

# TM02

## Termination of appointment of secretary

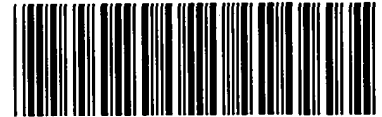


You can use the WebFiling service to file this form online.  
Please go to [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

☒ **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  
terminating the appointment of  
director. To do this, please use  
TM01 'Termination of appointm  
of director'.

FRIDAY



\*A452ENRH\*

A17

10/04/2015

#242

COMPANIES HOUSE

### 1 Company details

Company number 0 2 2 1 8 3 2 2

Company name in full Office Base 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) Anthony John

Surname/Corporate  
name Hale

### 3 Termination date ①

Date of termination of  
appointment 3 1 0 3 2 0 1 5

① 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 ②, Secretary, Person authorised ③, 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.

## TM02

### 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

Penningtons Manches LLP

Address Floor 2

2 Bishop's Wharf

Walnut Tree Close

Post town Guildford

County/Region Surrey

Postcode

G U 1 4 U P

Country

DX 2405 Guildford

Telephone +44 (0)1483 791800



#### 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)