



Companies House

— for the record —

Company Name

SECURE OFFICE SHREDDING
LIMITED

Company Type

Private Company Limited By
Shares

Company Number

2590512

Information extracted from
Companies House records on
14th February 2004

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.
- > Please use black pen and write in capitals.



Section 1: Company details

Ref: 2590512/03/10

	Current details	Amended details																
> Registered Office Address <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	Sita House Grenfell Road Maidenhead Berkshire SL6 1ES	Address UK Postcode _ _ _ _ _																
> Register of Members <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	Address where the Register is held At Registered Office	Address UK Postcode _ _ _ _ _																
> Register of Debenture Holders <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	Not Applicable	Address UK Postcode _ _ _ _ _																
> Principal Business Activities <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	<table border="1"><thead><tr><th>SIC Code</th><th>Description</th></tr></thead><tbody><tr><td>7487</td><td>Other business activities</td></tr></tbody></table>	SIC Code	Description	7487	Other business activities	<table border="1"><thead><tr><th>SIC CODE</th><th>Description</th></tr></thead><tbody><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></tbody></table>	SIC CODE	Description										
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7487	Other business activities																	
SIC CODE	Description																	
> <i>Please enter additional principal activity code(s) in "Amended details" column. See notes for guidance for list of activity codes.</i>																		

Section 2: Details of Officers of the Company

	Current details	Amended details
> Company Secretary <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> <i>Particulars of a new Company Secretary must be notified on form 288a.</i>	Name Joan KNIGHT Address 49 Oakdale Bracknell Berkshire RG12 0TG	Name <input type="checkbox"/> 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 UK Postcode _ _ _ _ _ Date of change _ _ / _ _ / _ _ _ _ Date Joan KNIGHT ceased to be secretary (if applicable) _ _ / _ _ / _ _ _ _
> Director <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> <i>Particulars of a new Director must be notified on form 288a.</i>	Name Marek Robert GORDON Address 7 Woodbank Avenue Gerrards Cross Buckinghamshire SL9 7PY Date of birth 01/02/1953 Nationality British Occupation Director	Name <input type="checkbox"/> 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 UK Postcode _ _ _ _ _ Date of birth _ _ / _ _ / _ _ _ _ Nationality _ _ _ _ _ Occupation _ _ _ _ _ Date of change _ _ / _ _ / _ _ _ _ Date Marek Robert GORDON ceased to be director (if applicable) _ _ / _ _ / _ _ _ _

	Current details	Amended details
> Director <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>	Name Ian Anthony SEXTON	Name
	Address 31 Dedmere Road Marlow Buckinghamshire SL7 1PE	<input type="checkbox"/> 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 23/05/1956	UK Postcode _ _ _ _ _ Date of birth _ _ / _ _ / _ _ _ _ Nationality _____ Occupation _____ Date of change _ _ / _ _ / _ _ _ _ Date Ian Anthony SEXTON ceased to be director (if applicable) _ _ / _ _ / _ _ _ _
<i>Particulars of a new Director must be notified on form 288a.</i>	Nationality British Occupation Finance Director	

Section 3: Share Capital

	Current details	Amended details
> Issued Share Capital <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>	Class of share Ordinary Nominal value of each share £1.00 Number of shares issued 1,000 Aggregate Nominal Value of issued shares £1,000.00	Class of share Nominal value of each share Number of shares issued Aggregate Nominal Value of issued shares
	Class of share Preference Nominal value of each share £1.00 Number of shares issued 100,000 Aggregate Nominal Value of issued shares £100,000.00	Class of share Nominal value of each share Number of shares issued Aggregate Nominal Value of issued shares
> Total shares issued and value <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	Total number of shares issued 101,000 Total Nominal value of shares issued £101,000.00	Total number of shares issued Total Nominal value of shares issued
> 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.		

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 SITA SOUTH EAST LTD Address Sita House Grenfell Rd Maidenhead Berkshire SL6 1ES Shares held Class Ordinary Number 850	Name _____ Address _____ _____ _____ UK Postcode _ _ _ _ _ Shares held Class _____ Number _____ _____ _____	Shares transferred by SITA SOUTH EAST LTD Class Number Date of transfer _____ _____				
> Shareholder Name SITA SOUTH EAST LTD Address Sita House Grenfell Road Maidenhead Berks SL6 1ES Shares held Class Ordinary Number 150	Name _____ Address _____ _____ _____ UK Postcode _ _ _ _ _ Shares held Class _____ Number _____ _____ _____	Shares transferred by SITA SOUTH EAST LTD Class Number Date of transfer _____ _____				
> Shareholder Name SITA SOUTH EAST LIMITED Address Sita House Grenfell Road Maidenhead Berks SL6 1ES Shares held Class Preference Number 100000	Name _____ Address _____ _____ _____ UK Postcode _ _ _ _ _ Shares held Class _____ Number _____ _____ _____	Shares transferred by SITA SOUTH EAST LIMITED Class Number Date of transfer _____ _____				

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 _____ Address _____ _____ _____ UK Postcode _ _ _ _ _			
Name _____ Address _____ _____ _____ UK Postcode _ _ _ _ _			
Name _____ Address _____ _____ _____ UK Postcode _ _ _ _ _			
Name _____ Address _____ _____ _____ UK Postcode _ _ _ _ _			



Companies House

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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

[Handwritten Signature]
(Director/ Secretary)

Date

24 / 03 / 2004

*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
11/3/2004

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 **11th March 2005**
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?***

Contact Address

You do not have to give any contact information below, but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Contact Name

JOAN KNIGHT

Telephone number inc code

01628 513191

Address

SITA House
Grenfell Road
MAIDENHEAD
Berkshire

DX number if applicable

DX exchange

Postcode SL6 1ES