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# TM02

## Termination of appointment of secretary



Companies House

Go online to file this information  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

✓ **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 form TM01 'Termination of appointment of director'.



\*A88VØIX3\*  
A10 02/07/2019 #17  
COMPANIES HOUSE

TUESDAY

### 1 Company details

Company number 07889451  
Company name in full CATERHAM AND WARLINGHAM CITIZENS ADVICE BUREAU

→ **Filling in this form**  
Please complete in typescript or in bold black capitals.  
All fields are mandatory unless specified or indicated by \*

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

Please give us the current appointment details of this secretary held on the public Register.

Title\* MS  
Full forename(s) INGRID  
Surname/Corporate name KING

### 3 Termination date<sup>1</sup>

Date of termination of appointment 02 07 2019

<sup>1</sup> Only one secretary appointment can be terminated per form.

### 4 Signature

I am signing this form on behalf of the company.

Signature

Signature

X  X

This form may be signed by:  
Director<sup>2</sup>, Secretary, Person authorised<sup>3</sup>, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity Commission receiver and manager, CIC manager, Judicial factor.

#### <sup>2</sup> 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.

#### <sup>3</sup> Person authorised

Under either section 270 or 274 of the Companies Act 2006.

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## 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	SARAH HENKE-MONTI				
Company name	CATERHAM AND WARLINGHAM				
	CITIZENS ADVICE BUREAU				
Address	FIRST FLOOR				
	CATERHAM VALLEY LIBRARY				
	STAFFORD ROAD				
Post town	CATERHAM				
County/Region	SURREY				
Postcode	C	R	3	6	JG
Country					
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 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,  
Second Floor, The Linenhall, 32-38 Linenhall Street,  
Belfast, Northern Ireland, BT2 8BG.  
DX 481 N.R. Belfast 1.



### Further information

For further information, please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) 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.gov.uk/companieshouse](http://www.gov.uk/companieshouse)