

# TM02

## Termination of appointment of secretary

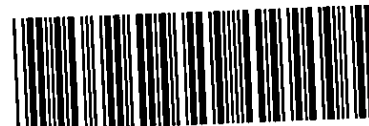


You can use the WebFiling service to file this form online.  
Please go to [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

☒ **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'.

SATURDAY



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SCT

17/04/2010

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COMPANIES HOUSE

### 1 Company details

Company number S C 3 7 6 8 9 5

Company name in full C & M McKENZIE LTD.

→ **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 BRIAN REID LTD.

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

Date of termination of  
appointment <sup>d</sup> 1 <sup>d</sup> 5 <sup>m</sup> 0 <sup>m</sup> 4 <sup>y</sup> 2 <sup>y</sup> 0 <sup>y</sup> 1 <sup>y</sup> 0

<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  | STEPHEN MABBOTT            |   |   |   |     |
| Company name  | SCOTT'S COMPANY FORMATIONS |   |   |   |     |
| Address       | 5 LOGIE MILL               |   |   |   |     |
|               | BEAVERBANK OFFICE PARK     |   |   |   |     |
|               | LOGIE GREEN ROAD           |   |   |   |     |
| Post town     | EDINBURGH                  |   |   |   |     |
| County/Region | MIDLOTHIAN                 |   |   |   |     |
| Postcode      | E                          | H | 7 | 4 | H H |
| Country       | SCOTLAND                   |   |   |   |     |
| DX            | 550301 EDINBURGH - 24      |   |   |   |     |
| Telephone     | 0131 556 5800              |   |   |   |     |



**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,  
First Floor, Waterfront Plaza, 8 Laganbank Road,  
Belfast, Northern Ireland, BT1 3BS.  
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)