

Company Name
HP SECRETARIAL SERVICES

# HP SECRETARIAL SERVICES LIMITED

Company Type
Private Company Limited By
Shares
Company Number
1755417
Information extracted from
Companies House records on
7th December 2006

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

Ref: 1755417/03/10

## 363s Annual Return

- > 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.

Amended details

> Please use black pen and write in capitals.

**Section 1: Company details** 

**Current details** 



34 21/12/2006 7: COMPANIES HOUSE

> Registered Office **Oxford House** Address Cliftonville Address Northampton If any of the details are NN1 5PN wrong, strike them through and fill in the correct details in the "Amended details" UK Postcode LLLL LL column. Address > Register of Members Address where the Register is held **Oxford House** If any of the details are Cliftonville wrong, strike them through Northampton and fill in the correct details NN1 5PN in the "Amended details" column. UK Postcode > Register of Debenture Address Holders Not Applicable If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" UK Postcode \_\_ \_ \_ \_ \_ \_ \_ column. SIC Code > Principal Business Description SIC CODE Description Activities If any of the details are 7499 Non-trading company wrong, strike them through and fill in the correct details in the "Amended details" column.

# **Section 2: Details of Officers of the Company**

	Current details	Amended details
> Company Secretary If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.	Name Gerald Mark COULDRAKE  Address 14 The Green Brafield On The Green Northampton Northamptonshire NN7 1BB	Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723E of the Companies Act 1985.  Address
Particulars of a new Company Secretary must be notified on form 288a.		UK Postcode  Date of change   /   /        Date Gerald Mark COULDRAKE  ceased to be secretary (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.	Name Andrew Jonathan BARNES  Address Manor Farm House Fox Road Framingham Pigot Norwich Norfolk NR14 7PZ	Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723E of the Companies Act 1985.  Address
Particulars of a new Director must be notified on form 288a.	Date of birth 12/03/1957  Nationality British  Occupation Solicitor	UK Postcode  Date of birth  Nationality  Occupation  Date of change / /  Date Andrew Jonathan BARNES  ceased to be director (if applicable)

Company Number - 1755417	Section 2: Details of Officers of the Con  Current details	Amended details
Pirector  If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.	Name Charles Richard BENNION  Address The Old Farm Loughton Lutterworth Leicestershire LE17 6QD	Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723E of the Companies Act 1985.  Address
	Date of birth 22/10/1948	
Particulars of a new Director must be notified on form 288a.	Nationality British  Occupation Solicitor	UK Postcode
		Date of change / / Date Charles Richard BENNION 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.	Name Francesca Dawn BETTERMANN  Address No 4 The Old Mews West Street	Name  Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 7238
	Olney Buckinghamshire MK46 5GW	of the Companies Act 1985.  Address
	Date of birth 13/08/1964	
Particulars of a new Director	Nationality British	UK Postcode
must be notified on form 288a.	Occupation Solicitor	Nationality Occupation  Date of change / /  Date Francesca Dawn BETTERMANN ceased to be director (if applicable)

Company Number - 1755417	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.	Name Andrew Roger BURNELL  Address Alkerton Grounds Balscote Banbury Oxford OX15 6JS	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
Particulars of a new Director must be notified on form 288a.	Date of birth 26/02/1947  Nationality British  Occupation Solicitor	UK Postcode  Date of birth  Nationality  Occupation  Date of change / /  Date Andrew Roger BURNELL 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.	Name Gerald Mark COULDRAKE  Address 14 The Green Brafield On The Green Northampton Northamptonshire NN7 1BB	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
Particulars of a new Director must be notified on form 288a.	Date of birth 08/01/1960  Nationality British  Occupation Solicitor	UK Postcode  Date of birth  Nationality  Occupation  Date of change / /  Date Gerald Mark COULDRAKE ceased to be director (if applicable)

