



Companies House

— for the record —

Company Name

ACTION SECRETARIES LIMITED

363s Annual Return

2008/09 201453 15

Company Type

Private Company Limited By Shares

Company Number

1123581

Information extracted from
Companies House records on
16th March 2002

- > 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 capitals.

Section 1: Company details



Ref: 1123581/03/10

	Current details	Amended details																																
<p>> Registered Office Address</p> <p><i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i></p>	<p>Meridian Business Park Meridian East Leicester Leicestershire LE3 2WZ</p>	<p>Address</p> <p>C10 Aftus Personnel Limited Meridian Business Park Meridian East, Leicester Leicestershire</p> <p>UK Postcode LE3 2WZ</p>																																
<p>> Register of Members</p> <p><i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i></p>	<p>Address where the Register is held</p> <p>At Registered Office</p>	<p>Address</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>UK Postcode - - - - -</p>																																
<p>> Register of Debenture Holders</p> <p><i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i></p>	<p>Not Applicable</p>	<p>Address</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>UK Postcode - - - - -</p>																																
<p>> Principal Business Activities</p> <p><i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i></p>	<table border="1"> <thead> <tr> <th>SIC Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>7450</td> <td>Labour recruitment</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	SIC Code	Description	7450	Labour recruitment													<table border="1"> <thead> <tr> <th>SIC CODE</th> <th>Description</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	SIC CODE	Description														
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<p>> Please enter additional principal activity code(s) in "Amended details" column. See notes for guidance for list of activity codes.</p>																																		

	Current details	Amended details
> Company Secretary <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 Company Secretary must be notified on form 288.</i>	Name Phillip MCTAGGART Address The Lodge Crockey Hill York North Yorkshire YO19 4SN	Name Address UK Postcode _ _ _ _ Date of change _ _ / _ _ / _ _ Date Phillip MCTAGGART ceased to be secretary (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 288.</i>	Name John Phillip COURT Address 2 Turner Croft Fradley Village Lichfield Staffordshire WS13 8SA Date of birth 29/07/1964 Nationality British Occupation Director	Name Address UK Postcode _ _ _ _ Date of birth _ _ / _ _ / _ _ Nationality _____ Occupation _____ Date of change _ _ / _ _ / _ _ Date John Phillip COURT 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 288.</i>	Name Steven Austin GRAY Address 36 Sycamore Drive Desborough Kettering Northamptonshire NN14 2YH Date of birth 22/07/1960 Nationality British Occupation Director	Name Address 36 Sycamore Drive Desborough, Kettering Northamptonshire UK Postcode NN14 2YH Date of birth _ _ / _ _ / _ _ Nationality _____ Occupation _____ Date of change _ _ / _ _ / _ _ Date Steven Austin GRAY ceased to be director (if applicable) _ _ / _ _ / _ _

	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 288.	Name Ivan GREENWALD Address 13 West Avenue Hendon London NW4 2LL Date of birth 17/08/1967 Nationality British Occupation Director	Name _____ Address _____ _____ _____ _____ UK Postcode _____ Date of birth ____ / ____ / ____ Nationality _____ Occupation _____ Date of change ____ / ____ / ____ Date Ivan GREENWALD 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 288.	Name Phillip MCTAGGART Address The Lodge Crockey Hill York North Yorkshire YO19 4SN Date of birth 29/03/1958 Nationality British Occupation Director	Name _____ Address _____ _____ _____ _____ UK Postcode _____ Date of birth ____ / ____ / ____ Nationality _____ Occupation _____ Date of change ____ / ____ / ____ Date Phillip MCTAGGART 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 288.	Name Gary Richard WILEY Address 37 Deenethorpe Corby Northamptonshire NN17 3EP Date of birth 03/03/1959 Nationality British Occupation Director	Name _____ Address _____ _____ _____ _____ UK Postcode _____ Date of birth ____ / ____ / ____ Nationality _____ Occupation _____ Date of change ____ / ____ / ____ Date Gary Richard WILEY ceased to be director (if applicable) ____ / ____ / ____

