

RM02

Notice of ceasing to act as an administrative receiver, receiver or manager



Companies House

✓ **What this form is for**
You may use this form to give
notice of a cessation to act as an
administrative receiver, receiver or
manager of a company's property
or undertaking.

✗ **What this form is NOT for**
You cannot use this form to give
notice of an appointment of an
administrative receiver, receiver or
manager of a company's property
or undertaking. To do this, please
use this form RM01.
You cannot use this form for a
Scottish company.

For further information, please
refer to our guidance at
gov.uk/companies-house

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 Details of a person who has ceased to act as an administrative receiver, receiver or manager

Please give the name of the person who has ceased to act.

Forename(s)

Surname

Please give the address of the person who has ceased to act.

Building name/number

Street

Post town

County/Region

Postcode

Please give the name and address of
the person who has ceased to act as
an administrative receiver, receiver
or manager.

3 Cessation details

Date of cessation

d	d	m	m	y	y	y	y
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Please show the details of the cessation. Please tick the appropriate box. ❶

- As administrative receiver
As receiver
As manager

❶ **Cessation details**

Please tick one box.

4 Charge creation

When was the charge created?

- **Before 06/04/2013.** Complete **Part A** and **Part C**
→ **On or after 06/04/2013.** Complete **Part B** and **Part C**

Part A Charges created before 06/04/2013**A1 Charge creation date**

	Please give the date of creation of the charge.								
Charge creation date	d	d	m	m	y	y	y	y	

A2 Description of instrument (if any)

	Please give a description of the instrument (if any) by which the charge is created or evidenced.								
Instrument description									

A3 Short particulars of the property or undertaking charged

	Please give the short particulars of the property charged.								
Short particulars									

Part B Charges created on or after 06/04/2013

B1	Charge code	
	Please give the charge code. This can be found on the certificate.	① Charge code This is the unique reference code allocated by the registrar.
Charge code ①	<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"/> <input type="text"/> <input type="text"/> <input type="text"/>	

B2	Description of the property or undertaking	
	Please give a short description of the property or undertaking over which the receiver or manager was appointed.	
Property or undertaking description		

Part C To be completed for all charges

	Signature ②	
	Please sign the form here.	② Signature By the person who has ceased to act as administrative receiver, receiver or manager.
Signature	Signature X	X

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 given the name and address of the administrative receiver, receiver or manager.
- You have indicated whether the person has ceased to act as administrative receiver, receiver or manager.
- You have given the cessation date.
- You have completed Part A (Charges created before 06/04/2013), if appropriate.
- You have completed Part B (Charges created on or after 06/04/2013), if appropriate.
- 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 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 companieshouse.gov.uk or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at gov.uk/companies-house