**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 terminating the appointment of director. To do this, please use form TM01 ‘Termination of appointment of director’

<table>
<thead>
<tr>
<th>Company details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company number</td>
</tr>
<tr>
<td>Company name in full</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Secretary's current details on the Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please give us the current appointment details of this secretary held on the public Register</td>
</tr>
<tr>
<td>Title*</td>
</tr>
<tr>
<td>Mrs</td>
</tr>
<tr>
<td>Full forename(s)</td>
</tr>
<tr>
<td>Sophie Caroline</td>
</tr>
<tr>
<td>Surname/Corporate name</td>
</tr>
<tr>
<td>Pittaway</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Termination date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of termination of appointment</td>
</tr>
<tr>
<td>'2 '6 '0 '1 '0 '2 '0 '9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am signing this form on behalf of the company</td>
</tr>
<tr>
<td>Signature</td>
</tr>
<tr>
<td>[Signature]</td>
</tr>
</tbody>
</table>

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

- 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.

Company name: R S Porter & Co
Address: 77-81 Alma Road
Clifton

Post town: Bristol
County: United Kingdom

Postcode: BS8 2DP

Telephone: 01179735002

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 ED23 Edinburgh 1
or LP - 4 Edinburgh 2 (Legal Post)

For companies registered in Northern Ireland
The Registrar of Companies, Companies House, Second Floor, The Linenhall, 32-38 Linenhall Street, Belfast, Northern Ireland, BT1 8BG
DX 481 N R Belfast 1

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

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