

TM02

Termination of appointment of secretary

BLUEPRINT

OneWorld

Go online to file this information
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 if
terminating the appointment of
a director. To do this, please
use TM01 'Termination of appointment
of director'.

WEDNESDAY



A16

A67401FN

24/05/2017

#473

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

Corporate Secretariat c/o

John Laing plc

Address

1 Kingsway

Post town

London

County/Region

Postcode

W

C

2

B

6

A

N

Country

United Kingdom

DX

Telephone

**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.gov.uk/companieshouse or email 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