# RP04

### BLUEPRINT

### Second filing of a document previously delivered

#### What this form is for

You can only use this form to file a second filing of a document delivered under the Companies Act 2006 on or after 1 October 2009 that held inaccuracies

A second filing of a document must only be filed where it is providing corrected information that has been properly delivered but inaccuracies still appear on the register

#### What this form is NOT for

You cannot use this form to file a second filing of a document delivered under the Companies 1985 regardless of when it wa delivered

A second filing of a document cannot be filed where it is core information that was originally properly delivered Form RP01 be used in these circumstance

For further information, please refer to our guidance at www.companieshouse.gov.uk



13/03/2015 A30 COMPANIES HOUSE

1	Company details	
Company number	0 2 9 4 0 0 8 5	→ Filling in this form  Please complete in typescript or in
Company name in full	WOODVALE COURT MANAGEMENT COMPANY LIMITED	bold black capitals
		All fields are mandatory unless specified or indicated by *
2	Description of the original document	<del></del> ·
Document type •	AR01 - Annual return made up to 17th June 2014	Description of the original document

Date of registration of the original document

Please enter the document type (e.g. a Return of allotment of shares—SH01) and any distinguishing information if more than one document of that type was filed on the same day

### Applicable documents

This form only applies to the following forms

AP01 Appointment of director

AP02 Appointment of corporate director

AP03 Appointment of secretary

AP04 Appointment of corporate secretary

CH01 Change of director's details

CH02 Change of corporate director's details

CH03 Change of secretary's details

CH04 Change of corporate secretary's details

TM01 Termination of appointment of director

TM02 Termination of appointment of secretary

SH01 Return of allotment of shares

AR01 **Annual Return** 

#### Section 243 Exemption®

If you are applying for, or have been granted, exemption under section 243 of the Companies Act 2006 and the document(s) you are updating contain(s) your usual residential address, please post this form along with the updated document(s) to the address below

The Registrar of Companies, PO BOX 4082, Cardiff, CF14 3WE

If you are currently in the process of applying for or have been granted a Section 243 exemption, you may wish to check that you have not entered your usual residential address as the service address in the accompanying form (e.g. AP01 or CH01)

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### **RP04**

Second filing of a document previously delivered

### **Presenter information** You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form The contact information you give will be visible to searchers of the public record Company name Wilkins Kennedy LLP Address Greytown House 221-227 High Street Orpington County/Region Kent Postcode В Ζ Country DX Telephone Checklist

We may return forms completed incorrectly or with information missing

#### Please make sure you have remembered the following

- ☐ The company name and number match the information held on the public Register
- You can only use this form to file a second filing of a document delivered to the Registrar of Companies under the Companies Act 2006 on or after 1 October 2009 that held inaccuracies
- ☐ If you are updating a document where you have previously paid a fee, do not send a fee along with
- You have enclosed the second filed document(s) If the company to which this document relates has signed up to the PROOF (PROtected Online Filing) scheme, you must also deliver with this form, and the second filed document(s), a PR03 form 'Consent for paper filing

### Important information

Please note that all information on this form will appear on the public record

### Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below

For companies registered in England and Wales The Registrar of Companies, Companies House, Crown Way, Cardiff, Wales, CF14 3UZ DX 33050 Cardiff

For companies registered in Scotland The Registrar of Companies, Companies House, Fourth floor, Edinburgh Quay 2, 139 Fountainbridge, Edinburgh, Scotland, EH3 9FF DX ED235 Edinburgh 1 or LP - 4 Edinburgh 2 (Legal Post)

For companies registered in Northern Ireland The Registrar of Companies, Companies House, Second Floor, The Linenhall, 32-38 Linenhall Street, Belfast, Northern Ireland, BT2 8BG DX 481 N R Belfast 1

#### Section 243 exemption

If you are applying for or have been granted a section 243 exemption, please post this whole form to the different postal address below The Registrar of Companies, PO Box 4082, Cardiff, CF14 3WE

### **Further information**

For further information, please see the guidance notes on the website at www companieshouse goviuk or email enquiries@companieshouse gov uk

This form is available in an alternative format. Please visit the forms page on the website at www.companieshouse.gov uk

