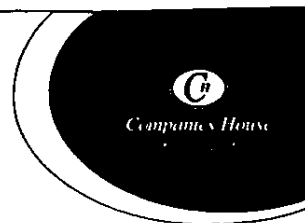


# TM02

## 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  
terminating the appointment of a  
director. To do this, please use  
TM01 'Termination of appointment  
of director'

WEDNESDAY



PC4 24/02/2010 1195  
COMPANIES HOUSE

### 1 Company details

Company number

Company name in full

→ Filing 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 date<sup>①</sup>

Date of termination of  
appointment

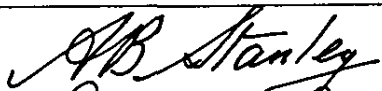
① Only one secretary appointment can  
be terminated per form

### 4 Signature

I am signing this form on behalf of the company

Signature

Signature

X  X  
Director & Secretary

This form may be signed by  
Director<sup>②</sup>, Secretary, Person authorised<sup>②</sup>, 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

MR ALAN. B. STANLEY

Company name

99 HENDON LANE

MANAGEMENT LTD

Address

FLAT 9

99 HENDON LANE

FINCHLEY

Post town

LONDON

Country/Region

Postcode

N3 3 3 5 4

Country

DX

Telephone

020 8349 4558

**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,  
First Floor, Waterfront Plaza, 8 Laganbank Road,  
Belfast, Northern Ireland, BT1 3BS  
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)