

How to resign a Secretary

To resign a secretary, go to **Company > Select a company**

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

Select a company

There will be disruption to our online services from 12:00 on Wednesday 10 April to 9am on Wednesday 11 May. Some services will be unavailable while we complete essential maintenance. This will however only affect services that require a live connection to our systems. Filings will be queued but should process again as soon as possible after 2am. (Posted 29/04/2024 14:35:26)

COMPANIES HOUSE MAINTENANCE

Click to filter by staff and reference

Show all companies

Add a company

SIC code reference

HOME - ACTION STATION -

Show more Show less Workflow Deadlines

Next 30 days, previous 30 days. 8/4/2024 to 7/6/2024. Suggestions from current workflow, deadlines, e-filing, change dates and strike off notices

CH Filing	Client	Partner	Staff	Practice ref1
Became aware 5 days ago that Companies House intend to strike off BETH'S COMPANY				The
Confirmation Statements				
A DEMO TEST COMPANY, Deadline for CS01 was 30th April which is 1 week overdue. A client checklist was produced on 29th April	ABC03	The	Tim	

Items saved as pending

Companies People E-filing Formations

Once you're on the company's homepage, go to **Company > Connections**

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

Select (WilliamHSMITH)

Show all companies

Add a company

Details

HOME COMPANY -

Formations Details

Connections

Number	Client ref	Incorporated	Last CS01 review date	Quickstep	Share Centre	Register Centre	History	Datasheet	Allocate to staff	Compare with Companies House	Archive company
50000000		1 Jan 2024	31 Jan 2024								

Next accounts due 24 31 Jan 2025 (8 months)

Year end Contact Phone Email Registered Office Notes

31 renaissance square, w4 2dz, United Kingdom

DIRECTORS

SECRETARIES

Archive company

Office held Appointed Phone Mobile Email Residential address

Companies People Details Connections Action Station Dividends Share Centre Filing Centre E-filing

Scroll down to **Company secretaries**, then select the green pencil icon next to the name of the secretary to be resigned:

Directors & Secretary	Current Shareholders	Share Allotments	Share Transfers	Share Classes	PSC Register	Register of Members	Dividend Distributions	Dividend Vouchers	Charges, Sealings Debentures
Edit this appointment	Full name of director	Appointed	Appointment minuted	Resigned	Resignation minuted	Date of Birth	Occupation	Nationality	Residential address

COMPANY SECRETARIES

[Don't show resigned secretaries](#)
[Add a secretary](#)
[Show service addresses](#)
[Set backdate](#)
[Print & export](#)

Edit this appointment	Full name of company secretary	Appointed	Appointment minuted	Resigned	Resignation minuted	Residential address	Changes including dates
	Oliver BONAS	03 May 2024		25 May 2024 (Pending)		31 renaissance square, w4 2dz, United Kingdom	
	Hyacinth TUNGSTEN	07 May 2024	08 May 2024	Pending	08 May 2024	5 w6, United Kingdom	

DIRECTORS INTERESTS

Company details
People
Cancel

Edit the information accordingly and select **Save**. To prompt the pre-filled TM02 form you will need to complete the **Resignation date** field:

SECRETARY DETAILS

Name

...or add to people list

Status if dates are not known Is appointed Is resigned

Appointment date
Copy incorporation date 1/1/2024 3/5/2024 31/12/2024 4/5/2024 7/5/2024
 Appointment is pending and not yet part of the formal register

Resignation date
Copy incorporation date 1/1/2024 3/5/2024 31/12/2024 4/5/2024 7/5/2024
 Resignation is pending and not yet part of the formal register

Save
Delete
Cancel

Now you can go to the Filing centre on the company's homepage (**Filing > Filing centre**) where the TM02 form will be waiting for filing:

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

FILING CENTRE - EVENTS AND SUBMISSIONS

Compare events with e-filing below. Tick to file any unreported changes before filing the next Confirmation Statement.
 Next Confirmation Statement due 1/1/2025 (last: 31/1/2024) Next accounts due 31/1/2025 (last filed was made up to: 31/1/2024)

[All Companies](#) [Print & export](#)

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 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"/>	AP03 appoint secretary	07 May 2024	Appointment of <u>Hyacinth TUNGSTEN</u> as company secretary. Appointment date 7/5/2024		Elizabeth
<input type="checkbox"/>	AP01 appoint director	04 May 2024	Appointment of <u>Elizabeth RHODES</u> as director. Appointment date 4/5/2024		Elizabeth