In accordance with Section 854 of the Companies Act 2006

# **AR01**

BLUEPRINT

2000

### **Annual Return**

(For returns made up to a date on or after 1 October 2011)

			th this form pay' on the		Please go to www companieshous	o me mis tarat onime			
1	that the co	se this foi mpany ini at the dat île an Anr	rm to confirm formation is e of this return nual Return at	•	What this form is NOT for You cannot use this form to give notice of changes to the company officers, registered office address company type or information relating to the company records	*A432YNC0* A30 13/03/2015 #6 COMPANIES HOUSE			
Part 1	Comp	any d	etails						
	The sect	ion must	be completed	by all	companies	Filling in this form     Please complete in typescript or in bold black capitals			
						All fields are mandatory unless specified or indicated by *			
A1	Compan	y detail	S			_			
Company number	2 9	4 0	0 8	5		Company name change     If your company has recently			
Company name in full	Woodva	ile Coi	ırt Manage	ement	Company Limited /	changed its name, please provide the company name as at the date of this return			
A2	Return o	late			• • • • • • • • • • • • • • • •				
	date The	annual re uld like th	eturn must be d e company's m e AR01 approp	lelivered lade up	ate The return date must not be a future d within 28 days of the date given below date to be earlier than 1 October 2011, rearlier made up dates $ \frac{y_1}{y_1} y_4 $	Your company's return date is usually the anniversary of incorporation or the anniversary of the last annual return filed at Companies House You may choose an earlier return date but it must not			
	<u> </u>	ı	ı	2   0		be a later date			
A3		now the tr		on code	e number(s) for the principal	Principal business activity     You must provide a trade     classification code (SIC code 2007)			
Classification code 1	9 8	0 0	0			or a description of your company's main business in this section			
Classification code 2						A full list of the trade classification			
Classification code 3						codes are available on our website www.companieshouse.gov.uk			
Classification code 4									
		nnot deter activity b		lease g	ive a brief description of your				
Principal activity description									

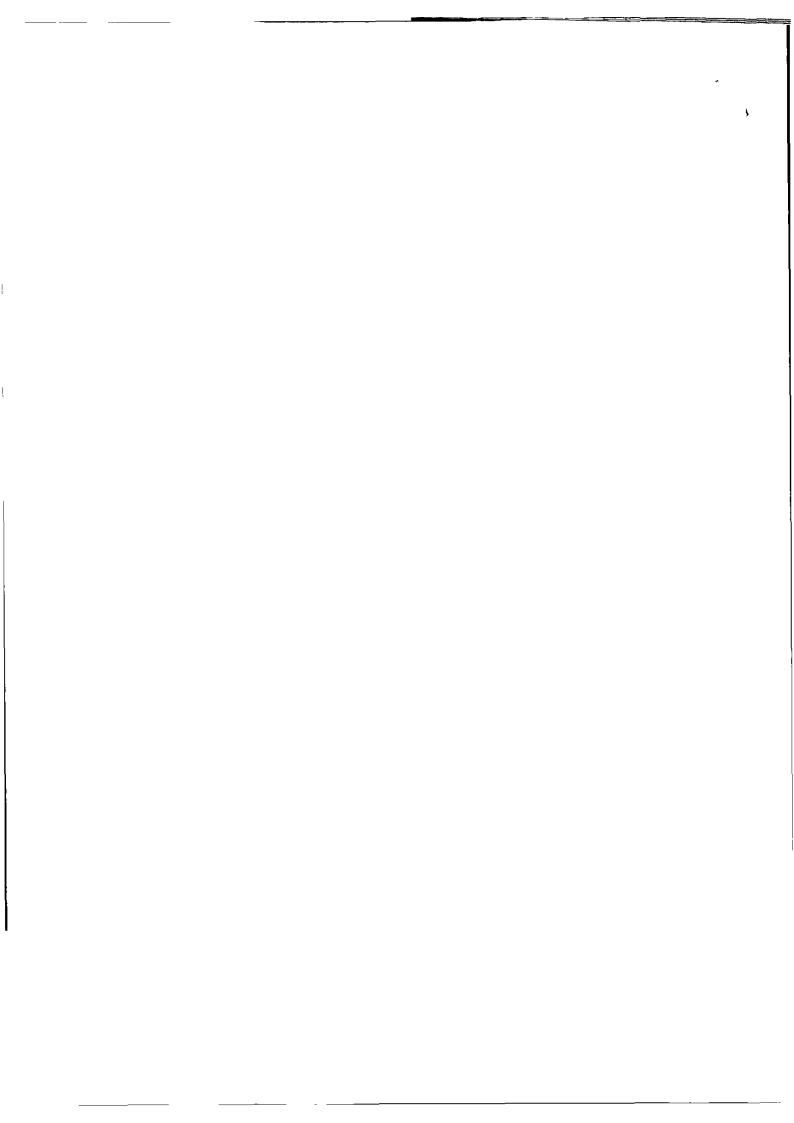
Annual Return (For returns made up to a date on or *after 1 October 2011*)

