## TM02
Termination of appointment of secretary

You can use the WebFiling service to file this form online
Please go to www.companieshouse.gov.uk

**✓ 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 TM01 'Termination of appointment of director'

### 1 Company details

<table>
<thead>
<tr>
<th>Company number</th>
<th>0 4 9 6 3 2 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company name in full</td>
<td>Melton Borough Citizens Advice Bureau</td>
</tr>
</tbody>
</table>

### 2 Secretary's current details on the Register

Title*: Mrs
Full forename(s): Kim
Surname/Corporate name: Kupfer

### 3 Termination date

Date of termination of appointment: 29/04/2010

### 4 Signature

I am signing this form on behalf of the company

Signature: X Valene Manderson

This form may be signed by:
- Director
- Secretary
- Person authorised
- Liquidator
- Administrator
- Administrative receiver
- Receiver
- Receiver manager
- Charity Commission receiver and manager
- CIC manager
- Judicial factor

### Notes

- Only one secretary appointment can be terminated per form
- Societas Europaea
  - If the form is being filed on behalf of a Societas Europaea (SE) please delete 'director' and insert details of which organ of the SE the person signing has membership
- Person authorised
  - Under either section 270 or 274 of the Companies Act 2006
TM02
Termination of appointment of secretary

 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: Mr. Jonathan Berry
 Company name: Melton Borough Citizens Advice Bureau

 Address: 9 Burton Street

 Post town: Melton Mowbray
 County/Region: Leicestershire
 Postcode: LE13 1AE

 Country: 
 DX: 
 Telephone: 01664 484056

 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 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, however for expediency we advise you to return it to the appropriate address below.

 For companies registered in England and Wales
 The Registrar of Companies, Companies House, Crown Way, Cardiff, Wales, CF14 3UZ
 DX 33050 Cardiff

 For companies registered in 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)

 For companies registered in Northern Ireland
 The Registrar of Companies, Companies House, First Floor, Waterfront Plaza, 8 Laganbank Road, Belfast, Northern Ireland, BT1 3BS
 DX 481 N R Belfast 1

 Further information
 For further information, please see the guidance notes on the website at www.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 www.companieshouse.gov.uk