

TM02

Termination of appointment of secretary

BLUEPRINT

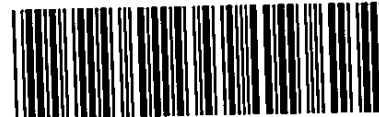
2000

You can use the WebFiling service to file this form online
Please go to 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'

TUESDAY



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A22

11/01/2011

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COMPANIES HOUSE

1 Company details

Company number

Company name in full

→ **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

3 Termination date ¹

Date of termination of
appointment

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

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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
Secretariat Services
Limited

Address
Meridian House
The Crescent

Post town
York

County/Region

Postcode
Y O 2 4 1 A W

Country
United Kingdom

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 or email 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