



**COMPANIES REGISTRY**

**Cessation of appointment of company officer**

**Details of person notifying the change**

Name	
Address	
Telephone	
e-mail	

*The appointment of an officer may cease for a variety of reasons: a person may resign or retire; the length of their appointment may be determined by the company's constitution; they may be removed by the shareholders; they may die or become mentally incapable of continuing in office. In any case, the Registrar of Companies should be notified within 14 days. You do not have to explain the reason why the person is no longer acting, but you may include details under 'Other Information'.*

**Company number**

**Company name:**

Name of person whose appointment has ceased

Personal number

The appointment concerned is as:

*(tick one box)*

A Director

Company secretary

Director and secretary

Authorised representative of overseas company

Date appointment ceased *(dd/mm/yyyy)*

Other information *(optional)*:

*This notice must be signed by a director or secretary of the company or, in the case of an overseas company, by its authorised representative*

Signed

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Personal number

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Date

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