

# 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 appointment  
of director'

THURSDAY



A29 \*A13AWVHE\* #277  
23/02/2012  
COMPANIES HOUSE

### 1 Company details

Company number 0 6 3 6 7 7 4 5

Company name in full LANE & CO 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) MICHAEL GEORGE

Surname/Corporate  
name JONES

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

Date of termination of  
appointment d 2 d 1 m 0 m 2 y 2 y 0 y 1 y 2

<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

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

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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

Address

Post town

County/Region

Postcode

Country

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.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)