FORM Cr13

NOTICE OF CESSATION OF OFFICE OF SECRETARY

[Section 249 of the Companies Act, 2015]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLC/.Limited/Unlimited\*

Number of the company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To the Registrar of Companies

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. PLC/.Limited/Unlimited\* gives notice in accordance with section 249 of the Companies Act, 2015 that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*\* ceased to be a secretary of the company with effect from \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_ [*dd/mm/yyyy*].

This notice is lodged by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of the person lodging this notice:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone no. of the person§ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address of the person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[State here the capacity in which the signatory is signing this notice on behalf of the company]

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*dd/mm/yyyy*]

\* Delete whichever words do not apply.

\*\* Insert the name of the secretary who has ceased to hold office.

§ Specify the country and area codes as well as the number.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_