

# OS TM02

## Termination of appointment of secretary of an overseas company



Companies House

☒ **What this form is for**  
You may use this form to  
terminate the appointment of a  
secretary (individual or corporate)  
of an overseas company.

☐ **What this form is for**  
You cannot use this form to  
terminate the appointment of a  
director of an overseas company.  
To do this, please use form  
'Termination of appointment of  
director of an overseas company.'

FRIDAY



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\*A6JD95QX\*

17/11/2017

#180

COMPANIES HOUSE

### 1 Overseas company details

Company number F C 0 2 3 5 8 2

Company name in full  
or alternative name as  
registered in the UK Guidance Software, Inc

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

All fields are mandatory unless  
specified or indicated by \*

### 2 Current details on the Register

Please give us the current appointment details of this secretary held on the  
public register.

Title \*

Full forename(s) Jennifer

Surname/Corporate  
name McCreight

### 3 Termination date ①

Date of termination of  
appointment d0 d1 m1 m1 y2 y0 y1 y7

① Only one secretary appointment can  
be terminated per form.

### 4 UK establishments

A return must be delivered in respect of any alteration to the company  
particulars by each UK establishment. If, however, a company has more than  
one UK establishment, it may deliver only one form in respect of all those UK  
establishments, provided it completes the table below.

UK establishment name

Registration number


### 5 Signature

I am signing this form on behalf of the overseas company. ②

Signature

Signature

X

X

② This form may be signed by:  
Director, Secretary,  
Permanent representative.

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### 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



### 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:

#### England and Wales:

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.

#### 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).

#### 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.



### Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number as registered in the UK 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 of appointment.
- ☐ You have completed Section 4, if applicable.
- ☐ You have signed the form.



### 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)