

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^①

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

① 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^②, Secretary, Person authorised^③, Liquidator, Administrator,
Administrative receiver, Receiver, Receiver manager, Charity Commission
receiver and manager, CIC manager, Judicial factor.

③ Person authorised

Under either section 270 or 274 of
the Companies Act 2006.

**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