-	mpany Number - 1755417	Section 2: Details of Officers of the	
1	*.	Current details	Amended details
>	Director If any of the details for this	Name James CROSS	Name
tł c	person are wrong, strike them through and fill in the correct details in the "Amended details" column.	Address 16 Wolverton Road Stony Stratford Milton Keynes Buckinghamshire MK11 1DX	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
		Date of birth 27/02/1980	
		Nationality British	UK Postcode
	Particulars of a new Director must be notified on form	Nationality British  Occupation Solicitor	Date of birth / / Nationality
	288a.		Occupation
			Date of change / /
			Date James CROSS ceased to be
			director (if applicable)
>	Director If any of the details for this	Name Siobhan Maria DUFF	Name
p ti	person are wrong, strike them through and fill in the correct details in the "Amended details" column.	Address Church Farm High Street Podington Wellingborough Northamptonshire NN29 7HS	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
			L
		Date of birth 07/07/1962	
		Nationality British	UK Postcode
	Particulars of a new Director	Occupation Solicitor	Date of birth / /
	must be notified on form 288a.		Nationality
			Occupation
			Date of change / /
			Date Siobhan Maria DUFF ceased to be director (if applicable)

Company Number - 1755417	Section 2: Details of Officers of the Co	ompany (continued) 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.	Name Keith John GILBERT  Address 6 Ryngwell Close Brixworth Northampton Northamptonshire NN6 9XG	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
Particulars of a new Director must be notified on form 288a.	Date of birth 22/08/1972  Nationality British  Occupation Lawyer	UK Postcode  Date of birth  Nationality  Occupation  Date of change / /  Date Keith John GILBERT 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.	Name Lucie GREEN  Address 171 Vernon Road Leicester Leicestershire LE2 8GG	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
Particulars of a new Director must be notified on form 288a.	Date of birth 27/12/1980  Nationality British  Occupation Trainee Solicitor	UK Postcode  Date of birth / /  Nationality  Occupation  Date of change / /  Date Lucie GREEN ceased to be director (if applicable)

	·	Current details	Amended details
<del>,</del> >	Director  If any of the details for this person are wrong, strike	Name Jeremy Philip Winteringham HEAL	Name
c	them through and fill in the correct details in the "Amended details" column.	Address Pearces Farm South Lopham Diss Norfolk IP22 2HT	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
		Date of birth 18/09/1942	
	Particulars of a new Director must be notified on form 288a.	Nationality British  Occupation Solicitor	UK Postcode
			Date of change / /
			Date Jeremy Philip Winteringham HEAL ceased to be director (if applicable)
>	Director	Name John Kenelm Charles HERD	Name
	If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.	Address Manor Farm House High Street Gretton Northamptonshire NN17 3DE	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
		Date of birth 18/09/1962	
		Nationality British	UK Postcode
	Particulars of a new Director must be notified on form	Occupation Solicitor	Date of birth / /
	288a.		Occupation
			Date of change / /
			Date John Kenelm Charles HERD

Co	empany Number - 1755417	Section 2: Details of Officers of the Com	, , , , , , , , , , , , , , , , , , , ,
>	Director	Name	Amended details Name
	If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.	Address 5 Coton Park Drive Rugby Warwickshire CV23 0WL	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
		Date of birth 01/01/1975	
		Nationality British	UK Postcode
	Particulars of a new Director		Date of birth / /
	must be notified on form	Occupation Solicitor	Nationality
	288a.		Occupation
			Date of change / / /
			Date Elizabeth Wendy Jane JACKSON
			ceased to be director (if applicable)
<u> </u>	Director  If any of the details for this person are wrong, strike	Name Alan Robert KEFFORD	Name
	them through and fill in the correct details in the "Amended details" column.	Address 11 Eaton Road Norwich Norfolk NR4 6PZ	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
		Date of birth 01/05/1944	
		Nationality British	UK Postcode
	Particulars of a new Director	Occupation Solicitor	Date of birth / /
	must be notified on form 288a.	Occupation Solicitos	Nationality
	2004.		Occupation
			Date of change / /
			Date Alan Robert KEFFORD ceased to be director (if applicable)
•			

