



**Companies House**

— for the record —

Company Name

**MANAGING AGENTS REFERENCE  
ASSISTANCE SERVICES LIMITED**

# 363s Annual Return

102180/15

Company Type

**Private Company Limited By  
Shares**

Company Number

**3016409**

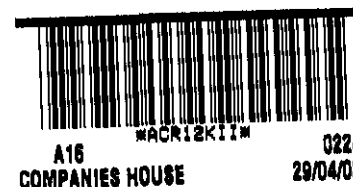
Information extracted from

Companies House records on

**11th January 2003**

- > 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: 3016409/03/10

	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>	<del>43 Chase Side</del> <del>Southgate</del> <del>London</del> <del>N14 5BP</del>	Address FIFTH FLOOR, KINGMAKER HOUSE, STATION ROAD NEW BARNET HERTS UK Postcode ENS 1NZ																												
> 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>	<b>Address where the Register is held</b>  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>	<b>Not Applicable</b>	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> <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	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> <tr><td> </td><td> </td></tr> </tbody> </table>	SIC CODE	Description												
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7487	Other business activities																													
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> 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

> **Company Secretary**

If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.

## Name

Anthea SANDLEY

## Address

28 Harlech Road  
Southgate  
London  
N14 7BX

## Name

☐ 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 Anthea SANDLEY  
ceased to be secretary (if applicable)

\_ \_ / \_ \_ / \_ \_ \_ \_

Particulars of a new  
Company Secretary must  
be notified on form 288.

> **Director**

If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.

## Name

Patricia Ann DOWNEY

## Address

32 Merton Road  
Enfield  
Middlesex  
EN2 0LS

## Name

☐ 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 Patricia Ann DOWNEY ceased to  
be director (if applicable)

\_ \_ / \_ \_ / \_ \_ \_ \_

Particulars of a new Director  
must be notified on form  
288.

Date of birth 24/03/1949

Nationality British

Occupation Manager

## &gt; Director

If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.

Particulars of a new Director must be notified on form 288.

**Current details**

**Name**  
Graham SANDLEY

**Address**  
28 Harlech Road  
Southgate  
London  
N14 7BX

**Date of birth** 01/01/1963

**Nationality** British

**Occupation** Credit Agent Director

**Amended details**

**Name**

\_\_\_\_\_

☐ 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** Graham SANDLEY ceased to be  
director (if applicable)

\_ \_ / \_ \_ / \_ \_ \_ \_

## Section 3: Share Capital

	Current details	Amended details
<b>&gt; Issued Share Capital</b> <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> <b>Ordinary</b>  <b>Nominal value of each share</b> <b>£1.00</b>  <b>Number of shares issued</b> <b>21,000</b>  <b>Aggregate Nominal Value of issued shares</b> <b>£21,000.00</b>	<b>Class of share</b>  <b>Nominal value of each share</b>  <b>Number of shares issued</b>  <b>Aggregate Nominal Value of issued shares</b> 
	<b>Class of share</b> <b>A</b>  <b>Nominal value of each share</b> <b>£1.00</b>  <b>Number of shares issued</b> <b>100</b>  <b>Aggregate Nominal Value of issued shares</b> <b>£100.00</b>	<b>Class of share</b>  <b>Nominal value of each share</b>  <b>Number of shares issued</b>  <b>Aggregate Nominal Value of issued shares</b> 
<b>&gt; Total shares issued and value</b> <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> <b>21,100</b>  <b>Total Nominal value of shares issued</b> <b>£21,100.00</b>	<b>Total number of shares issued</b>  <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> Mrs Patricia DOWNEY		<b>Name</b> _____		<b>Shares transferred by</b> Mrs Patricia DOWNEY		
<b>Address</b> 32 Merton Road Enfield Middlesex EN2 0LS		<b>Address</b> _____ _____ _____				
		<b>UK Postcode</b> _ _ _ _ _				
<b>Shares held</b> Class                      Number A                              100 Ordinary                    1050		<b>Shares held</b> Class                      Number _____                    _____ _____                    _____				
				Class	Number	Date of transfer
				_____	_____	__/__/____
				_____	_____	__/__/____
<b>&gt; Shareholder Name</b> Mrs Helen LYONS		<b>Name</b> _____		<b>Shares transferred by</b> Mrs Helen LYONS		
<b>Address</b> 10 Whitmore Close New Southgate London N11 1PB		<b>Address</b> _____ _____ _____				
		<b>UK Postcode</b> _ _ _ _ _				
<b>Shares held</b> Class                      Number Ordinary                    1050		<b>Shares held</b> Class                      Number _____                    _____ _____                    _____				
				Class	Number	Date of transfer
				_____	_____	__/__/____
				_____	_____	__/__/____
<b>&gt; Shareholder Name</b> Mrs Anthea SANDLEY		<b>Name</b> _____		<b>Shares transferred by</b> Mrs Anthea SANDLEY		
<b>Address</b> 28 Harlech Road Southgate London N14 7BX		<b>Address</b> _____ _____ _____				
		<b>UK Postcode</b> _ _ _ _ _				
<b>Shares held</b> Class                      Number Ordinary                    3950		<b>Shares held</b> Class                      Number _____                    _____ _____                    _____				
				Class	Number	Date of transfer
				_____	_____	__/__/____
				_____	_____	__/__/____

Current details		Amended details		Shares transferred		
>	<div>Shareholder Name</div> <div>Graham SANDLEY</div>	<div>Name</div> <div></div>		<div>Shares transferred by</div> <div>Graham SANDLEY</div>		
		<div>Address</div> <div></div>				
<div>Address</div> <div>28 Harlech Road</div> <div>Southgate London</div> <div>N14 7BX</div>	<div></div> <div></div>					
		<div>UK Postcode</div> <div>  -  -  -  -  -  -</div>				
<div>Shares held</div> <div>Class</div> <div>Ordinary</div>	<div>Number</div> <div>14950</div>	<div>Shares held</div> <div>Class</div> <div></div>	<div>Number</div> <div></div>	<div>Class</div> <div></div>	<div>Number</div> <div></div>	<div>Date of transfer</div> <div>  -  -  /  -  -  /  -  -  -  -</div> <div>  -  -  /  -  -  /  -  -  -  -</div>

**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**  
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

*[Handwritten Signature]*  
(Director / Secretary)

Date

*22, 04, 2003*

*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 **31/1/2003** 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 **31st January 2004** 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

Telephone number *inc code*

**RAMM, LOUIS & CO.**  
**Chartered Accountants**  
**Fifth Floor, Kingmaker House**  
**Station Road, New Barnet**  
**Herts. EN5 1NZ**

\_\_\_\_\_

DX number *if applicable*

\_\_\_\_\_

DX exchange

Postcode

\_\_\_\_\_