E-file items ticked above Other E-filing Confirmation Statement Check E-filing Cancel

If you want to preview the form before filing it, pick it up under **Filing > Secretary Forms > TM02**:

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

- CO

[Formations](#) [Details](#) [Connections](#) [Select a company](#)

Number	Client ref	Incorporated	Last CS01 review date	Next review date	Next CS01 filing	Last accounts	Share forms	Director forms	Secretary forms	Notes
50000000		1 Jan 2024	31 Jan 2024	31			AP03 Appoint secretary	RP04 Correct a previous filing	31 renaissance square, w4 2dz, United Kingdom	

AP04 Appoint corporate secretar
 CH03 Secretary details
 CH04 Corporate secretary detail
 TM02 Termination of secretary

[Connections](#) [Show service addresses](#)

Edit Name Office held Appointed Phone Mobile Email Residential address

Companies People Details Connections Action Station Dividends Share Centre Filing Centre E-filing

Select the name of the secretary to be resigned, then select **Preview**:

TM02 - TERMINATION OF SECRETARY
The data source for this form is the [Register of Secretaries](#).

Choose a resigned secretary: Hyacinth TUNGSTEN - 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

Preview Cancel form

The file can be downloaded, encrypted with a password:

pdf_tm02.php 1 / 2 96% +

Download PDF

Download encrypted PDF

File electronically

Back

Cancel form

TM02
Termination of appointment of secretary

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: 5 0 0 0 0 0 0 0 0 0

Company name in full: WilliamHSMITH

2 Secretary's current details on the Register

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

Title*: Mrs

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

For Secretary resignation minute, go to **Documents > Secretary > Resign secretary minute:**

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

FILING CENTRE - EVENTS AND SUBMISSIONS
 Compare events with e-filing below. Tick to file any unreported changes before filing the next Confirmation Statement. Next Confirmation Statement due 1/1/2025 (last: 31/1/2024) Next accounts due 31/1/2025 (last filed was m...

[All Companies](#) [Print & export](#)

Tick to file (submission number)	Form needed for update/ (E-filing status)	Date of update/ (Submission date)	Appoint secretary minute Resign secretary minute Remove secretary minute	Director Secretary Dividend minute/resolution Shares Accounts approval Change company name Minutes & Resolutions PSC Notices (Beta) HMRC Form 42	which prevent filing by Staff Elizabeth Elizabeth Elizabeth Elizabeth
<input type="checkbox"/>	TM02 resign secretary	25 May 2024	Resignation of Hyacinth TUNGSTEN as secretary. Date of resignation 25/5/2024		
<input type="checkbox"/>	TM02 resign secretary	25 May 2024	Resignation of Oliver BONAS as company secretary. Date of resignation 25/5/2024		
<input type="checkbox"/>	AP03 appoint secretary	07 May 2024	Appointment of Hyacinth TUNGSTEN as secretary. Appointment date 7/5/2024		
<input type="checkbox"/>	AP01 appoint director	04 May 2024	Appointment of Elizabeth RHODES as director. Appointment date 4/5/2024		

Select the name of the resigned secretary, then select **Go to meeting details**

COMPANY SECRETARIES AVAILABLE FOR RESIGNATION BY MINUTE/RESOLUTION

Tick here	Name	Appointed	Resigned	Service address
<input type="checkbox"/>	Oliver BONAS	03 May 2024		31 renaissance square, w4 2dz, United Kingdom
<input checked="" type="checkbox"/>	Hyacinth TUNGSTEN	07 May 2024		5 w6, United Kingdom


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Go to meeting details Add a new company secretary Cancel

Select your document choice then click **Next** and complete the relevant fields:

DOCUMENT CHOICES

Directors Meeting
 Directors Resolution



FOR THE RESIGNATION OF COMPANY SECRETARY(S)
Oliver BONAS of 31 renaissance square, w4 2dz, United Kingdom (Date of appointment 03 May 2024. Date of resignation 25 May 2024)

Next Back Restart Cancel

Select **Make documents**, you have the option to save the file locally to your device:

