

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

☒ **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



A06 *ANLZJTA3* 143
14/04/2011
COMPANIES HOUSE

1 Company details

Company number
Company name in full

→ **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*
Full forename(s)
Surname/Corporate
name

3 Termination date¹

Date of termination of
appointment

¹ Only one secretary appointment can
be terminated per form

4 Signature

I am signing this form on behalf of the company

Signature

Signature


☒☒


This form may be signed by
Director², Secretary, Person authorised³, Liquidator, Administrator,
Administrative receiver, Receiver, Receiver manager, Charity Commission receiver
and manager, CIC manager, Judicial factor



² **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
³ **Person authorised**
Under either section 270 or 274 of
the Companies Act 2006

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 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
<p>Please make sure you have remembered the following</p> <p><input type="checkbox"/> The company name and number match the information held on the public Register</p> <p><input type="checkbox"/> You have correctly entered the name of the secretary being terminated</p> <p><input type="checkbox"/> You have included the date of termination</p> <p><input type="checkbox"/> You have signed the form</p>

 Important information
Please note that all information on this form will appear on the public record.
 Where to send
<p>You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:</p> <p>For companies registered in England and Wales: The Registrar of Companies, Companies House, Crown Way, Cardiff, Wales, CF14 3UZ DX 33050 Cardiff</p> <p>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)</p> <p>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</p>

 Further information
<p>For further information, please see the guidance notes on the website at www.companieshouse.gov.uk or email enquiries@companieshouse.gov.uk</p> <p>This form is available in an alternative format. Please visit the forms page on the website at www.companieshouse.gov.uk</p>