A4	Company type •	
	Please confirm your company type by ticking the appropriate box below (only one box must be ticked)  Public limited company Private company limited by shares Private company limited by guarantee Private company limited by shares exempt under section 60 Private company limited by guarantee exempt under section 60 Private unlimited company with share capital Private unlimited company without share capital	O Company type  If you are unsure of your company type, please check your latest certificate of incorporation or our website www.companieshouse.gov.uk
A5	Registered office address @	_
Building name/number	Greytown House	Change of registered office  This must agree with the address
Street	221-227 High Street	that is held on the Companies House record at the date of this return
Post town	Orpington	<ul> <li>If the registered office address has changed, you should complete form</li> </ul>
County/Region	Kent	AD01 and submit it together with this annual return
Postcode	BR60NZ	
A6	Single alternative inspection location (SAIL) of the company records (if applicable)	<u>-                                    </u>
Building name/number		<b>⊙</b> SAIL address
Street		This must agree with the address that is held on the Companies House record at the date of this return
Post town		<ul> <li>If the address has changed, you should complete form AD02 and</li> <li>submit it together with this annual</li> </ul>
County/Region		return
Postcode		
A7	Location of company records •	
_	Please tick the appropriate box to indicate which records are kept at the SAIL address in Section A6  Register of members	◆ Location of company records If the company records are held at the registered office address do not tick any of the boxes in this section
	Register of directors Directors' service contracts Directors' indemnities Register of secretaries	Certain records must be kept by every company while other records are only kept by certain company types where appropriate
	Records of resolutions etc Contracts relating to purchase of own shares Documents relating to redemption or purchase of own share out of	If the records are not kept at the SAIL address, they must be available at the registered office
	capital by private company  Register of debenture holders  Report to members of outcome of investigation by public company into interests in its shares  Register of interests in shares disclosed to public company  Instruments creating charges and register of charges England and Wales or Northern Ireland	If any of the company records have moved from the registered office to the address in Section A6 since the last annual return, you must complete form AD03 and submit it together with this annual return
	Instruments creating charges and register of charges Scotland	

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Annual Return
(For returns made up to a date on or *after 1 October 2011*)

Part 2	Officers of the company				
	This section should include details of the company at the date to which this annual return is made up  → For a secretary who is an individual, go to Section B1  → For a corporate secretary, go to Section C1  → For a director who is an individual, go to Section D1  → For a corporate director, go to Section E1	Continuation pages Please use a continuation page if you need to enter more officer details			
Secretary					
B1	Secretary's details •				
	Please use this section to list all the secretaries of the company For a corporate secretary, complete Section C1-C4	Secretary appointments  You may not use this form to appoint a secretary To do this,			
Title*		please complete form AP03 and submit it together with this annual			
Full forename(s)		retum			
Surname		Corporate details Please use Section C1-C4 to enter			
Former name(s) <b>②</b>	Secretary's service address <sup>©</sup>	Secretary details  All details must agree with those previously notified to Companies House If you have made changes since the last annual return and have not notified us, please complete form CH03  Former name(s)  Please provide any previous names which have been used for business purposes during the peniod of this return Married women do not need to give former names unless previously used for business purposes			
Building name/number	Secretary's service address	Service address			
Street		If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state The			
Post town		Company's Registered Office in the address			
County/Region		This information will appear on the			
Postcode		public record			
Country		_			



