

How to download forms (before filing them)

To download forms before filing go to **Company > Select a company**

Once you're on the company's homepage, and you know the name of the form you require go to **Filing**, look through the list and select the form required:

The screenshot shows a navigation bar with tabs: My office, Select all..., Company, Person, Filing, Documents, Companies Hse, and Sign out. The 'Filing' tab is active, displaying a dropdown menu. At the top of the menu is the heading 'CONFIRM THESE ITEMS FOR FILING (AS A BATCH OR BY INDIVIDUAL)'. Below this is a table with two columns: 'Preview PDF paper form or e-file individually' and 'Item to be filed'. The table contains one row: 'TM02 - Termination of Hyacinth TUNGSTEN as Secretary on 25 May'. To the right of the table is a list of filing options: Filing Centre, Check E-filing, CS01 Confirmation Statement, Company forms, Director forms, Share forms, PSC forms, Secretary forms, RP04 Correct a previous filing, Submit uploaded accounts, Get started with E-filing, and Filing code for William.H.SMITH. The 'TM02 Termination of secretary' option is highlighted in the table. At the bottom of the page are two buttons: 'Submit' and 'Back'.

Now select **Preview**:

The screenshot shows the 'Preview' screen for the 'TM02 Termination of secretary' form. The navigation bar is the same as in the previous screenshot. The main content area has a heading 'The data source for this form is the Register of Secretaries.' Below this is a dropdown menu for 'Choose a resigned secretary' with the value 'Oliver BONAS - 25/5/2024'. Underneath is the 'PRESENTER' section, which includes a checkbox 'Show presenter details on form' (checked) and three dropdown menus: 'Contact name' (None), 'Presenter' (Test and Demo Account), and 'Copy options for address below' ((none)). Below these are text input fields for 'Address' (123 hscvkney road), 'Post town' (london), 'County', 'Postcode' (ec12345), 'Country' (United Kingdom), 'Phone' (0123456999), and 'DX'. At the bottom are two buttons: 'Preview' and 'Cancel form'.

Files can be downloaded in an encrypted format, requiring a password.


Alternatively, to do this from the Filing centre go to **(Filing > Filing centre)**:


Tick to file (submission number)	Form needed for update/ (E-filing status)	Date of update/ (Submission date)	Description of update/ (Document e-filed)	Missing fields which prevent filing	by Staff
2024					
<input checked="" type="checkbox"/>	TM02 resign secretary	25 May 2024	Resignation of <u>Hyacinth TUNGSTEN</u> as company secretary. Date of resignation 25/5/2024		Elizabeth
<input type="checkbox"/>	TM02 resign secretary	25 May 2024	Resignation of <u>Oliver BONAS</u> as company secretary. Date of resignation 25/5/2024		Elizabeth
<input type="checkbox"/>	PSC07 PSC cessation	10 May 2024	<u>William H SMITH</u> as a PSC. Cessation		Elizabeth
<input type="checkbox"/>	AA01 accounts reference date change	08 May 2024	Change of accounting reference date from 31/5/2024 to 31/1/2024. Date of change 8/5/2024		Elizabeth
<input type="checkbox"/>	AD01 Registered office change	08 May 2024	Change of registered office address to 31 square, London, w3 2dz, United Kingdom. Date of change 8/5/2024		Elizabeth
<input type="checkbox"/>	NM01 change of company name	08 May 2024	Change of company name. Date of change 8/5/2024. By ticking and proceeding you are confirming sufficient notice for the name change meeting		Elizabeth

Tick the form you wish to preview, then select **E-file items** ticked above:

CONFIRM THESE ITEMS FOR FILING (AS A BATCH OR BY INDIVIDUAL PREVIEW AND FILING)

Preview PDF paper form or e-file individually Item to be filed

 TM02 - Termination of Hyacinth TUNGSTEN as Secretary on 25 May 2024



Submit Back

Now you can click on the PDF icon to view it. **Note:** Please DO NOT click **Submit** until you're ready to file the form

Now select **Preview:**

My office Select all... Company Person Filing Documents Companies Hse Sign out

The data source for this form is the [Register of Secretaries](#).

Choose a resigned secretary Oliver BONAS - 25/5/2024

PRESENTER

Show presenter details on form

Contact name None

Presenter Test and Demo Account

Copy options for address below (none)

Address 123 hscvkney road

Post town london

County

Postcode ec12345

Country United Kingdom

Phone 0123456999

DX

Preview Cancel form

pdf_tm02.php 1 / 2 96%

Download PDF

Download encrypted PDF

File electronically

Back

Cancel form

TM02
Termination of appointment of secretary

In accordance with Section 279 & 279D of the Companies Act 2006.

Go online to file this information
Please go to 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 to terminate 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.gov.uk/companieshouse

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 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

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