

# 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 NOT for**  
You cannot use this form if you are terminating the appointment of a director of an overseas company. To do this, please use form OS 1 'Termination of appointment of director of an overseas company'

WEDNESDAY



A24 \*A4IY8QKA\* 28/10/2015 #456  
COMPANIES HOUSE

### 1 Overseas company details

Company number 

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| F | C | 0 | 3 | 0 | 3 | 3 | 7 |
|---|---|---|---|---|---|---|---|

Company name in full or alternative name as registered in the UK

→ **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)

Surname/Corporate name

### 3 Termination date

Date of termination of appointment 

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| d | 1 | d | 6 | m | 0 | m | 7 | y | 2 | y | 0 | y | 1 | y | 5 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

Ⓢ 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 |   |   |   |   |   |   |   |
|--------------------------|---------------------|---|---|---|---|---|---|---|
| Circle Holdings (UK) plc | B                   | R | 0 | 1 | 5 | 3 | 3 | 2 |
|                          |                     |   |   |   |   |   |   |   |
|                          |                     |   |   |   |   |   |   |   |
|                          |                     |   |   |   |   |   |   |   |

### 5 Signature

I am signing this form on behalf of the overseas company Ⓢ

Signature

Signature

Ⓢ This form may be signed by  
Director, Secretary,  
Permanent representative

# OSTM02

## Termination of appointment of secretary of an overseas company

### 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  
Capita Asset Services

Address  
1st Floor  
40 Dukes Place

Post town  
London

County/Region

Postcode  
E C 3 A 7 N H

Country  
United Kingdom

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 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

### 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 NR Belfast 1

### 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)