

# TM02

## Termination of appointment of secretary

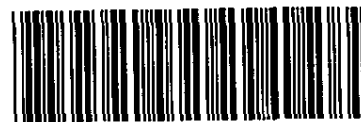


You can use the WebFiling service to file this form online.  
Please go to [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

☒ **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'

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COMPANIES HOUSE

<b>1</b>	<b>Company details</b>														
Company number	7 6 9 3 7 1 5														
Company name in full	Settlebeck School Academy Trust														
→ <b>Filing in this form</b> Please complete in typescript or in bold black capitals  All fields are mandatory unless specified or indicated by *															
<b>2</b>	<b>Secretary's current details on the Register</b>														
Please give us the current appointment details of this secretary held on the public Register															
Title *	Mr														
Full forename(s)	Derek John														
Surname/Corporate name	Hollaway														
<b>3</b>	<b>Termination date</b>														
Date of termination of appointment	<table border="1"><tr><td>d</td><td>2</td><td>2</td><td>m</td><td>0</td><td>9</td><td>y</td><td>2</td><td>y</td><td>0</td><td>y</td><td>1</td><td>y</td><td>1</td></tr></table>	d	2	2	m	0	9	y	2	y	0	y	1	y	1
d	2	2	m	0	9	y	2	y	0	y	1	y	1		
① Only one secretary appointment can be terminated per form															
<b>4</b>	<b>Signature</b>														
Signature	I am signing this form on behalf of the company.														
	<table border="1"><tr><td>Signature</td><td></td><td>X</td></tr></table>	Signature		X											
Signature		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.															
<b>② Societas Europaea</b> 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  <b>③ Person authorised</b> 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

Address

Post town

County/Region

Postcode

Country

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](http://www.companieshouse.gov.uk) or email [enquires@companieshouse.gov.uk](mailto:enquires@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)