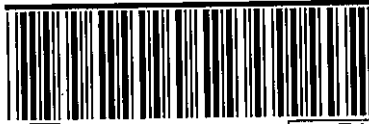




C O M P A N I E S H O U S E

THE REGISTRAR OF COMPANIES
COMPANIES HOUSE
CROWN WAY
CARDIF.
CF4 3U.



A08 *AGIH01XN* 74
COMPANIES HOUSE 12/12/97

BB
ZIS
707665

363s

Annual Return

of company number 01755417

L

company name
HP SECRETARIAL SERVICES LIMITED

company type
PRIVATE COMPANY LIMITED BY SHARES

This form should be completed in black.

The information printed below is taken from Companies House records as at 26/11/97

If this information requires amendment use the spaces opposite.

Date of this return *(See note 1)*

The information in this return should be made up to a date not later than

Day	Month	Year
16	12	97

If you are making the return up to an earlier date, show the date here. Please note that the form must be delivered to Companies House within 28 days of this earlier date.

Day	Month	Year

Date of next return *(See note 2)*

If you wish to make your next return to a date earlier than the anniversary of this return please show the date here. Companies House will then send a form at the appropriate time.

Day	Month	Year

Registered Office *(See note 3)*

This is the address registered by Companies House.

OXFORD HOUSE
CLIFTONVILLE
NORTHAMPTON
NN1 5PN

.....
.....
.....
.....

Principal business activities *(See note 4)*

Trade classification is
7499 NON-TRADING COMPANY

--	--	--	--

--	--	--	--

--	--	--	--

--	--	--	--

If the code cannot be determined from the notes, give a brief description of principal activity.

If the information shown needs amendment, give details below and, for secretary and director particulars, the date of any change.

Register of members *(See note 5)*

The register is kept at

OXFORD HOUSE
CLIFTONVILLE
NORTHAMPTON
NN1 5PN

Register of debenture holders *(See note 6)*

Any register of debenture holders (or duplicate) is kept at

Company Secretary *(See note 7)*

Particulars of a new secretary **must** be notified on form 288.

GERALD MARK
COULDRAKE
33 HIGH STREET
COLLINGTREE
NORTHAMPTONSHIRE NN4 ONE

Day Month Year

Day	Month	Year
-----	-------	------

Date of any change.

If this person has ceased to be secretary, please state when.

Day Month Year

Day	Month	Year
-----	-------	------

Date of resignation.

Directors *(See note 7)*

Particulars of a new director **must** be notified on form 288.

ANDREW JONATHAN
BARNES
ROSEWOOD HOUSE THE STREET
HEMPNALL
NORWICH
NORFOLK NR15 2AD

Day Month Year

Day	Month	Year
-----	-------	------

Date of any change.

Date of Birth:- 12/03/57
Nat:BRITISH
Occ:SOLICITOR

If this person has ceased to be director, please state when.

Day Month Year

Day	Month	Year
-----	-------	------

Date of resignation.

Show any relevant current and previous directorships.

If the information shown needs amendment, give details below and the date of any change.

Directors - continued

Particulars.

CHARLES RICHARD
BENNION
THE OLD FARM
LOUGHTON
LUTTERWORTH
LEICESTERSHIRE LE17 6QD

Date of Birth:- 22/10/48

Nat:BRITISH

Occ:SOLICITOR

If this person has ceased to be director, please state when.

Show any relevant current and previous directorships.

Day Month Year

Day	Month	Year

Date of any change.

Day Month Year

Day	Month	Year

Date of resignation.

Particulars.

ANDREW ROGER
BURNELL
ALKERTON GROUNDS
BALSCOTE
BANBURY
OXFORD OX15 6JS

Date of Birth:- 26/02/47

Nat:BRITISH

Occ:SOLICITOR

If this person has ceased to be director, please state when.

Show any relevant current and previous directorships.

Day Month Year

Day	Month	Year

Date of any change.

