

TM02

Termination of appointment of secretary

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'.

1 Company details

| | | | | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Company number | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Company name in full | <input type="text"/> | | | | | | | |
| | <input type="text"/> | | | | | | | |

→ **Filling 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* | <input type="text"/> |
| Full forename(s) | <input type="text"/> |
| Surname/Corporate name | <input type="text"/> |
| | <input type="text"/> |

3 Termination date

| | | | | | | | | | |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Date of termination of appointment | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

4 Signature

| | |
|-----------|--|
| | I am signing this form on behalf of the company. |
| Signature | <div>Signature</div> <div>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.</div> |

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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.