



**Companies House**

— for the record —

Company Name

**HOW TO BOOKS LIMITED**

# 363s Annual Return

Bar/15

201193

Company Type

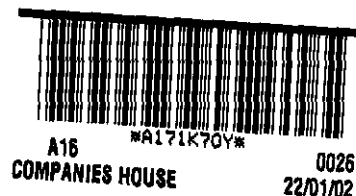
**Private Company Limited By Shares**

Company Number

**2574996**

Information extracted from  
Companies House records on  
3rd January 2002

- > 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 capital



## Section 1: Company details

Ref: 2574996/03/10

### 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.*

**1 Des Roches Square  
Witan Way  
Witney  
Oxfordshire OX8 6BE**

Address

UK Postcode

- > **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  
3 Newtec Place  
Magdalen Road  
Oxford  
OX4 1RE**

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                |
|-------------|----------------------------|
| <b>2211</b> | <b>Publishing of books</b> |

| 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><br><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><br><br><i>Particulars of a new Company Secretary must be notified on form 288.</i> | <b>Name</b><br><b>Nicola Mary READ</b><br><br><b>Address</b><br><b>54 Observatory Street</b><br><b>Oxford</b><br><b>Oxfordshire</b><br><b>OX2 6EP</b>  | <b>Name</b><br><br><b>Address</b><br><br><br>UK Postcode _ _ _ _ _<br>Date of change _ _ / _ _ / _ _ _ _<br>Date Nicola Mary READ<br>ceased to be secretary (if applicable)<br>_ _ / _ _ / _ _ _ _   |
| <b>&gt; Director</b><br><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><br><br><i>Particulars of a new Director must be notified on form 288.</i>                   | <b>Name</b><br><b>Giles Penfold LEWIS M A OXON</b><br><br><b>Address</b><br><b>Flat 3 Ockham Court</b><br><b>20 Bardwell Road</b><br><b>Oxford</b><br><b>OX2 6SR</b><br><br><b>Date of birth</b> 25/11/1948<br><br><b>Nationality</b> British<br><br><b>Occupation</b> Publisher | <b>Name</b><br><br><b>Address</b><br>54 OBSERVATORY ST.<br>OXFORD<br>OX2 6EP<br>UK Postcode _ _ _ _ _<br>Date of birth _ _ / _ _ / _ _ _ _<br>Nationality _ _ _ _ _<br>Occupation _ _ _ _ _<br>Date of change _ _ / _ _ / _ _ _ _<br>Date Giles Penfold LEWIS M A OXON<br>ceased to be director (if applicable)<br>_ _ / _ _ / _ _ _ _ |
| <b>&gt; Director</b><br><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><br><br><i>Particulars of a new Director must be notified on form 288.</i>                   | <b>Name</b><br><b>Michael Rowan Hamilton John O'REGAN</b><br><br><b>Address</b><br><b>6 Northmoor Road</b><br><b>Oxford</b><br><b>OX2 6UP</b><br><br><b>Date of birth</b> 21/08/1947<br><br><b>Nationality</b> British<br><br><b>Occupation</b> Director                         | <b>Name</b><br><br><b>Address</b><br><br><br>UK Postcode _ _ _ _ _<br>Date of birth _ _ / _ _ / _ _ _ _<br>Nationality _ _ _ _ _<br>Occupation _ _ _ _ _<br>Date of change _ _ / _ _ / _ _ _ _<br>Date Michael Rowan Hamilton John<br>O'REGAN ceased to be director (if<br>applicable) _ _ / _ _ / _ _ _ _                             |

|  | Current details   | Amended details  |
|--|---|--|
| <b>&gt; Issued Share Capital</b><br><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><br><b>Ordinary</b><br><br><b>Nominal value of each share</b><br><b>£1.00</b><br><br><b>Number of shares issued</b><br><b>100</b><br><br><b>Aggregate Nominal Value of issued shares</b><br><b>£100.00</b> | <b>Class of share</b><br><br><b>Nominal value of each share</b><br><br><b>Number of shares issued</b><br><br><b>Aggregate Nominal Value of issued shares</b> |
| <b>&gt; Total shares issued and value</b><br><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><br><b>100</b><br><br><b>Total Nominal value of shares issued</b><br><b>£100.00</b>   | <b>Total number of shares issued</b><br><br><b>Total Nominal value of shares issued</b>  |
| <b>&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 <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a> or by ringing 0870 3333636.</b> |   |  |

**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 Name</b><br><b>OXFORD PUBLISHING VENTURES LTD</b>                    |  | <b>Name</b><br><hr/>         |   | <b>Shares transferred by</b><br><b>OXFORD PUBLISHING VENTURES LTD</b> |                       |                        |                                  |
|  |  | <b>Address</b><br><hr/>      |   |   |                       |                        |                                  |
| <b>Address</b><br><b>3 Kentel Place</b><br><b>Magdalen Road Oxford</b><br><b>OX4 1RE</b> |  | <hr/>                        |   |   |                       |                        |                                  |
|  |  | <b>UK Postcode</b> _ _ _ _ _ |   |   |                       |                        |                                  |
| <b>Shares held</b><br><b>Class</b><br><b>Ordinary</b>                                    |  | <b>Number</b><br><b>100</b>  | <b>Shares held</b><br><b>Class</b><br><hr/> | <b>Number</b><br><hr/>  | <b>Class</b><br><hr/> | <b>Number</b><br><hr/> | <b>Date of transfer</b><br><hr/> |
|  |  |                              | <hr/>                                       |   |                       |                        | <hr/>                            |
|  |  |                              | <hr/>                                       |   |                       |                        | <hr/>                            |

**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<br>_____<br>Address<br>_____<br>_____<br>_____<br>UK Postcode    _ _ _ _ _ |  |  |   |
| Name<br>_____<br>Address<br>_____<br>_____<br>_____<br>UK Postcode    _ _ _ _ _ |  |  |   |
| Name<br>_____<br>Address<br>_____<br>_____<br>_____<br>UK Postcode    _ _ _ _ _ |  |  |   |
| Name<br>_____<br>Address<br>_____<br>_____<br>_____<br>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

J.M. Lead

(Director / Secretary)

Date

18 / 01 / 2002

*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  
**18/1/2002**

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 **18th January 2003** 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?**

Cheque ☐ Postal Order ☐ Cheque / Postal Order  
Number \_\_\_\_\_

*(Please complete as appropriate)*

### Contact Address

Please give the name and address of the person who should be contacted if there are any queries about this form.

Contact Name

BILES LEWIS

Telephone number inc code

01865 793806

Address

How To Books, 3 Newtec  
Place, Magdalen  
Road, OXFORD

DX number if applicable

— — — — —

DX exchange

Postcode

OX4 6EP  
1 RE