In accordance with section 279G of the Companies Act 2006.

TM02
Termination of appointment of secretary

Companies House

Go online to file this information
gov.uk/companieshouse

✓ **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'.

For further information, please refer to our guidance at: gov.uk/companieshouse

1 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 *

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 ❶

Date of termination of appointment d d m m y y y y

❶ Only one secretary appointment can be terminated per form.

4 Authentication

Name

Enter your printed name. You do not need to include a signature.

This form may be authenticated by:
Director ❸, Secretary, Person authorised ❽, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity Commission receiver and manager, CIC manager, Judicial factor.

❽ **Person authorised**
Under either section 270 or 274 of the Companies Act 2006.

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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

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 authenticated the form.

Important information

All information on this form will appear on the public record.

Where to send

You can upload certain forms to Companies House instead of sending them by post.

If you need to post your form, you must send it to the correct address.

For more information on where to send the form visit:

gov.uk/companies-house/offices

Further information

For further information, please see the guidance notes on the website at gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on our website:

gov.uk/companieshouse