



**Companies House**  
— for the record —

**AR01** (ef)

**Annual Return**



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**XFXM9QPJ**

*Company Name:* **HP SECRETARIAL SERVICES LIMITED**

*Company Number:* **01755417**

*Date of this return:* **16/12/2010**

*SIC codes:* **7499**

*Company Type:* **Private company limited by shares**

*Situation of Registered Office:* **OXFORD HOUSE  
CLIFTONVILLE  
NORTHAMPTON  
NN1 5PN**

**Officers of the company**

## *Company Secretary 1*

Type: **Person**  
Full forename(s): **MR GERALD MARK**

Surname: **COULDRAKE**

Former names:

*Service Address recorded as Company's registered office*

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## *Company Director 1*

Type: **Person**  
Full forename(s): **MRS SARAH HARRIET**

Surname: **BANNER**

Former names:

*Service Address recorded as Company's registered office*

Country/State Usually Resident: **UNITED KINGDOM**

Date of Birth: **22/07/1979** Nationality: **BRITISH**  
Occupation: **SOLICITOR**

*Company Director* 2

*Type:* **Person**  
*Full forename(s):* **ANDREW JONATHAN**

*Surname:* **BARNES**

*Former names:*

*Service Address:* **LITTLE WITCHINGHAM HALL  
LITTLE WITCHINGHAM  
NORWICH  
NORFOLK  
NR9 5NY**

*Country/State Usually Resident:* **UNITED KINGDOM**

*Date of Birth:* **12/03/1957** *Nationality:* **BRITISH**  
*Occupation:* **SOLICITOR**

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*Company Director*    **3**

*Type:*                                **Person**  
*Full forename(s):*                **CHARLES RICHARD**

*Surname:*                            **BENNION**

*Former names:*

*Service Address:*                **THE OLD FARM  
LAUGHTON  
LUTTERWORTH  
LEICESTERSHIRE  
LE17 6QD**

*Country/State Usually Resident:*    **UNITED KINGDOM**

*Date of Birth:*    **22/10/1948**                                *Nationality:*    **BRITISH**  
*Occupation:*    **SOLICITOR**

*Company Director*    **4**

*Type:*                            **Person**  
*Full forename(s):*            **ROBERT PETER**

*Surname:*                      **COLMAN**

*Former names:*

*Service Address:*            **4 JUDGES WALK  
NORWICH  
NORFOLK  
NR4 7QF**

*Country/State Usually Resident:*    **ENGLAND**

*Date of Birth:*    **23/12/1976**                            *Nationality:*    **BRITISH**  
*Occupation:*    **SOLICITOR**

*Company Director*    **5**

Type:                                **Person**  
Full forename(s):                **MR GERALD MARK**

Surname:                           **COULDRAKE**

Former names:

*Service Address recorded as Company's registered office*

*Country/State Usually Resident:*   **UNITED KINGDOM**

*Date of Birth:*   **08/01/1960**                                *Nationality:*   **BRITISH**

*Occupation:*     **SOLICITOR**

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*Company Director*    **6**

Type:                                **Person**  
Full forename(s):                **KEITH JOHN**

Surname:                           **GILBERT**

Former names:

*Service Address recorded as Company's registered office*

*Country/State Usually Resident:*   **UNITED KINGDOM**

*Date of Birth:*   **22/08/1972**                                *Nationality:*   **BRITISH**

*Occupation:*     **LAWYER**

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*Company Director* 7

*Type:* **Person**

*Full forename(s):* **LUCIE**

*Surname:* **GREEN**

*Former names:*

*Service Address:* **171 VERNON ROAD  
LEICESTER  
LEICESTERSHIRE  
LE2 8GG**

*Country/State Usually Resident:* **UNITED KINGDOM**

*Date of Birth:* **27/12/1980**

*Nationality:* **BRITISH**

*Occupation:* **TRAINEE SOLICITOR**

*Company Director* 8

*Type:* **Person**  
*Full forename(s):* **JEREMY PHILIP WINTERINGHAM**

*Surname:* **HEAL**

*Former names:*

*Service Address:* **PEARCES FARM  
SOUTH LOPHAM  
DISS  
NORFOLK  
IP22 2HT**

*Country/State Usually Resident:* **ENGLAND**

*Date of Birth:* **18/09/1942** *Nationality:* **BRITISH**  
*Occupation:* **SOLICITOR**

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*Company Director* 9

*Type:* **Person**  
*Full forename(s):* **JOHN KENELM CHARLES**

*Surname:* **HERD**

*Former names:*

*Service Address:* **MANOR FARM HOUSE HIGH STREET  
GRETTON  
NORTHAMPTONSHIRE  
NN17 3DE**

*Country/State Usually Resident:* **UNITED KINGDOM**

*Date of Birth:* **18/09/1962** *Nationality:* **BRITISH**  
*Occupation:* **SOLICITOR**

