

Please complete in typescript,  
or in bold black capitals.

CHFP041

### Terminating appointment as director or secretary (NOT for appointment (use Form 288a) or change of particulars (use Form 288c))

Company Number

Company Name in full

Date of termination of appointment  
Day Month Year

as director  as secretary  Please mark the appropriate box. If terminating appointment as a director and secretary mark both boxes.

NAME \*Style / Title  \*Honours etc.

Please insert details as previously notified to Companies House.

Forename(s)

Surname

† Date of Birth  
Day Month Year

A serving director, secretary etc must sign the form below.

Signed  Date

\*Voluntary details.  
† Directors only.  
\*\*Delete as appropriate

(\*\*serving director/secretary/administrator/administrative receiver/receiver manager/receiver)

Please give the name, address, telephone number, and if available, a DX number and Exchange, of the person Companies House should contact if there is any query.

DX number                      DX exchange



When you have completed and signed the form please send it to the Registrar of Companies at:  
**Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff**  
for companies registered in England and Wales or  
**Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB**  
for companies registered in Scotland                      **DX 235 Edinburgh**

Form revised September 1999