



Companies House

— for the record —

Company Name

**THE INSTITUTE OF TRAVEL AND
TOURISM**

363s Annual Return

Company Type

Private Company Limited By

Guarantee Without Share Capital

Company Number

1117511

Information extracted from

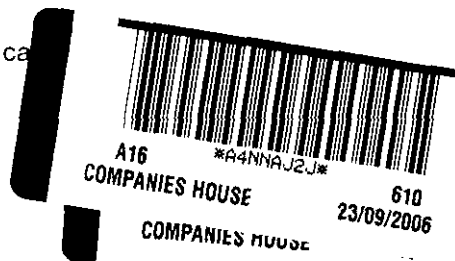
Companies House records on

29th August 2006

> Please check the details printed in blue on this statement.

> If any details are wrong, strike them through and write the correct details in the "Amended details" column.

> Please use black pen and write in capital letters.



Section 1: Company details

Ref: 1117511/18/48

Current details

Amended details

> Registered Office

Address

If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.

Conduit House

Conduit Lane

Hoddesdon

Hertfordshire EN11 8EP

Address

UK Postcode

> Register of Members

If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.

Address where the Register is held

At Registered Office

Address

UK Postcode

> Register of Debenture Holders

If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.

Not Applicable

Address

UK Postcode

> Principal Business Activities

If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.

SIC Code

Description

8042

Adult and other education

SIC CODE

Description

>

Please enter additional principal activity code(s) in "Amended details" column. See notes for guidance for list of activity codes.

Section 2: Details of Officers of The Company**(A)**

- > The records we hold for your company's officers are incomplete. Please enter their details below. **You must also complete and send a form 288a with this annual return if an appointment has not been notified to Companies House.**
- > Please copy this page if there is not enough space to enter all the company's officers.

Details of Officers**> Company Secretary**

Please enter the details requested.
(Photocopy this area to enter details of joint secretaries).

Forenames

RICHARD GARTHSurname or
Corporate nameENGLISH

- > Please attach form 288a if the appointment of this company officer has not been notified to Companies House.

☐ Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.

Address

9 HILLTOP ROAD

(Usual Residential)

REIGATESURREY

UK Postcode

RH2 7HL**> Director**

Please enter the details requested.

Forenames

RICHARD GARTHSurname or
Corporate nameENGLISH

- > Please attach form 288a if the appointment of this company officer has not been notified to Companies House.

☐ Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.

Address

9 HILLTOP ROAD

(Usual Residential)

REIGATESURREY

UK Postcode

RH2 7HL

Date of birth

24/02/1942

Nationality

BRITISH

Business Occupation

TRAINING CONSULTANT

	Current details	Amended details
> Director If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column. Particulars of a new Director must be notified on form 288a.	Name Steven FREUDMANN Address Brook House Mulsford Lane Worthenbury Wrexham LL13 0FD Date of birth 15/06/1949 Nationality British Occupation Travel Agent	Name _____ <input type="checkbox"/> Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985. Address _____ _____ _____ UK Postcode _ _ _ _ _ Date of birth _ _ / _ _ / _ _ _ _ Nationality _____ Occupation _____ Date of change _ _ / _ _ / _ _ _ _ Date Steven FREUDMANN ceased to be director (if applicable) _ _ / _ _ / _ _ _ _
> Director If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column. Particulars of a new Director must be notified on form 288a.	Name Phillippa HARRIS Address Ibornden Farmhouse Frittenden Road Biddenden Kent TN27 8LG Date of birth 29/08/1956 Nationality British Occupation Managing Director Tour Operato	Name _____ <input type="checkbox"/> Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985. Address _____ _____ _____ UK Postcode _ _ _ _ _ Date of birth _ _ / _ _ / _ _ _ _ Nationality _____ Occupation _____ Date of change _ _ / _ _ / _ _ _ _ Date Phillippa HARRIS ceased to be director (if applicable) _ _ / _ _ / _ _ _ _

Amended details

Name _____

Address

Date Wendy Diane HARTLEY ceased to be director (if applicable)

11 / 11 / 11

Name

Address

Date Neil Edward HERBERT ceased to be director (if applicable)

LL / LL / LLLL

	Current details	Amended details
> Director <i>If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.</i> <i>Particulars of a new Director must be notified on form 288a.</i>	Name Peter John HOLYOAKE Address 32 Mill Road Basingstoke Hampshire RG24 9SL Date of birth 21/09/1950 Nationality British Occupation Director	Name <input type="checkbox"/> Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985. Address UK Postcode _ _ _ _ _ Date of birth _ _ / _ _ / _ _ _ _ Nationality _____ Occupation _____ Date of change _ _ / _ _ / _ _ _ _ Date Peter John HOLYOAKE ceased to be director (if applicable) _ _ / _ _ / _ _ _ _
> Director <i>If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.</i> <i>Particulars of a new Director must be notified on form 288a.</i>	Name Peter HOPWOOD Address 24 Summerhouse Lane Harefield Middlesex UB9 6HX Date of birth 10/12/1966 Nationality British Occupation Travel Agent	Name <input type="checkbox"/> Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985. Address UK Postcode _ _ _ _ _ Date of birth _ _ / _ _ / _ _ _ _ Nationality _____ Occupation _____ Date of change _ _ / _ _ / _ _ _ _ Date Peter HOPWOOD ceased to be director (if applicable) _ _ / _ _ / _ _ _ _

