

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

TUESDAY



SCT \*S152VSE5\* #368  
20/03/2012  
COMPANIES HOUSE

### 1 Company details

Company number S C 2 5 6 8 2 2

Company name in full 24 Translation Services Limited

→ **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 \* Mr

Full forename(s) Jack David

Surname/Corporate  
name Waley-Cohen

### 3 Termination date ①

Date of termination of appointment d0 d2 m0 m3 y2 y0 y1 y2

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

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 <b>Presenter information</b>	
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	Jane McKeown
Company name	Maclay Murray & Spens LLP
Address	66 Queen's Road
Post town	Aberdeen
County/Region	
Postcode	A B 1 5 4 Y E
Country	United Kingdom
DX	AB17
Telephone	01224 356 150

 <b>Checklist</b>
We may return forms completed incorrectly or with information missing.
<p><b>Please make sure you have remembered the following:</b></p> <p><input type="checkbox"/> The company name and number match the information held on the public Register.</p> <p><input type="checkbox"/> You have correctly entered the name of the secretary being terminated.</p> <p><input type="checkbox"/> You have included the date of termination.</p> <p><input type="checkbox"/> You have signed the form.</p>

 <b>Important information</b>
Please note that all information on this form will appear on the public record.
 <b>Where to send</b>
<p>You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:</p> <p><b>For companies registered in England and Wales:</b> The Registrar of Companies, Companies House, Crown Way, Cardiff, Wales, CF14 3UZ. DX 33050 Cardiff.</p> <p><b>For companies registered in Scotland:</b> 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).</p> <p><b>For companies registered in Northern Ireland:</b> 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.</p>

 <b>Further information</b>
<p>For further information, please see the guidance notes on the website at <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a> or email <a href="mailto:enquiries@companieshouse.gov.uk">enquiries@companieshouse.gov.uk</a></p> <p><b>This form is available in an alternative format. Please visit the forms page on the website at <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a></b></p>