

# 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 form  
TM01 'Termination of appointment  
director'.

SATURDAY



SCT 17/03/2012 #432  
COMPANIES HOUSE

### 1 Company details

Company number S C 2 8 3 8 8 4  
Company name in full A & R Timber Products 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\* Mrs  
Full forename(s) Veronica  
Surname/Corporate name Sanderson

### 3 Termination date ①

Date of termination of appointment 0 7 0 3 2 0 1 2

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 ② 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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## 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

Company name

Greaves West & Ayre

Address

Chartered Accountants

1/3 Sandgate

Post town

Berwick upon Tweed

County/Region

Northumberland

Postcode

T

D

1

5

1

E

W

Country

United Kingdom

DX

Telephone

(01289) 306688



### 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)**

OUR REF: SWA/TI71