To whom should Companies House direct any enquiries about the information on this form?

Tel: _____