

**EXEL SECRETARIAL SERVICES LIMITED**

**Registered number: 817717**

**Annual Report and Financial Statements**

**For the Year Ended**

**31 December 2011**

**Directors**

**J Sargeant**

**D Woolliscroft**

**Secretary**

**J Sargeant**

**Registered Office  
Ocean House  
The Ring  
Bracknell  
Berkshire  
RG12 1AN**

THURSDAY



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COMPANIES HOUSE

## **EXEL SECRETARIAL SERVICES LIMITED**

### **Directors' Report**

The Directors present their report and the financial statements of the Company for the year ended 31 December 2011

### **Principal activity and business review**

The Company did not trade during the year

### **Directors**

The Directors who held office during the year and up to the date of this report are given below

J Casey	ceased to be a Director on 13 April 2011
R Martin	ceased to be a Director on 20 January 2012
J Sargeant	
D Woolliscroft	

### **Directors' indemnities**

The Company maintains liability insurance for its Directors and officers. The Company also provided an indemnity for its Directors and the secretary, which is a qualifying third party indemnity provision for the purpose of the Companies Act 2006. The indemnity was in force throughout the financial year and is currently in force.

### **Statement of Directors' responsibilities**

Company law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Company and of the profit or loss of the Company for that year. The Directors are required to prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the Company will continue in business.

The Directors confirm that suitable accounting policies have been used and applied consistently in the preparation of the financial statements. They also confirm that reasonable and prudent judgements and estimates have been made in preparing the financial statements for the year ended 31 December 2011 and that applicable accounting standards have been followed.

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Auditors**

In accordance with the provisions of section 480 of the Companies Act 2006 the Company has not appointed auditors.

By order of the Board



J Sargeant  
Secretary

# EXEL SECRETARIAL SERVICES LIMITED

## Balance Sheet At 31 December 2011

	2011 £	2010 £
<b>Net assets</b>	<u>-</u>	<u>-</u>
<b>Capital and reserves</b>		
Called up share capital		
Allotted and fully paid 2 ordinary shares of £1 each	2	2
Profit and loss account	(2)	(2)
<b>Total shareholders' funds</b>	<u>-</u>	<u>-</u>

For the year ending 31<sup>st</sup> December 2011 the Company was entitled to exemption from audit under section 480 of the Companies Act 2006 relating to dormant companies

The Directors acknowledge their responsibilities for -

- The members have not required the Company to obtain an audit of its accounts for the year in question in accordance with section 476, and
- The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

The financial statements on pages 2 to 3 were approved by the Board on 23 May 2012 and signed on its behalf by



D Woolliscroft  
Director

**Exel Secretarial Services Limited**

**Registered number: 817717**

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## **EXEL SECRETARIAL SERVICES LIMITED**

### **Notes to the financial statements for the year ended 31 December 2011**

#### **1. Basis of preparation**

These financial statements have been prepared on the going concern basis, under the historical cost convention, and in accordance with the Companies Act 2006 and applicable UK accounting standards

#### **2. Profit and loss account**

The Company did not trade during the year and therefore no profit and loss account has been prepared. There are no recognised gains or losses for the year. There were no movements on shareholders' funds during the year.

#### **3. Directors and employees**

The Directors receive no remuneration for services provided to the Company and the Company had no employees.

#### **4. Immediate and ultimate parent undertaking and controlling party**

The Company's immediate parent undertaking is Exel Holdings Limited. The Company's ultimate parent undertaking and controlling party is Deutsche Post AG, a company incorporated in Germany. This is the only group of which the Company is a member for which group financial statements are prepared. Copies of the financial statements of Deutsche Post AG can be obtained from Deutsche Post AG, Headquarters, Investor Relations, 53250 Bonn, Germany.