

Termination of appointment of director

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 director (individual or corporate).

What this form is NOT for

You cannot use this form to terminate the appointment of a secretary. To do this, please use form TM02 'Termination of appointment of secretary'.

For further information, please refer to our guidance at www.companieshouse.gov.uk

1 Company details

Company number

Company name in full

→ Filing in this form

Please complete in typescript or in bold black capitals.

All fields are mandatory unless specified or indicated by *

2 Director's current details on the Register

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

Date of birth*

Title*

Full forename(s)

Surname/Corporate name

① Date of birth

Providing a date of birth will help us identify the correct person on the public record. This is voluntary information and if completed it will be placed on the public record.

3 Termination date

Date of termination of appointment

② Only one director appointment can be terminated per form.

4 Signature

I am signing this form on behalf of the company.

Signature

Signature

This form may be signed by:
Director **③**, Secretary, Person authorised **④**, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity Commission receiver and manager, CIC manager, Judicial factor.

③ 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.

④ Person authorised

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

TM01

Termination of appointment of director

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

Company name

Address

Post town

County/Region

Postcode

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 director 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@companies-house.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.companieshouse.gov.uk

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 form
TM01 'Termination of appointment of
director'.

For further information, please
refer to our guidance at
www.companieshouse.gov.uk

1 Company details

Company number

Company name in full

→ 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*

Full forename(s)

Surname/Corporate
name

3 Termination date ¹

Date of termination of appointment

¹ Only one secretary appointment can
be terminated per form.

4 Signature

I am signing this form on behalf of the company.

Signature

Signature

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

² **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.

³ **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
Company name
Address
Post town
County/Region
Postcode
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 Phase 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