Day Month Year

Day	Month	Year

Date of resignation.

Particulars.

GERALD MARK
COULDRAKE
33 HIGH STREET
COLLINTREE
NORTHAMPTONSHIRE NN4 ONE

Date of Birth:- 08/01/60

Nat:BRITISH

Occ:SOLICITOR

If this person has ceased to be director, please state when.

Show any relevant current and previous directorships.

Day Month Year

Day	Month	Year

Date of any change.

Day Month Year

Day	Month	Year

Date of resignation.

If the information shown needs amendment, give details below and the date of any change.

Directors - continued

Particulars.

GEOFFREY LEONARD
GILBERT
4 PYGHTLE WAY
NORTHAMPTON
NORTHAMPTONSHIRE NN4 0QJ

Date of Birth:- 20/01/55
Nat:BRITISH
Occ:SOLICITOR

If this person has ceased to be director, please state when.

Show any relevant current and previous directorships.

Day Month Year

Day	Month	Year

Date of any change.

Day Month Year

Day	Month	Year

Date of resignation.

Particulars.

KEITH JOHN
GILBERT
1 PENFOLD GARDENS
GREAT BILLING
NORTHAMPTON
NORTHAMPTONSHIRE NN3 9PG

Date of Birth:- 22/08/72
Nat:BRITISH
Occ:LAWYER

If this person has ceased to be director, please state when.

Show any relevant current and previous directorships.

Day Month Year

Day	Month	Year

Date of any change.

Day Month Year

Day	Month	Year

Date of resignation.

Particulars.

LYNNE LOUISE
GOULD
28 WANTAGE ROAD
NORTHAMPTON
NORTHAMPTONSHIRE NN1 4TH

Date of Birth:- 04/03/70
Nat:BRITISH
Occ:SOLICITOR

If this person has ceased to be director, please state when.

Show any relevant current and previous directorships.

Day Month Year

Day	Month	Year

Date of resignation.

If the information shown needs amendment, give details below and the date of any change.

Directors - continued

Particulars.

SARA PHILIPPA
HANDS
SUNNYMEAD
BROUGHTON VILLAGE
MILTON KEYNES
BUCKS MK10 9AA

Date of Birth:- 03/09/60

Nat:BRITISH

Occ:SOLICITOR

If this person has ceased to be director, please state when.

Show any relevant current and previous directorships.

Day Month Year

Day	Month	Year
-----	-------	------

Date of any change.

Day Month Year

Day	Month	Year
-----	-------	------

Date of resignation.

Particulars.

JEREMY PHILIP WINTERINGHAM
HEAL
PEARCES FARM
SOUTH LOPHAM
DISS
NORFOLK IP22 2HT

Date of Birth:- 18/09/42

Nat:BRITISH

Occ:SOLICITOR

If this person has ceased to be director, please state when.

Show any relevant current and previous directorships.

Day Month Year

Day	Month	Year
-----	-------	------

Date of any change.

Day Month Year

Day	Month	Year
-----	-------	------

Date of resignation.

Particulars.

ALAN ROBERT
KEFFORD
11 EATON ROAD
NORWICH
NORFOLK NR4 6PZ

Date of Birth:- 01/05/44

Nat:BRITISH

Occ:SOLICITOR

If this person has ceased to be director, please state when.

Show any relevant current and previous directorships.

Day Month Year

Day	Month	Year
-----	-------	------

Date of resignation.

01755417

If the information shown needs amendment, give details below and the date of any change.

Directors - continued

Particulars.

JILL FRANCES
LESTER
63 WEST STREET
OLNEY
BUCKINGHAMSHIRE MK46 5EP

Date of Birth:- 15/08/69
Nat:BRITISH
Occ:SOLICITOR

If this person has ceased to be director, please state when.

Show any relevant current and previous directorships.

Day Month Year

Day	Month	Year

Date of any change.

Day Month Year

Day	Month	Year

Date of resignation.

Particulars.