Annual Return (For returns made up to a date on or *after 1 October 2011*)

### Corporate secretary

C1	Corporate secretary's details	<del></del>		
_	Please use this section to list all the corporate secretaries of the company	O Corporate secretary appointments You cannot use this form to appoint		
Corporate body/firm / name	W K Corporate Services Ltd	a corporate secretary. To do this, please complete form APO4 and submit it together with this annual return.		
Building name/number	Greytown House	-   Corporate secretary details		
Street	221-227 High Street	All details must agree with those previously notified to Companies     House If you have made changes since the last annual return and have		
Post town	Orpington	not notified us, please complete		
County/Region	Kent	This information will appear on the		
Postcode	BR60NZ	public record		
Country	United Kingdom	-		
C2	Location of the registry of the corporate body or firm			
	Is the corporate secretary registered within the European Economic Area (EEA)?  → Yes Complete Section C3 only  → No Complete Section C4 only	-		
C3	EEA companies @	,		
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register	<b>⊘ EEA</b> A full list of countries of the EEA can be found in our guidance		
Where the company/	United Kingdom	www.companieshouse.gov.uk		
firm is registered <b>9</b>		This is the register mentioned in Article 3 of the First Company Law		
Registration number	3470139	Directive (68/151/EEC)		
C4	Non-EEA companies			
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.	O Non-EEA  Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in		
Legal form of the corporate body or firm		that register		
Governing law		-		
If applicable, where the company/firm is registered •		- -		
If applicable, the registration number				

Annual Return (For returns made up to a date on or *after 1 October 2011*)

### Director

D1	Director's details •				
	Please use this section to list all the directors of the company For a corporate director, complete Section E1-E4	O Director appointments  You cannot use this form to appoint a director. To do this, please			
Title*	Mrs	complete form AP01 and submit it together with this annual return			
Full forename(s)	Faith Jeanette	Corporate details			
Surname	Dunn	Please use Section E1-E4 to enter corporate director details			
Former name(s) 🛮		Director details  All details must agree with those previously notified to Companies			
Country/State of residence	United Kingdom	House If you have made changes since the last annual return and have not notified us, please			
Nationality	British	complete form CH01			
Date of birth	$ \begin{bmatrix} d & 0 & 0 & 0 & 0 & 0 & 0 & 0 & 0 & 0 & $	◆ Former name(s)  Please provide any previous names			
Business occupation	Company Director	which have been used for business purposes during the period of			
(if any)		this return Married women do not need to give former names unless previously used for business purposes			
D2	Director's service address    O				
Building name/number	2	Service address  If you have previously notified			
Street	Woodvale Court	Companies House that the service address is at 'The Company's			
	Widmore Road	Registered Office , please state The Company's Registered Office in the			
Post town	Bromley	address			
County/Region	Kent	This information will appear on the public record			
Postcode	B R 1 3 A A	public round			
Country	United Kingdom				

Annual Return (For returns made up to a date on or *after 1 October 2011*)

### Director

D1	Director's details •	
	Please use this section to list all the directors of the company For a corporate director, complete Section E1-E4	ODirector appointments  You cannot use this form to appoint a director. To do this, please
Title*	Мr	complete form AP01 and submit it together with this annual return
Full forename(s)	Robert Charles Mullock	Corporate details
Surname	Gower	Please use Section E1-E4 to enter corporate director details
Former name(s) <b>②</b>		Director details  All details must agree with those previously notified to Companies
Country/State of residence	United Kingdom	House If you have made changes since the last annual return and have not notified us, please
Nationality	British	complete form CH01
Date of birth	$\begin{bmatrix} d & 2 & \end{bmatrix} \begin{bmatrix} d & 8 & \end{bmatrix} \begin{bmatrix} m & 0 & \end{bmatrix} \begin{bmatrix} m & 6 & \end{bmatrix} \begin{bmatrix} y & 1 & y & 9 \end{bmatrix} \begin{bmatrix} y & 4 & 1 \end{bmatrix} \begin{bmatrix} y & 5 & 1 \end{bmatrix}$	◆ Former name(s)  Please provide any previous names
Business occupation	Chartered Surveyor	which have been used for business purposes during the period of
(if any)		this return Marned women do not need to give former names unless previously used for business purposes
D2	Director's service address    O	
Building name/number	6	Service address  If you have previously notified
Street	Novar Close	Companies House that the service address is at The Company's
		Registered Office', please state 'The
Post town	Orpington	Company's Registered Office in the address
County/Region	Kent	This information will appear on the public record
Postcode	BR6OXA	Public record
Country	United Kingdom	

