TM02

Termination of appointment of secretary



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 fo You cannot use this form if terminating the appointme director To do this, please i TM01 'Termination of appo of director'



A31

07/09/2011 **COMPANIES HOUSE**

Company details

Company number Company name in full

→ Filling in this form Please complete in typescript or in bold black capitals

All fields are mandatory unless specified or indicated by *

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

Termination date •

Date of termination of appointment

708 7011

Only one secretary appointment can be terminated per form

Signature

I am signing this form on behalf of the company

Signature

This form may be signed by

Director , Secretary, Person authorised , Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity Commission receiver and manager, CIC manager, Judicial factor

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

Person authorised

Under either section 270 or 274 of the Companies Act 2006

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Presenter information	Important 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	Please note that all information on this form will appear on the public record
visible to searchers of the public record	☑ Where to send
Contact name Company name	You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below
Address	For companies registered in England and Wales. The Registrar of Companies, Companies House, Crown Way, Cardiff, Wales, CF14 3UZ DX 33050 Cardiff
Post town County/Region Postcode Country	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)
Telephone Checklist	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
We may return forms completed incorrectly or with information missing	Further information
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	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