Company Number - 1755417	Section 2: Details of Officers of the Co Current details	ompany (continued)  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.	Name Daryl James LANT  Address 27 Owen Close Thorpe Astley Leicester Leicestershire LE3 3TZ	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
Particulars of a new Director must be notified on form 288a.	Date of birth 17/04/1979  Nationality British  Occupation Trainee Solicitor	UK Postcode  Date of birth  Nationality  Occupation  Date of change / / / / / / / / / / / / / / / / / / /
> 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.	Name Miranda Jane LUCKETT  Address 33 Bedford Road Northampton NN1 5NG	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
Particulars of a new Director must be notified on form 288a.	Date of birth 21/07/1974  Nationality British  Occupation Solicitor	UK Postcode  Date of birth  Nationality  Occupation  Date of change / /  Date Miranda Jane LUCKETT ceased to be director (if applicable)

JO	mpany Number - 1755417	Section 2: Details of Officers of the C 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.	Name James William MORRIS  Address New Barton House 85 Wellingborough Road Earls Barton Northamptonshire NN6 0JS	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
	Particulars of a new Director must be notified on form 288a.	oust be notified on form  Occupation Tax Lawyer	UK Postcode
>	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.	Name Alexander George MUNRO  Address Flint Cottage Church Street Bawburgh Norwich Norfolk NR9 3LP	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
	Particulars of a new Director must be notified on form 288a.	Date of birth 10/04/1943  Nationality British  Occupation Solicitor	UK Postcode

	impany Number - 1733417	Current dataile	
>	Director If any of the details for this	Current details  Name Brandon William RANSLEY	Amended details Name
person are wrong, strik them through and fill in correct details in the	person are wrong, strike them through and fill in the correct details in the "Amended details" column.	Address The Granary Tunnel Hill Mews Knock Lane Blisworth Northampton Northamptonshire NN7 3DA	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
		Date of birth 17/01/1965	
		Making Data L	UK Postcode
	Particulars of a new Director must be notified on form	Nationality British  Occupation Solicitor	Date of birth / / Nationality
	288a.		Occupation
			Date of change / /
			Date Brandon William RANSLEY ceased to be director (if applicable)
>	Director If any of the details for this	Name Ian Somerset ROWLAND	Name
person are wrong, strike them through and fill in t correct details in the	person are wrong, strike them through and fill in the	Address 76A Glenfield Drive Great Doddington Wellingborough Northamptonshire NN29 7TE	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
		Date of birth 12/06/1949	
	Dation to a new Director	Nationality British	UK Postcode
	Particulars of a new Director must be notified on form	Occupation Solicitor	Nationality
	288a.		Occupation
			Date of change / /
			Date Ian Somerset ROWLAND ceased to be director (if applicable)
		·	·

Co	mpany Number - 1755417	Section 2: Details of Officers of the C	
	74.11	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.	Name Emma Jeanne SIDNEY  Address 15 Touraine Close Duston Northampton Northamptonshire NN5 6SA	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
		Date of birth 29/05/1980	
		Nationality British	UK Postcode
	Particulars of a new Director	ivationanty British	Date of birth
	must be notified on form	Occupation Legal Assistant	Nationality
	288a.		Occupation
			Date of change / /
			Date Emma Jeanne SIDNEY ceased to be director (if applicable)
			//
	Director If any of the details for this person are wrong, strike them through and fill in the	Name Jit SINGH	Name  Tick this box if this address is a service
	correct details in the "Amended details" column.	Address	address for the beneficiary of a
	Amended details column.	2 The Fairway Oadby	Confidentiality Order granted under section 723B of the Companies Act 1985.
		Leicester Leicestershire	
		LE2 2HH	Address
		Date of birth 15/06/1964	
		Nationality British	UK Postcode
	Particulars of a new Director	Occupation Solicitor	Date of birth / /
	must be notified on form 288a.	,	Nationality
			Occupation
			Date of change / / / / / / / / / / / / _ / / _ / / _
			Date Jit SINGH ceased to be director (if applicable)
			LL / LL / LLL L