RESIGNATION OF COMPANY SECRETARY(S) - MAKE DOCUMENTS

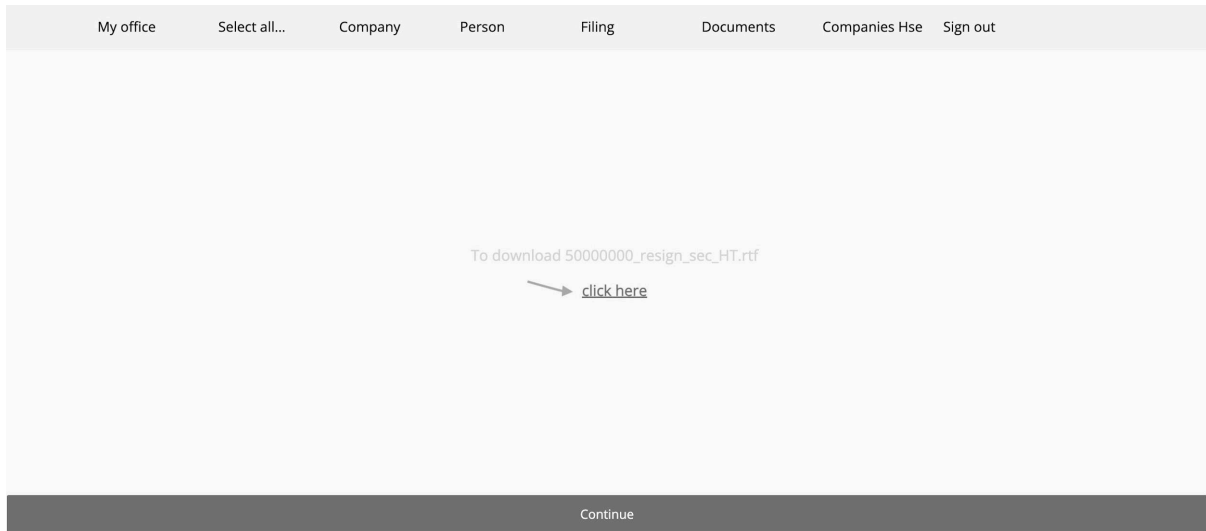
Resignation(s) Hyacinth TUNGSTEN of 5 w6, United Kingdom (Date of appointment 07 May 2024. Date of resignation 25 May 2024)

Date of Resolution 25/5/2024

Using documents DIRECTORS RESOLUTION

Back **Make documents** Restart Cancel

Select "click here" to save the file locally.



Once completed, the minute file can also be found in the **Cloud Library (Documents > Cloud Library)**:

The screenshot shows a document cloud interface for WILLIAMHSMITH. At the top is a navigation bar with the same items as the previous screenshot. Below the navigation bar is the title "DOCUMENT CLOUD FOR WILLIAMHSMITH". Underneath the title is a search bar with a "Search" button and a "Show all" button. To the right of the search bar are three links: "All companies", "Upload additional document", and "Print & export". Below this is a table with the following columns: Edit, Document, Document date, Source, Created, Modified, Uploaded by, File name, and Size(Kb). The table contains one row of data.

Edit	Document	Document date	Source	Created	Modified	Uploaded by	File name	Size(Kb)
	Resignation for Hyacinth TUNGSTEN as company secretary by directors resolution	25 May 2024	System generated	08 May 2024 12:59:38		Elizabeth RHODES	50000000 resign sec HT 2024-05-25.rtf	49

Click on the green edit pencil to **Upload a replacement** once it's been signed:

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

CLOUD LIBRARY DOCUMENT

Document RESIGNATION FOR HYACINTH TUNGSTEN AS COMPANY SECRETARY BY DIRECTORS RESOLUTION

Dated 25/5/2024

Uploaded by Elizabeth RHODES on 08/05/2024 12:59:38

Filename 50000000_resign_sec_HT_2024-05-25.rtf (49kb)

↓

Download Upload a replacement Delete Cancel

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

REPLACE RESIGNATION FOR HYACINTH TUNGSTEN AS COMPANY SECRETARY BY DIRECTORS RESOLUTION

Previously dated 25/5/2024

as uploaded by Elizabeth RHODES on 08/05/2024 12:59:38

Filename 50000000_resign_sec_HT_2024-05-25.rtf (49kb)

Replacement file to upload No file chosen

Update name Resignation for Hyacinth TUNGSTEN as company secretary by directors resolution

Update document date 25/5/2024

↓

This page enables you to replace a draft of a minute or resolution created by Bright Cossec with a final version reflecting your further amendments, or containing a client signature.

Upload Cancel