



Companies House  
for the record

# 288b

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

Please complete in typescript,  
or in bold black capitals.  
CHFP000

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.

Tel   
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