

# OS TM03

## Termination of appointment by an overseas company of a person authorised to accept service of documents or person authorised to represent the company in respect of a UK establishment



**✓ What this form is for**  
You may use this form to  
terminate the appointment of  
a person authorised to accept  
service of documents or a person  
authorised to represent the  
company.

**✗ What this form is NOT for**  
You cannot use this form to  
terminate any other appointment.

For further information, please  
refer to our guidance at  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

### 1 Overseas company details

Company number

Company name in full  
or alternative name as  
registered in the UK

**→ Filling in this form**  
Please complete in typescript or in  
bold black capitals.

All fields are mandatory unless  
specified or indicated by \*

### 2 UK establishment details

UK establishment  
number

UK establishment  
name in full

### 3 Termination of appointment

Please tick to indicate who is being terminated. **①**

- Person authorised to accept service of documents in respect of a UK establishment.
- Person authorised to represent the company in respect of a UK establishment.

**①** Please tick one box only.

### 4 Person authorised to accept service of documents

Are you terminating the person authorised to accept service of documents?

**→ Yes** Please tick the box below only if it is applicable and/or go to **Section 5** 'Current details on the Register' to give the name of the person being terminated.

Tick the box here if there is no person resident in the UK authorised to accept service of documents on behalf of the company. **②**

**→ No** Go to **Section 5** 'Current details on the Register' to give the name of the person authorised to represent the company who is being terminated.

**②** If you wish to appoint a person authorised to accept service of documents on behalf of the company, please use form OS AP07 'Appointment by an overseas company of a person authorised to accept service of documents on behalf of a company in respect of a UK establishment.'

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## Current details on the Register

Please give the current appointment details held on the public Register of the person being terminated.

Title \*

Full forename(s)

Surname

6

## Termination details <sup>1</sup>

Date of termination of appointment

d d m m y y y y

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

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## Signature

I am signing this form on behalf of the overseas company.

Signature

Signature

X

X

This form may be signed by:  
Director, Secretary, Permanent representative.

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## 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 as registered in the UK match the information held on the public Register.
- You have completed Section 2.
- You have ticked the tick box in Section 4, if applicable.
- You have correctly entered the details of the person being terminated in Section 5.
- You have included the date of termination of appointment.
- 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:**

### England and Wales:

The Registrar of Companies, Companies House, Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.

### 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).

### 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.companieshouse.gov.uk](http://www.companieshouse.gov.uk) 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.companieshouse.gov.uk](http://www.companieshouse.gov.uk)**