Annual Return (For returns made up to a date on or *after 1 October 2011*)

### Corporate director

E1	Corporate director's details •					
	Please use this section to list all the corporate director's of the company	Ocrporate director appointments You cannot use this form to appoint a corporate director. To do this,				
Corporate body/firm name		please complete form <b>AP02</b> and submit it together with this annual return				
Building name/number	-	Corporate director details     All details must agree with those				
Street		<ul> <li>previously notified to Companies</li> <li>House If you have made changes</li> <li>since the last annual return and have not notified us, please complete</li> </ul>				
Post town	* "	form CH02				
County/Region		<ul> <li>This information will appear on the public record</li> </ul>				
Postcode						
Country		_				
E2	Location of the registry of the corporate body or firm					
	Is the corporate director registered within the European Economic Area (EEA)?  → Yes Complete Section E3 only  → No Complete Section E4 only					
E3	EEA companies <sup>©</sup>					
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register	<b>❷ EEA</b> A full list of countries of the EEA can be found in our guidance				
Where the company/ firm is registered ●		www.companieshouse.gov.uk  This is the register mentioned in Article 3 of the First Company Law				
Registration number		Directive (68/151/EEC)				
E4	Non-EEA companies	•				
_	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.	Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in				
Legal form of the corporate body or firm		that register				
Governing law						
If applicable, where the company/firm is registered •		_				
If applicable, the registration number						

**Annual Return** 

(For returns made up to a date on or after 1 October 2011)

Part 3	Statement o	f capital 0			•		
Does your company have share capital?  → Yes Complete the sections below and the following Part 4  → No Go to Part 5 (Signature)  This should reflect the capital status at the mathis annual return					atus at the made		
F1	Share capital in	pound sterling (£)					
		ch class of shares held in pomplete <b>Section F1</b> and the					
Class of shares (E g Ordinary/Preference etc	)	Amount paid up on each share	Amount (if any) unpaid on each share	Number of share	es <b>0</b>	Aggregate nomi	nal value 0
ORDINARY		1 00	0 00		15	£	15 00
						£	
						£	
1						£	
			Totals		15	£	15 00
F2	Share capital in	other currencies				<del>-</del>	
Please complete the tal Please complete a sepa		y class of shares held in ot urrency	her currencies				
Currency		· · · · · · · · · · · · · · · · · · ·					
Class of shares (E.g. Ordinary/Preference etc	)	Amount paid up on each share @	Amount (if any) unpaid on each share	Number of shares   Aggregate nor		Aggregate nomin	nal value •
			Totals		<u>.</u>		
			· · ·				
Currency		•					•
Class of shares (E.g. Ordinary/Preference etc	)	Amount paid up on each share	Amount (if any) unpaid on each share	Aggi		Aggregate nomii	nal value O
<u> </u>		_					
		<u> </u>	Totals				
			1014:5				
-8	Totals						
	Issued share capital	I number of shares and tot	al aggregate nominal val	ue of	Please lis	pregate nominal at total aggregate currencies separa	values in
Total number of shares						£100 + €100 + \$	
Total aggregate nominal value 6	<u> </u>						
Including both the nominal share premium     Total number of issued share	·	Number of shares issued m nominal value of each share	e Ple	ntinuation Page: ase use a Staterr je if necessary		Continuation	

Annual Return (For returns made up to a date on or *after 1 October 2011*)

F4	Statement of capital (Voting rights)				
	Please give the prescribed particulars of rights attached to shares for each class of share shown in the statement of capital share tables in <b>Sections F1</b> and <b>F2</b>				
Class of share	£1 00 ORDINARY				
Voting rights	The shares have attached to them full voting rights				
Class of share					
Voting rights					
Class of share					
Voting rights					
Class of share					
Voting rights					

Annual Return (For returns made up to a date on or *after 1 October 2011*)

