



**Companies House**

— for the record —

Company Name

**ACTION SECRETARIES LIMITED**

**363s Annual Return**

100550 / 15

Company Type

**Private Company Limited By Shares**

Company Number

**1123581**

Information extracted from  
Companies House records on  
**8th March 2003**

- > 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**



A31  
COMPANIES HOUSE

0046  
01/05/03

Ref: 1123581/03/10

**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.*

**C/O Aptus Personnel Limited  
Meridian Business Park  
Merian East, Leicester  
Leicestershire LE3 2WZ**

Address

UK Postcode **1 5 1 9 1 4 5**

- > 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  
7450 Labour recruitment**

**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

	Current details	Amended details
<b>&gt; Company Secretary</b> <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>	<b>Name</b> <b>Phillip MCTAGGART</b>  <b>Address</b> <b>The Lodge</b> <b>Crockey Hill</b> <b>York</b> <b>North Yorkshire</b> <b>YO19 4SN</b>	<b>Name</b>  <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. <b>Address</b>    UK Postcode    _ _ _ _ _ Date of change    _ _ / _ _ / _ _ _ _ Date Phillip MCTAGGART ceased to be secretary (if applicable) _ _ / _ _ / _ _ _ _
<b>&gt; Director</b> <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>	<b>Name</b> <b>Steven Austin GRAY</b>  <b>Address</b> <b>30 Pytchley Road</b> <b>Orlingbury</b> <b>Kettering</b> <b>Northamptonshire</b> <b>NN14 1JQ</b>  <b>Date of birth</b> 22/07/1960  <b>Nationality</b> British  <b>Occupation</b> Director	<b>Name</b>  <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. <b>Address</b>    UK Postcode    _ _ _ _ _ Date of birth      _ _ / _ _ / _ _ _ _ Nationality        _____ Occupation        _____ Date of change    _ _ / _ _ / _ _ _ _ Date Steven Austin GRAY ceased to be director (if applicable) _ _ / _ _ / _ _ _ _

	Current details	Amended details
<b>&gt; Director</b> <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>	<b>Name</b> <b>Phillip MCTAGGART</b>	<b>Name</b>  
	<b>Address</b> <b>The Lodge</b> <b>Crockey Hill</b> <b>York</b> <b>North Yorkshire</b> <b>YO19 4SN</b>	<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. <b>Address</b>  
	<b>Date of birth</b> 29/03/1958	<b>UK Postcode</b> _ _ _ _ _ <b>Date of birth</b> _ _ / _ _ / _ _ _ _ <b>Nationality</b> _____ <b>Occupation</b> _____ <b>Date of change</b> _ _ / _ _ / _ _ _ _ <b>Date Phillip MCTAGGART ceased to be director (if applicable)</b> _ _ / _ _ / _ _ _ _

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

<b>&gt; Director</b> <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>	<b>Name</b> <b>Gary Richard WILEY</b>	<b>Name</b>  
	<b>Address</b> <b>37</b> <b>Deenethorpe</b> <b>Corby</b> <b>Northamptonshire</b> <b>NN17 3EP</b>	<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. <b>Address</b>  
	<b>Date of birth</b> 03/03/1959	<b>UK Postcode</b> _ _ _ _ _ <b>Date of birth</b> _ _ / _ _ / _ _ _ _ <b>Nationality</b> _____ <b>Occupation</b> _____ <b>Date of change</b> _ _ / _ _ / _ _ _ _ <b>Date Gary Richard WILEY ceased to be director (if applicable)</b> _ _ / _ _ / _ _ _ _

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

## Section 3: Share Capital

	Current details	Amended details
<b>&gt; Issued Share Capital</b> <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>	<b>Class of share</b>	Class of share
	<b>Ordinary</b>	
	<b>Nominal value of each share</b>	Nominal value of each share
	<b>£1.00</b>	
	<b>Number of shares issued</b>	Number of shares issued
	<b>12,790</b>	
	<b>Aggregate Nominal Value of issued shares</b>	Aggregate Nominal Value of issued shares
	<b>£12,790.00</b>	
	<b>Class of share</b>	Class of share
	<b>Ordinary A</b>	
	<b>Nominal value of each share</b>	Nominal value of each share
	<b>£0.05</b>	
	<b>Number of shares issued</b>	Number of shares issued
	<b>5,180</b>	
	<b>Aggregate Nominal Value of issued shares</b>	Aggregate Nominal Value of issued shares
	<b>£259.00</b>	
	<b>Class of share</b>	Class of share
	<b>Founder</b>	
	<b>Nominal value of each share</b>	Nominal value of each share
	<b>£1.00</b>	
	<b>Number of shares issued</b>	Number of shares issued
	<b>1,000</b>	
	<b>Aggregate Nominal Value of issued shares</b>	Aggregate Nominal Value of issued shares
	<b>£1,000.00</b>	
<b>&gt; Total shares issued and value</b> <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	<b>Total number of shares issued</b>	Total number of shares issued
	<b>18,970</b>	
	<b>Total Nominal value of shares issued</b>	Total Nominal value of shares issued
	<b>£14,049.00</b>	

**> 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](http://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	
<b>&gt; Shareholder</b>					
<b>Name</b>		<b>Name</b>			
APTUS PERSONNEL LIMITED					
		<b>Address</b>			
<b>Address</b>					
Meridian Business Park				<b>Shares transferred by</b> APTUS PERSONNEL LIMITED	
Meridian East Leicester					
LE3 2WZ					
		<b>UK Postcode</b> _ _ _ _ _			
<b>Shares held</b>		<b>Shares held</b>			
<b>Class</b>	<b>Number</b>	<b>Class</b>	<b>Number</b>	<b>Class</b>	<b>Number</b> <b>Date of transfer</b>
Ordinary	12790				_ _ / _ _ / _ _ _ _
Founder	1000				_ _ / _ _ / _ _ _ _
Ordinary A	5180				

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

— 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 £15.

Signature

(Director / Secretary)

Date

01/05/2003

*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 **4/4/2003** 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 2004** 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

GARY WINEY

Telephone number inc code

0116 263 1136

Address

MERIDIAN BUSINESS PARK

MERIDIAN EAST

LEICESTER

DX number if applicable

DX exchange

Postcode

LE19 145