

# RP04

## Second filing of a document previously delivered



Companies House

### ✓ What this form is for

You can only use this form to file a second filing of a document delivered under the Companies Act 2006 on or after 1 October 2009 that held inaccuracies.

A second filing of a document must only be filed where it is providing corrected information that has been properly delivered but inaccuracies still appear on the register.

### ✗ What this form is NOT for

You cannot use this form to file a second filing of a document delivered under the Companies Act 1985 or the Companies (Northern Order 1986 regardless of delivered.

A second filing of a document cannot be filed where it is providing information that was originally properly delivered. Form used in these circumstances

For further information, please refer to our guidance at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)



ROD \*R78753D4\* 16/06/2018 #34  
COMPANIES HOUSE

SATURDAY

## 1 Company details

Company number 0 4 2 3 0 9 0 6

Company name in full Sanctuary Management Services Limited

### → Filling in this form

Please complete in typescript or in bold black capitals.

All fields are mandatory unless specified or indicated by \*

## 2 Applicable documents

This form **only** applies to the following forms:

AP01 Appointment of director  
AP02 Appointment of corporate director  
AP03 Appointment of secretary  
AP04 Appointment of corporate secretary

CH01 Change of director's details  
CH02 Change of corporate director's details  
CH03 Change of secretary's details  
CH04 Change of corporate secretary's details

TM01 Termination of appointment of director  
TM02 Termination of appointment of secretary

SH01 Return of allotment of shares

AR01 Annual Return

CS01 Confirmation statement (Parts 1-5 only)

PSC01 Notice of individual person with significant control (PSC)  
PSC02 Notice of relevant legal entity (RLE) with significant control  
PSC03 Notice of other registrable person (ORP) with significant control  
PSC04 Change of details of individual person with significant control (PSC)  
PSC05 Change of details of relevant legal entity (RLE) with significant control  
PSC06 Change of details of other registrable person (ORP) with significant control  
PSC07 Notice of ceasing to be a person with significant control (PSC), relevant legal entity (RLE), or other registrable person (ORP)  
PSC08 Notification of PSC statements  
PSC09 Update to PSC statements

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### Description of the original document

Document type ①

AP03 - Appointment of Company Secretary  
TM02 - Termination of Company Secretary

① Description of the original document

Please enter the document type (e.g. a Return of allotment of shares—SH01) and any distinguishing information if more than one document of that type was filed on the same day.

Date of registration of the original document

<sup>d</sup> 2 <sup>d</sup> 9    <sup>m</sup> 0 <sup>m</sup> 5    <sup>y</sup> 2 <sup>y</sup> 0 <sup>y</sup> 1 <sup>y</sup> 8

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### Section 243 or 790ZF Exemption ②

If you are applying for, or have been granted, exemption under section 243 or 790ZF of the Companies Act 2006 and the document(s) you are updating contain(s) your usual residential address, please post this form along with the updated document(s) to the address below:

The Registrar of Companies, PO BOX 4082, Cardiff, CF14 3WE.

② If you are currently in the process of applying for or have been granted a Section 243 or 790ZF exemption, you may wish to check that you have not entered your usual residential address as the service address in the accompanying form (e.g. AP01 or CH01).

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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	Anita Mobberley
Company name	Sanctuary Housing Association
Address	Sanctuary House
Chamber Court	
Castle Street	
Post town	Worcester
County/Region	Worcestershire
Postcode	W R 1 3 Z Q
Country	England
DX	
Telephone	01905 334000



### 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 can only use this form to file a second filing of a document delivered to the Registrar of Companies under the Companies Act 2006 on or after 1 October 2009 that held inaccuracies.
- ☐ If you are updating a document where you have previously paid a fee, do not send a fee along with this form.
- ☐ You have enclosed the second filed document(s).
- ☐ If the company to which this document relates has signed up to the PROOF (PROtected Online Filing) scheme, you must also deliver with this form, and the second filed document(s), a PR03 form 'Consent for paper filing.'



### 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.

### Section 243 or 790ZF exemption

If you are applying for or have been granted a section 243 or 790ZF exemption, please post this whole form to the different postal address below:  
The Registrar of Companies, PO Box 4082,  
Cardiff, CF14 3WE.



### Further information

For further information, please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) 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.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

# TM02

## Termination of appointment of secretary



Companies House

Go online to file this information  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

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

COMPANIES HOUSE

### 1 Company details

Company number 04230906

Company name in full Sanctuary Management Services 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) Craig

Surname/Corporate  
name Moule

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

Date of termination of  
appointment d2 d3 m0 m5 y2 y0 y1 y8

<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.

# 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	Anita Mobberley				
Company name	Sanctuary Group				
Address	Sanctuary House				
	Chamber Court				
	Castle Street				
Post town	Worcester				
County/Region	Worcestershire				
Postcode	W	R	1	3	Z Q
Country	England				
DX					
Telephone	01905 334400				



### 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

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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).

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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.



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