	Current details	Amended details
<p>> Director If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.</p> <p>Particulars of a new Director must be notified on form 288a.</p>	<p>Name Sue KAVANAGH</p> <p>Address 34 Arnhem Wharf 2 Arnhem Place Docklands London E14 3RU</p> <p>Date of birth 01/10/1959</p> <p>Nationality British</p> <p>Occupation H R Director Travel</p>	<p>Name</p> <p><input type="checkbox"/> Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.</p> <p>Address</p> <p>UK Postcode _ _ _ _ _</p> <p>Date of birth _ _ / _ _ / _ _ _ _</p> <p>Nationality _____</p> <p>Occupation _____</p> <p>Date of change _ _ / _ _ / _ _ _ _</p> <p>Date Sue KAVANAGH ceased to be director (if applicable) _ _ / _ _ / _ _ _ _</p>
<p>> Director If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.</p> <p>Particulars of a new Director must be notified on form 288a.</p>	<p>Name William MAXWELL</p> <p>Address Snelsins House Snelsins Lane Cleckheaton West Yorkshire BD19 3UE</p> <p>Date of birth 04/05/1948</p> <p>Nationality British</p> <p>Occupation Director</p>	<p>Name</p> <p><input type="checkbox"/> Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.</p> <p>Address</p> <p>UK Postcode _ _ _ _ _</p> <p>Date of birth _ _ / _ _ / _ _ _ _</p> <p>Nationality _____</p> <p>Occupation _____</p> <p>Date of change _ _ / _ _ / _ _ _ _</p> <p>Date William MAXWELL ceased to be director (if applicable) _ _ / _ _ / _ _ _ _</p>

Current details

Amended details

> Director

If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.

Particulars of a new Director must be notified on form 288a.

Name
Martin ROBERTS B ENG HONS

Address
Laurel House
Park Road
Paulton
Bristol
BS39 7QQ

Date of birth 20/07/1963

Nationality British

Occupation Journalist

RESIGNED

Name

☐ Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.

Address

UK Postcode _ _ _ _ _

Date of birth _ _ / _ _ / _ _ _ _

Nationality _ _ _ _ _

Occupation _ _ _ _ _

Date of change _ _ / _ _ / _ _ _ _

Date Martin ROBERTS B ENG HONS
ceased to be director (if applicable)

01, 08, 2006

> Director

If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.

Particulars of a new Director must be notified on form 288a.

Name
Vincent Mark SEARS

Address
Tyndall Grange
Headley Road
Grayshott
Surrey
GU26 6EJ

Date of birth 02/12/1962

Nationality British

Occupation Sales

Name

☐ Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.

Address

UK Postcode _ _ _ _ _

Date of birth _ _ / _ _ / _ _ _ _

Nationality _ _ _ _ _

Occupation _ _ _ _ _

Date of change _ _ / _ _ / _ _ _ _

Date Vincent Mark SEARS
ceased to be director (if applicable)

_ _ / _ _ / _ _ _ _

Amended details

➤ Director

If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.

Particulars of a new Director must be notified on form 288a.

Name
Claire St John STEINER

Address
30 Merlin Close
Bishops Waltham
Southampton
Hampshire
SO32 1LZ

Date of birth 20/08/1967

Nationality British

Occupation Independent Consultant

Name _____

☐ Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.

Address

UK Postcode L L L L L L L

Date of birth / /

Nationality _____

Occupation _____

Date of change / /

Date Claire St John STEINER ceased to be director (if applicable)

44 / 44 / 44 44

> Director

If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.

Particulars of a new Director must be notified on form 288a.

Name
Richard James WHITE

Address
Flat 5
64-66 Mildmay Park
London
N1 4PR

Date of birth /25/09/1962

Nationality British

Occupation Recruitment Director

RESIGNED

Name _____

☐ Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.

Address

UK Postcode _ _ _ _ _ _ _

Date of birth / /

Nationality _____

Occupation _____

Date of change / /

Date Richard James WHITE ceased to be director (if applicable) _____

04, 08, 2006

	Current details	Amended details
<p>> Director</p> <p>If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.</p> <p>Particulars of a new Director must be notified on form 288a.</p>	<p>Name Christopher John WOODBRIIDGE-COX</p> <p>Address The Pump House Stone Quarry Road Chelwood Gate West Sussex RH17 7LP</p> <p>Date of birth 14/11/1960</p> <p>Nationality BRITISH</p> <p>Occupation TOUR OPERATOR</p> <p>RESIGNED</p>	<p>Name</p> <p><input type="checkbox"/> Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.</p> <p>Address</p> <p>UK Postcode _____</p> <p>Date of birth ____/____/____</p> <p>Nationality _____</p> <p>Occupation _____</p> <p>Date of change ____/____/____</p> <p>Date _____ ceased to be director (if applicable)</p> <p>01, 08, 2006</p>
<p>> Director</p> <p>If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.</p> <p>Particulars of a new Director must be notified on form 288a. ✓</p>	<p>Name Michael</p> <p>Address</p> <p>Date of birth</p> <p>Nationality</p> <p>Occupation</p>	<p>Name MICHAEL STEVENS</p> <p><input type="checkbox"/> Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.</p> <p>Address HARMSTON LODGE, 11 SOUTHGATE DONCASTER SOUTH YORKSHIRE</p> <p>UK Postcode DN22 7NS</p> <p>Date of birth 07, 07, 1951</p> <p>Nationality BRITISH</p> <p>Occupation DIRECTOR</p> <p>Date of change 02, 08, 2005</p> <p>Date _____ ceased to be director (if applicable)</p> <p>____/____/____</p>