Part 4	Shareholders					
	Does your company have share capital?  → Yes go to Section G1 'Companies with share capital'  → No Go to Part 5 (Signature)					
G1	Companies with share capital					
Question 1	Were any of the company's shares admitted to trading on a market at any time during this return period? Please tick the appropriate box below  No go to Section G2 'Past and present shareholders'  Yes go to Question 2	♠ A market is one established under the rules of a UK recognised investment exchange or any other regulated markets in or outside of the UK, or any other market outside				
Question 2	Please only refer to Question 2 below if you have answered 'Yes' to Question 1. If you answered 'No', please go to Section G2 'Past and present shareholders'	of the UK. The current UK recognized investment exchanges and regulated markets can be found at www.fsa.gov.uk/register/exchanges.do				
	Did the company, throughout the return period, have any shares admitted to trading on a relevant market and was it, throughout the return period, an issuer to which DTR5 applies?(3) Please tick the appropriate box below  No go to Section G4 'Shareholders who hold at least 5% of any class of shares of the company as at the made up date of the return'  Yes go to Part 5 'Signature'	DTR5 refers to the Vote Holder and Issuer Notification Rules contained in Chapter 5 of the Disclosure and Transparency Rules source book issued by the Financial Services Authority. Notification is required when the percentage acquisition of a shareholder in the company has reached a certain threshold (starting at 3%).				
G2	List of past and present shareholders					
	The company is required to provide a full list of past and present shareholders if one was not included with either of the last two returns. Please tick the appropriate box below  There were no shareholder changes in this period. Go to Part 5 (Signature)  A full list of shareholders is enclosed.  How is the list of shareholders enclosed. Please tick the appropriate box below.  The list of shareholders is enclosed on paper. Go to Section G3. 'List of past and present shareholders.'  The list of shareholders is enclosed in another format. Go to Part 5 (Signature)	This section only applies to companies answering 'No' in Section G1				

### Annual Return

(For returns made up to a date on or after 1 October 2011)

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	н	۳	4
	п	٠	3

### List of past and present shareholders

Changes during this period to shareholders' particulars or details of the amount of stock or shares transferred must be completed each year

You must provide a 'full list' of all company shareholders on

- The company's first annual return following incorporation,
- Every third annual return after a full list has been provided

 Please list the company shareholders in alphabetical order

Joint shareholders should be listed consecutively

#### Further shareholders

Please use a List of past and present shareholders' continuation page if necessary

This section only applies to companies answering 'No' to Question 1 in Section G1

		Shares or stock currently held	Shares or stock transferred (if appropriate)	
Shareholder s Name (Address not required)	Class of share	Number of shares or amount of stock	Number of shares or amount of stock	Date of registration of transfer
Catherine Anne Biggar	£1 00 ORDINARY	1		1 1
Christina Maclean Brown	£1 00 ORDINARY	1		1 1
Jacqueline Deione	£1 00 ORDINARY	1		1 1
Frank Henry Dunn and Faith Jeanette Dunn	£1 00 ORDINARY	1		1 1
Helen Louisa Gladen Dec'd	£1 00 ORDINARY	0	1	27 / 09 / 2013
Pauline Hart	£1 00 ORDINARY	1		1 1
Linh Linh Lam	£1 00 ORDINARY	1		1 1
Lily Mary Burbidge and June Carole Quirk	£1 00 ORDINARY	1		t t
Peggy Lucking	£1 00 ORDINARY	1		1 1
Ian George Martın	£1 00 ORDINARY	1		1 1
Philip O'Riordan	£1 00 ORDINARY	1		1 1
Stewart George Scott	£1 00 ORDINARY	1		1 1

In accordance with Section 854 of the Companies Act 2006

## AR01 - continuation page

**Annual Return** 

(For returns made up to a date on or after 1 October 2011)

G3

### List of past and present shareholders 0

Changes during this period to shareholders' particulars or details of the amount of stock or shares transferred must be completed each year

You must provide a 'full list' of all company shareholders on

- The company's first annual return following incorporation,
- Every third annual return after a full list has been provided

