



Companies House
— for the record —

AR01 (ef)

Annual Return



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Received for filing in Electronic Format on the: **19/01/2011**

Company Name: **ARCHIVE SERVICES LIMITED**

Company Number: **02307053**

Date of this return: **31/12/2010**

SIC codes: **7487**

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

Situation of Registered Office: **COTTONS CENTRE 3RD FLOOR
TOOLEY STREET
LONDON
SE1 2TT**

Single Alternative Inspection Location (SAIL)

The address for an alternative location to the company's registered office for the inspection of registers is:

65 EGERTON ROAD
ERDINGTON
BIRMINGHAM
B24 0RR

The following records have moved to the single alternative inspection location:

Register of members (section 114)
Register of directors (section 162)
Register of secretaries (section 275)
Records of resolutions and meetings (section 358)
Register of debenture holders (section 743)

Officers of the company

Company Secretary 1

Type: **Person**
Full forename(s): **MR CHRISTOPHER DAVID GEORGE**

Surname: **THOMAS**

Former names:

Service Address recorded as Company's registered office

Company Director 1

Type: **Person**
Full forename(s): **MR RODERICK**

Surname: **DAY**

Former names:

Service Address recorded as Company's registered office

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

Date of Birth: **10/04/1964** Nationality: **BRITISH**

Occupation: **DIRECTOR**

Company Director 2

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

Surname: **EGLINTON**

Former names:

Service Address recorded as Company's registered office

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

Date of Birth: **11/03/1969** Nationality: **BRITISH**

Occupation: **SVP UK IRELAND AND NORWAY**

Company Director **3**

Type: **Person**
Full forename(s): **MR SIMON PAUL**

Surname: **GOLESWORTHY**

Former names:

Service Address recorded as Company's registered office

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

Date of Birth: **03/12/1968** *Nationality:* **BRITISH**

Occupation: **FINANCE DIRECTOR**

Statement of Capital (Share Capital)

Class of shares	ORDINARY	<i>Number allotted</i>	1
		<i>Aggregate nominal value</i>	1
<i>Currency</i>	GBP	<i>Amount paid</i>	1
		<i>Amount unpaid</i>	0

Prescribed particulars

VOTING RIGHTS: ORDINARY SHARES RANK EQUALLY FOR VOTING PURPOSES. ON A SHOW OF HANDS EVERY MEMBER PRESENT IN PERSON SHALL HAVE ONE VOTE, AND ON A POLL EVERY MEMBER SHALL HAVE ONE VOTE FOR EACH ORDINARY SHARE OF WHICH HE IS THE HOLDER. DIVIDEND RIGHTS: THE DIRECTORS MAY WITH THE SANCTION OF AN ORDINARY RESOLUTION OF THE COMPANY, OFFER THE HOLDERS OF ORDINARY SHARES OF #1 EACH THE RIGHT TO ELECT TO RECEIVE ?A? ORDINARY SHARES OF #1 EACH (NONE OF WHICH ARE CURRENTLY IN ISSUE) CREDITED AS FULLY PAID UP INSTEAD OF CASH IN RESPECT OF THE WHOLE OR PART OF SUCH DIVIDEND OR DIVIDENDS AS ARE SPECIFIED BY SUCH RESOLUTION. IN THE EVENT OF SUCH SANCTION BEING GIVEN THE FOLLOWING PROVISIONS SHALL APPLY: 1. THE SAID RESOLUTION MAY SPECIFY A PARTICULAR DIVIDEND, OR MAY SPECIFY ALL OR ANY DIVIDENDS DECLARED WITHIN A PERIOD, BUT SUCH PERIOD MAY NOT END LATER THAN THE BEGINNING OF THE ANNUAL GENERAL MEETING NEXT FOLLOWING THE DATE OF THE MEETING AT WHICH THE RESOLUTION IS PASSED; 2. THE ENTITLEMENT OF EACH SHAREHOLDER TO NEW SHARES SHALL BE CALCULATED ON SUCH BASIS (IN TERMS OF THE NUMBER OF NEW FULLY PAID SHARES FOR EACH AMOUNT OF DIVIDEND FOREGONE) AS THE DIRECTORS OF THE COMPANY MAY DETERMINE; 3. THE BASIS OF ALLOTMENT SHALL BE SUCH THAT NO SHAREHOLDER MAY RECEIVE A FRACTION OF A SHARE; 4. THE DIRECTORS OF THE COMPANY SHALL NOTIFY THE SHAREHOLDERS IN WRITING OF THE RIGHT OF ELECTION OFFERED TO THEM, AND SHALL SEND WITH, OR FOLLOWING, SUCH NOTIFICATION FORMS OF ELECTION AND SPECIFY THE PROCEDURE TO BE FOLLOWED AND PLACE AT WHICH, AND THE LATEST TIME BY WHICH, DULY COMPLETED FORMS OF ELECTION MUST BE LODGED IN ORDER TO BE EFFECTIVE; 5. THE DIVIDEND (OR THAT PART OF THE DIVIDEND IN RESPECT OF WHICH A RIGHT OF ELECTION HAS BEEN OFFERED) SHALL NOT BE PAYABLE ON SHARES IN RESPECT OF WHICH THE SAID ELECTION HAS BEEN DULY MADE (THE ?ELECTED SHARES? AND INSTEAD OF SUCH DIVIDEND ADDITIONAL SHARES SHALL BE ALLOTTED ON THE BASIS OF ALLOTMENT DETERMINED ON THE BASIS SET OUT ABOVE. FOR SUCH PURPOSES THE DIRECTORS OF THE COMPANY SHALL CAPITALIZE OUT OF SUCH OF THE SUMS STANDING TO THE CREDIT OF DISTRIBUTABLE RESERVES OR ANY OF THE PROFITS WHICH COULD OTHERWISE HAVE BEEN APPLIED IN PAYING DIVIDENDS IN CASH AS THE DIRECTORS OF THE COMPANY MAY DETERMINE A SUM EQUAL TO THE AGGREGATE NOMINAL AMOUNT OF THE ADDITIONAL SHARES TO BE ALLOTTED ON SUCH BASIS AND APPLY THE SAME IN PAYING UP IN FULL THE APPROPRIATE NUMBER OF UNISSUED SHARES FOR ALLOTMENT AND DISTRIBUTION TO AND AMONGST THE HOLDERS OF THE ELECTED SHARES ON SUCH BASIS RIGHTS AS TO CAPITAL (INCLUDING ON A WINDING UP): ORDINARY SHARES RANK EQUALLY FOR ANY DISTRIBUTION MADE ON A WINDING UP. REDEEMABLE SHARES: THE SHARES ARE NOT REDEEMABLE.

Statement of Capital (Totals)

<i>Currency</i>	GBP	<i>Total number of shares</i>	1
		<i>Total aggregate nominal value</i>	1

Full Details of Shareholders

The details below relate to individuals / corporate bodies that were shareholders as at 31/12/2010 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 : 1 ORDINARY shares held as at 2010-12-31

Name: IRON MOUNTAIN UK LIMITED

Authorisation

Authenticated

This form was authorised by one of the following:

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