

# 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  
of director'.

FRIDAY



SCT 18/11/2011 220  
COMPANIES HOUSE

### 1 Company details

Company number S C 4 0 8 0 5 6

Company name in full ESM Properties 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\*

Full forename(s)

Surname/Corporate name HBJG Secretarial Limited

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

Date of termination of appointment d 2 d 3 m 0 m 9 y 2 y 0 y 1 y 1

<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.

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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	Jill Ormiston
Company name	HBJ Gateley
Address	Exchange Tower 19 Canning Street
Post town	Edinburgh
Country/Region	
Postcode	E H 3 8 E H
Country	
DX	ED27
Telephone	0131 222 9483



### 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)