 Please list the company shareholders in alphabetical order

Joint shareholders should be listed consecutively

This section only applies to companies answering 'No to Question 1 in Section G1

1		Shares or stock currently held	Shares or stock transferred (if appropriate)	
Shareholder s Name (Address not required)	Class of share	Number of shares or amount of stock	Number of shares or amount of stock	Date of registration of transfer
Doreen Stevens	£1 00 ORDINARY	0	1	23 / 07/ 2013
Eleanor Payne	£1 00 ORDINARY	1		1 1
Mrs Carol Christine Upton and Keith Allan Upton	£1 00 ORDINARY	1		1 1
David Walker	£1 00 ORDINARY	1		1 1
B J & M A Wall	£1 00 ORDINARY	1		1 1
Lilian May Wright	£1 00 ORDINARY	0	1	28 / 11 / 2013
				1 1
				1 1
		1 1		
				1 1
				1 1
				1 1

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Annual Return

(For returns made up to a date on or after 1 October 2011)

G4

### Shareholders who hold at least 5% of any class of share(s) of the company as at the made up date of this return

This section should show only the shareholders that hold at least 5% of any class of share(s) of the company at the date of this return

It should only be completed by companies that have answered 'Yes' to Question 1 in Section G1, and 'No' to Question 2 in Section G1

If there were no shareholders holding at least 5% of any class of share(s) at the date of this return, this section may be left blank

→ Go to Part 5 (Signature)

This section only applies to companies answering. No to Question 2 in Section G1

Please list the company shareholders in alphabetical order

Joint shareholders should be listed consecutively

#### Further shareholders

Please use a Shareholders who hold at least 5% of any class of share(s) of the company as at the made up date of this return continuation page if necessary

Shares or stock currently held Shareholder's name Shareholder's address Class of share Number of shares or amount of stock

4

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Annual Return (For returns made up to a date on or *after 1 October 2011*)

Part 5	Signature				
	This must be completed by all companies	Societas Europaea     If the form is being filed on behalf			
Signature	I am signing this form on behalf of the company  Signature  X	of a Societas Europaea (SE) please delete 'director' and insert details of which organ of the SE the person signing has membership  Person authorised Under either section 270 or 274 of the Companies Act 2006			
	This form may be signed by Director • Secretary, Person authorised • Charity commission receiver and manager, CIC manager, Judicial factor	the sumpanies/let 2000			

#### Annual Return

(For returns made up to a date on or after 1 October 2011)

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.				
Contact name				
Company name	Wilkins Kennedy LLP			
Address	Greytown House			
=	221-227 High Street			
Post town	Orpington			
County/Region	Kent			
Postcode	B R 6 O N Z			
Country	United Kingdom			
DX				
Telephone	·· <del>·</del>			
✓ Chec	cklist			

## with information missing

#### Please make sure you have remembered the following

- ☐ That if the made up date of the return is any earlier than 1 October 2011, you must complete the appropriate form AR01
- ☐ The company name and number match the information held on the public Register
- You have completed your principal business activity You have not used this form to make changes to the registered office address
- You have not used this form to make changes to secretary and director details
- ☐ You have fully completed the Statement of capital (if applicable)
- You have signed the form
- You have enclosed the correct fee

### Important information

Please note that all information on this form will appear on the public record

### How to pay

#### A fee of £40 is payable to Companies House in respect of an Annual Return

Make cheques or postal orders payable to 'Companies House'

### **Where to send**

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below

### For companies registered in England and Wales

The Registrar of Companies, Companies House, Crown Way, Cardiff, Wales, CF14 3UZ DX 33050 Cardiff

#### For companies registered in Scotland

The Registrar of Companies, Companies House, Fourth floor, Edinburgh Quay 2, 139 Fountainbridge, Edinburgh, Scotland, EH3 9FF DX ED235 Edinburgh 1 or LP - 4 Edinburgh 2 (Legal Post)

#### For companies registered in Northern Ireland

The Registrar of Companies, Companies House, Second Floor, The Linenhall, 32-38 Linenhall Street, Belfast, Northern Ireland, BT2 8BG DX 481 N R Belfast 1

### Further information

For further information, please see the guidance notes on the website at www companieshouse gov uk or email enquiries@companieshouse gov uk

This form is available in an alternative format Please visit the forms page on the website at www companieshouse gov.uk