	Current details	Amended details
<p>> Director</p> <p>If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.</p> <p>Particulars of a new Director must be notified on form 288a. ✓</p>	<p>Name</p> <p>Address</p> <p>Date of birth</p> <p>Nationality</p> <p>Occupation</p>	<p>Name</p> <p><input type="checkbox"/> Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.</p> <p>Address</p> <p>UK Postcode</p> <p>Date of birth</p> <p>Nationality</p> <p>Occupation</p> <p>Date of change</p> <p>Date ceased to be director (if applicable)</p>
<p>> Director</p> <p>If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.</p> <p>Particulars of a new Director must be notified on form 288a. ✓</p>	<p>Name</p> <p>Address</p> <p>Date of birth</p> <p>Nationality</p> <p>Occupation</p>	<p>Name</p> <p><input type="checkbox"/> Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.</p> <p>Address</p> <p>UK Postcode</p> <p>Date of birth</p> <p>Nationality</p> <p>Occupation</p> <p>Date of change</p> <p>Date ceased to be director (if applicable)</p>

	Current details	Amended details
<p>> Director</p> <p>If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.</p> <p>Particulars of a new Director must be notified on form 288a. ✓</p>	<p>Name</p> <p>Address</p> <p>Date of birth</p> <p>Nationality</p> <p>Occupation</p>	<p>Name</p> <p><u>Jane DUNHAM</u></p> <p><input type="checkbox"/> Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.</p> <p>Address</p> <p><u>18 ETHELBURGA DRIVE</u> <u>LYMINGE, NR FOLKESTONE</u> <u>KENT</u></p> <p>UK Postcode <u>CT18 8JJ</u></p> <p>Date of birth <u>05/03/1972</u></p> <p>Nationality <u>BRITISH</u></p> <p>Occupation <u>DIRECTOR</u></p> <p>Date of change <u>01/08/2006</u></p> <p>Date _____ ceased to be director (if applicable) _____</p> <p>____/____/____</p>
<p>> Director</p> <p>If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.</p> <p>Particulars of a new Director must be notified on form 288a. ✓</p>	<p>Name</p> <p>Address</p> <p>Date of birth</p> <p>Nationality</p> <p>Occupation</p>	<p>Name</p> <p><u>Paul COWLEY</u></p> <p><input type="checkbox"/> Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.</p> <p>Address</p> <p><u>BRENATASH, 22 RAUENCAR ROAD</u> <u>ECKINGTON</u> <u>SHEFFIELD</u></p> <p>UK Postcode <u>S21 4JZ</u></p> <p>Date of birth <u>12/04/1964</u></p> <p>Nationality <u>BRITISH</u></p> <p>Occupation <u>DIRECTOR</u></p> <p>Date of change <u>07/09/2004</u></p> <p>Date _____ ceased to be director (if applicable) _____</p> <p>____/____/____</p>



Companies House

— for the record —

363s Annual Return Declaration

- > When you have checked all the sections of this form, please complete this page and sign the declaration below.
- > If you want to change the made up date of this annual return, please complete 2 below.

1. Declaration

- ☒ I confirm that the details in this annual return are correct as at the made-up-date (shown at 2 below). I enclose the filing fee of £30.

Signature

(Director / Secretary)

Date

08 / 09 / 2006

This date must not be earlier than the return date at 2 below

What to do now

Complete this page then send the whole of the Annual Return and the declaration to the address shown at 4 below.

2. Date of this return

- ☐ This AR is made up to
30/6/2006

If you are making this return up to an earlier date, please give the date here

— / — / —

Note: The form must be delivered to CH within 28 days of this date

3. Date of next return

- ☐ If you wish to change your next return to a date earlier than **30th June 2007** please give the new date here:

— / — / —

4. Where to send this form

- ☒ Please return this form to:

Registrar of Companies
Companies House
Crown Way
Cardiff CF14 3UZ

OR

For members of the Hays Document
Exchange service
DX 33050 Cardiff

Have you enclosed the filing fee with the company number written on the reverse of the cheque?

Contact Address

You do not have to give any contact information below, but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Contact Name

Telephone number *inc code*

Address

GILLANI & Co.
CONDUIT HOUSE
CONDUIT LANE
HODDESDON
HERTS EN11 8EP
TEL: (01992) 446316
FAX: (01992) 446901

DX number *if applicable*

DX exchange

Postcode