	Current details	Amended details
> Issued Share Capital <i>This table shows the total number of shares that have been issued by your company and their Nominal Value. If any of the details are wrong, please fill in the correct details.</i>	Class of share Ordinary Nominal value of each share £1.00 Number of shares issued 12,790 Aggregate Nominal Value of issued shares £12,790.00	Class of share Nominal value of each share Number of shares issued Aggregate Nominal Value of issued shares
	Class of share Ordinary A Nominal value of each share £0.05 Number of shares issued 5,180 Aggregate Nominal Value of issued shares £259.00	Class of share Nominal value of each share Number of shares issued Aggregate Nominal Value of issued shares
	Class of share Founder Nominal value of each share £1.00 Number of shares issued 1,000 Aggregate Nominal Value of issued shares £1,000.00	Class of share Nominal value of each share Number of shares issued Aggregate Nominal Value of issued shares
> Total shares issued and value <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	Total number of shares issued 18,970 Total Nominal value of shares issued £14,049.00	Total number of shares issued Total Nominal value of shares issued
> At the date of this Annual Return, if the company has altered or changed its share capital in any way or allotted new shares, please refer to the guidance notes for details of the appropriate form that should be sent with this Annual Return. Annual return guidance notes are available on the Companies House web site at www.companieshouse.gov.uk or by ringing 0870 3333636.		

Section 4: Details of Shareholders

- > The details we hold on your company's shareholders and their shareholdings are printed below. These are based on your last Annual Return.
- > If any details have changed, or if any shares have been transferred, please fill in the details in the "Amended details" or "Shares transferred" column.
- > Please give details of any other shareholders in Section 5.

Current details		Amended details		Shares transferred			
> Shareholder Name APTUS PERSONNEL LIMITED		Name <hr/>		Shares transferred by APTUS PERSONNEL LIMITED			
		Address <hr/>					
Address Meridian Business Park Meridian East Leicester LE3 2WZ		<hr/>					
		UK Postcode _ _ _ _ _					
Shares held Class Ordinary Founder Ordinary A		Number 12790 1000 5180	Shares held Class <hr/> <hr/>	Number <hr/> <hr/>	Class <hr/> <hr/>	Number <hr/> <hr/>	Date of transfer <hr/> <hr/>

Section 5: Details of Other Shareholders

- > Please fill in details of any persons or corporate bodies who are shareholders of the company at the date of this return, but whose details are not printed in Section 4.
- > Also, provide the details of any persons who became but have ceased to be shareholders of the company since the date of the last annual return.
- > For jointly held shares please list those joint shareholders consecutively on the form. If a joint shareholder also holds shares in their own right, list that holding separately.
- > Please copy this page if there is not enough space to enter all the company's other shareholders.

Shareholders details	Class and number of shares or amount of stock held	Class and number of shares or amount of stock transferred (If appropriate)	Date of registration of transfer (If appropriate)
Name _____ Address _____ _____ _____ UK Postcode _ _ _ _ _			
Name _____ Address _____ _____ _____ UK Postcode _ _ _ _ _			
Name _____ Address _____ _____ _____ UK Postcode _ _ _ _ _			
Name _____ Address _____ _____ _____ UK Postcode _ _ _ _ _			



Companies House

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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 £15.

Signature

(Director / Secretary)

Date

04 / 04 / 2002

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
4/4/2002

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 **4th April 2003** please give the new date here:

31 / 03 / 2003

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?

Cheque ☒ Postal Order ☐

Cheque / Postal Order

Number

201453

(Please complete as appropriate)

Contact Address

Please give the name and address of the person who should be contacted if there are any queries about this form.

Contact Name

Mr G. F. Wilson

Telephone number inc code

0116 263 1136

Address

ALUS PERSONNEL LIMITED

MELBURN BUSINESS PARK

MELBURN EAST LEICESTER

DX number if applicable

DX exchange

Postcode

LE3 2WZ