C	ompany Number - 1755417	Section 2: Details of Officers of the Co  Current details	Amended details
>	Director  If any of the details for this person are wrong, strike	Name Sophia Marie SMITH	Name
	them through and fill in the correct details in the "Amended details" column.	Address 35 Burnside Drive Bramcote Nottingham NG9 3EE	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
		Date of birth 09/10/1978	
		Notionality Dukink	UK Postcode
	Particulars of a new Director must be notified on form	Nationality British  Occupation Solicitor	Date of birth / /
	288a.		Occupation
			Date of change / /
			Date Sophia Marie SMITH ceased to be director (if applicable)
>	Director If any of the details for this	Name Andrew David Knoyle WOOD	Name
	person are wrong, strike		
	them through and fill in the correct details in the "Amended details" column.	Address Pheasants End Low Farm Barn Low Road Carleton Forehoe Norwich	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
		NR9 4AP	L
		Date of birth 06/06/1948	
		Nationality British	UK Postcode
	Particulars of a new Director	Occupation Solicitor	Date of birth / / /
	must be notified on form 288a.	Codapadon Sonono	Nationality
			Occupation
			Date of change / / /
			Date Andrew David Knoyle WOOD ceased to be director (if applicable)

Company Number - 1755417

**Section 3: Share Capital** 

			ł
		Current details	Amended details
>	Issued Share Capital 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.	Class of share Ordinary	Class of share
		Nominal value of each share £1.00	Nominal value of each share
		Number of shares issued 2	Number of shares issued
		Aggregate Nominal Value of issued shares £2.00	Aggregate Nominal Value of issued shares
>	Total shares issued and value	Total number of shares issued 2	Total number of shares issued
	If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.	Total Nominal value of shares issued £2.00	Total Nominal value of shares issued

<sup>&</sup>gt; 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.

#### . Company Number - 1755417

#### 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 Charles Richard BENNION	Name	,	
		-Address		
	Address The Old Farm Loughton Lutterworth		Shares transferred by Charles Richard BENNION	
	Leicestershire LE17 6QD	UK Postcode		
	Shares held Class Number Ordinary 1	Class Number	Class Number Date of transfer	
	7;	<u> </u>		
>	Shareholder Name Gerald Mark COULDRAKE	Name		
		Address		
	Address 14 The Green Brafield On The Green Northampton		Shares transferred by Gerald Mark COULDRAKE	
	NN7 1BB	UK Postcode		
	Shares held Class Number Ordinary 1	Shares held Class Number	Class Number Date of transfer  Orlining 1 01 12 2006	
		<del></del>		

### 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	<u> </u>	Class and number of shares or amount of stock transferred (If appropriate)	
Name Howes Percival LLP Address OXFORD HOUSE CLIFTONVILLE NORTHAMPTON UK Postcode NN L 5PN	E Ordinary 2		01112-06
Name Address UK Postcode			
Name Address UK Postcode			,
Name Address UK Postcode			

. Company Number - 1755417



### 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 / S	MUMU. Secretary)	Date 20, 12, 2006.  This date must not be earlier than return date at 2 below		
	What to do now Complete this page then so declaration to the address				
2.	Date of this return				
	This AR is made up to If you are making this return up 16/12/2006 If you are making this return up please give the date here		•		
		/	/		
		Note: The form must be	delivered to CH within 28 days of this da	ate	
3.	Date of next return				
	If you wish to change your next return to a date earlier than 16th December 2007 please give the new date here:				
	<b>.</b>	/	/		
4.	Where to send this f	form			
	Please return this form to:				
	Registrar of Companies Companies House Crown Way Cardiff CF14 3UZ	OR	For members of the Hays Docum Exchange service DX 33050 Cardiff	nent	
	Have you enclosed the fi reverse of the cheque?	iling fee with the co	mpany number written on the		
С	ontact Address				
Cor	u do not have to give any co mpanies House to contact y rmation that you give will be	ou if there is a query	on the form. The contact	_	
Contact Name		Telepho	ne number <i>inc code</i>		
1					
Address			DX number <i>if applicable</i>		

Postcode