ALEXANDER GEORGE
MUNRO
FLINT COTTAGE CHURCH STREET
BAWBURGH
NORWICH
NORFOLK NR9 3LP

Date of Birth:- 10/04/43
Nat:BRITISH
Occ:SOLICITOR

If this person has ceased to be director, please state when.

Show any relevant current and previous directorships.

Day Month Year

Day	Month	Year

Date of any change.

Day Month Year

Day	Month	Year

Date of resignation.

Particulars.

BRANDON WILLIAM
RANSLEY
1 AZALEA CLOSE
ABINGTON MILL
NORTHAMPTON
NN3 3XF

Date of Birth:- 17/01/65
Nat:BRITISH
Occ:SOLICITOR

If this person has ceased to be director, please state when.

Show any relevant current and previous directorships.

Day Month Year

Day	Month	Year

Date of any change.

Day Month Year

Day	Month	Year

Date of resignation.

If the information shown needs amendment, give details below and the date of any change.

Directors - continued

Particulars.

IAN SOMERSET
ROWLAND
40 CASTLE STREET
WELLINGBOROUGH
NORTHAMPTONSHIRE NN8 1LW

Date of Birth:- 12/06/49
Nat:BRITISH
Occ:SOLICITOR

If this person has ceased to be director, please state when.

Show any relevant current and previous directorships.

Day Month Year

--	--	--

Date of any change.

Day Month Year

--	--	--

Date of resignation.

Particulars.

JIT
SINGH
2 THE FAIRWAY
OADBY
LEICESTER
LEICESTERSHIRE LE2 2HH

Date of Birth:- 15/06/64
Nat:BRITISH
Occ:SOLICITOR

If this person has ceased to be director, please state when.

Show any relevant current and previous directorships.

Day Month Year

--	--	--

Date of any change.

Day Month Year

--	--	--

Date of resignation.

Particulars.

ANDREW DAVID KNOYLE
WOOD
THE COTTAGE
MARSH LANE BRACON ASH
NORWICH
NR16 2BE

Date of Birth:- 06/06/48
Nat:BRITISH
Occ:SOLICITOR

If this person has ceased to be director, please state when.

Show any relevant current and previous directorships.

Day Month Year

--	--	--

Date of any change.

Day Month Year

--	--	--

Date of resignation.

Issued Share Capital (See note 8)

01755417

Enter details of all shares in issue at the date of this return.

Class (eg Ordinary/ Preference etc.)	Number of shares issued	Aggregate nominal value (ie Number of shares issued multiplied by nominal value per share)
<u>Ordinary</u>	<u>2</u>	<u>£2</u>
Totals	<u>2</u>	<u>£2</u>

List of past and present members

(See note 9)

(Use attached schedule where appropriate)

A full list is required if one was not included with either of the last two returns.

Please mark the
appropriate box.

There were no changes in the period



The last full members list was at 16/12/95

	on paper	not on paper
A list of changes is enclosed	<input type="checkbox"/>	<input type="checkbox"/>
A full list of members is enclosed	<input type="checkbox"/>	<input type="checkbox"/>

Elective resolutions (See note 10)

(Private companies only)

If an elective resolution is in force at the date of this return to dispense with annual general meetings, mark this box.



If an elective resolution is in force at the date of this return to dispense with laying accounts in general meetings, mark this box.

**Certificate**

I certify that the information given in this return is true to the best of my knowledge and belief.

I enclose the fee of £ 15.

Cheques should be made payable
to **Companies House**.

Signed

Myra Gould
Secretary/Director
*(delete as appropriate)

Date

8.12.97

This return includes continuation sheets.

(enter number)

Please ensure that you have completed
all sections on this page.

To whom should Companies House direct any enquiries
about the information shown in this return?

HOWES PERCIVAL (REF: LRG)
PROVINCIAL HOUSE, 37 NEW WALK
LEICESTER
Postcode LE1 6TU

Telephone 0116 2473500 Ext