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*Company Director* 10

*Type:* **Person**

*Full forename(s):* **MR CHRISTOPHER JOHN**

*Surname:* **HOUGHTON**

*Former names:*

*Service Address recorded as Company's registered office*

*Country/State Usually Resident:* **ENGLAND**

*Date of Birth:* **09/01/1976**

*Nationality:* **BRITISH**

*Occupation:* **SOLICITOR**

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*Company Director* 11

*Type:* **Person**  
*Full forename(s):* **PHILIP JEREMY**

*Surname:* **HUNTER**

*Former names:*

*Service Address:* **THE SCYPEN THE OLD DAIRY FARM  
MELTON PARK  
MELTON CONSTABLE  
NORFOLK  
NR24 2NG**

*Country/State Usually Resident:* **UNITED KINGDOM**

*Date of Birth:* **12/02/1964** *Nationality:* **BRITISH**

*Occupation:* **SOLICITOR**

*Company Director* 12

*Type:* **Person**  
*Full forename(s):* **MRS HANNAH JANE**

*Surname:* **WILMOT**

*Former names:*

*Service Address:* **7 FINNEY DRIVE  
GRANGE PARK  
NORTHAMPTON  
NORTHAMPTONSHIRE  
UNITED KINGDOM  
NN4 5DT**

*Country/State Usually Resident:* **UNITED KINGDOM**

*Date of Birth:* **25/09/1982** *Nationality:* **BRITISH**  
*Occupation:* **SOLICITOR**

*Company Director* 13

*Type:* **Person**  
*Full forename(s):* **DARYL JAMES**

*Surname:* **LANT**

*Former names:*

*Service Address:* **27 OWEN CLOSE  
THORPE ASTLEY  
LEICESTER  
LEICESTERSHIRE  
LE3 3TZ**

*Country/State Usually Resident:* **UNITED KINGDOM**

*Date of Birth:* **17/04/1979** *Nationality:* **BRITISH**

*Occupation:* **ASSOCIATE SOLICITOR**

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*Company Director*    **14**

*Type:*                                **Person**

*Full forename(s):*                **JIT**

*Surname:*                         **SINGH**

*Former names:*

*Service Address recorded as Company's registered office*

*Country/State Usually Resident:*    **ENGLAND**

*Date of Birth:*    **15/06/1964**

*Nationality:*    **BRITISH**

*Occupation:*    **SOLICITOR**

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*Company Director*    **15**

*Type:*                                **Person**  
*Full forename(s):*                **MRS SOPHIA MARIE**

*Surname:*                            **TURNER**

*Former names:*

*Service Address:*                **81 COW LANE  
BRAMCOTE  
NOTTINGHAM  
NOTTINGHAMSHIRE  
NG9 3BB**

*Country/State Usually Resident:*    **UNITED KINGDOM**

*Date of Birth:*    **09/10/1978**                                *Nationality:*    **BRITISH**  
*Occupation:*    **SOLICITOR**

## Statement of Capital (Share Capital)

<b>Class of shares</b>	<b>ORDINARY</b>	<i>Number allotted</i>	<b>2</b>
		<i>Aggregate nominal value</i>	<b>2</b>
<i>Currency</i>	<b>GBP</b>	<i>Amount paid per share</i>	<b>0</b>
		<i>Amount unpaid per share</i>	<b>0</b>

### *Prescribed particulars*

EACH SHARE IS ENTITLED TO ONE VOTE IN ANY CIRCUMSTANCES. EACH SHARE IS ENTITLED PARI PASSU TO DIVIDEND PAYMENTS OR ANY OTHER DISTRIBUTION. EACH SHARE IS ENTITLED PARI PASSU TO PARTICIPATE IN A DISTRIBUTION ARISING FROM A WINDING UP OF THE COMPANY.. THE SHARES ARE NOT TO BE REDEEMED AND ARE NOT LIABLE TO BE REDEEMED AT THE OPTION OF THE COMPANY OR THE SHAREHOLDER.

## Statement of Capital (Totals)

<i>Currency</i>	<b>GBP</b>	<i>Total number of shares</i>	<b>2</b>
		<i>Total aggregate nominal value</i>	<b>2</b>

## *Full Details of Shareholders*

The details below relate to individuals / corporate bodies that were shareholders as at 16/12/2010 or that had ceased to be shareholders since the made up date of the previous Annual Return

*A full list of shareholders for a private or non-traded public company are shown below*

*Shareholding 1* : 0 ORDINARY shares held as at 2010-12-16  
1 shares transferred on 2006-12-01

*Name:* CHARLES RICHARD BENNION

*Shareholding 2* : 0 ORDINARY shares held as at 2010-12-16  
1 shares transferred on 2006-12-01

*Name:* GERALD MARK COULDRAKE

*Shareholding 3* : 2 ORDINARY shares held as at 2010-12-16  
*Name:* HOWES PERCIVAL LLP

## *Authorisation*

*Authenticated*

*This form was authorised by one of the following:*

Director, Secretary, Person Authorised, Charity Commission Receiver and Manager, CIC Manager, Judicial Factor.