

Companies House Terminating the appointment of a Director or Secretary (288b)

Form 228b is used to inform Companies House of the termination of appointment of director or company secretary.

This form should be completed whenever there is a change in the director/secretary appointments, and the details should be altered at the time of the changes rather than at the annual return.

The details required are

- Company registration number
- Company name in full
- Date of termination of appointment
- Full name of director or secretary being terminated.
- Date of Birth – mandatory for directors
- Signature of existing director/secretary

Where a person is resigning as a director and as a secretary, both boxes should be ticked.

This form can be completed online where online registration has applied for.

From 6th April 2008 a private company will have the option whether or not they maintain their company secretary.