

# TM02

## Termination of appointment of secretary

BLUEPRINT

OneWorld

You can use the WebFiling service to file this form online  
Please go to [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

☒ **What this form is for**  
You may use this form  
to terminate the appointment of a  
secretary (individual or corporate)

☒ **What this form is NOT for**  
You cannot use this form if you  
are terminating the appointment  
of a director. To do this, please use  
TM01 'Termination of appointment  
of director'

THURSDAY



\*ANLZ2TAM\*

A06

14/04/2011

160

COMPANIES HOUSE

### 1 Company details

Company number 1 4 6 6 3

Company name in full The Endogram Tea Company, Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals

All fields are mandatory unless  
specified or indicated by \*

### 2 Secretary's current details on the Register

Please give us the current appointment details of this secretary held on the  
public Register

Title\* Mr

Full forename(s) Michael David

Surname/Corporate  
name Conway

### 3 Termination date<sup>1</sup>

Date of termination of appointment d 2 d 9 m 0 m 3 y 2 y 0 y 1 y 1

<sup>1</sup> Only one secretary appointment can  
be terminated per form

### 4 Signature

I am signing this form on behalf of the company

Signature

Signature

X

X

This form may be signed by  
Director<sup>2</sup>, Secretary, Person authorised<sup>3</sup>, Liquidator, Administrator,  
Administrative receiver, Receiver, Receiver manager, Charity Commission receiver  
and manager, CIC manager, Judicial factor

#### <sup>2</sup> 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

#### <sup>3</sup> Person authorised

Under either section 270 or 274 of  
the Companies Act 2006

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## Termination of 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	Mrs Louise Thomas
Address	Linton Park
	Linton
Post town	Maidstone
County/Region	Kent
Postcode	M E 1 7 4 A B
Country	
DX	
Telephone	01622 740202

### 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 correctly entered the name of the secretary being terminated
- ☐ You have included the date of termination
- ☐ 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.companieshouse.gov.uk](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

This form is available in an alternative format. Please visit the forms page on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)