

# AR01

## Annual Return

104747 / 30



A fee is payable with this form  
Please see 'How to pay' on the  
last page

You can use the WebFiling service to file this form online  
Please go to [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

☒ **What this form is for**  
You may use this form to confirm  
that the company information is  
correct as at the date of this return  
You must file an Annual Return at  
least once every year

☐ **What this form is for**  
You cannot use this form to file  
notice of changes to the  
officers, registered office or  
company type or information  
relating to the company

TUESDAY



A05 \*AW2UESNV\* 280  
22/03/2011  
COMPANIES HOUSE

### Part 1 Company details

The section must be completed by all companies

→ **Filing in this form**  
Please complete in typescript or in  
bold black capitals

All fields are mandatory unless  
specified or indicated by \*

#### A1 Company details

Company number 03336421

Company name in full VOLUNTARY ACTION CARDIFF

① **Company name change**  
If your company has recently  
changed its name, please provide  
the company name as at the date of  
this return

#### A2 Return date

Please give the annual return made up date. The return date must not be a future  
date. The annual return must be delivered within 28 days of the date given below

Date of this return 28 02 2011

② **Date of this return**  
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  
be a later date

#### A3 Principal business activity

Please show the trade classification code number(s) for the principal  
activity or activities ③

Classification code 1	9	1	3	3
Classification code 2				
Classification code 3				
Classification code 4				

If you cannot determine a code, please give a brief description of your  
business activity below

Principal activity  
description

③ **Principal business activity**  
You must provide a trade  
classification code (SIC code) or a  
description of your company's main  
business in this section

A full list of the trade classification  
codes are available on our website  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

AR01  
Annual Return

<b>A4</b>	<b>Company type<sup>1</sup></b> Please confirm your company type by ticking the appropriate box below (only one box must be ticked) <input type="checkbox"/> Public limited company <input type="checkbox"/> Private company limited by shares <input checked="" type="checkbox"/> Private company limited by guarantee <input type="checkbox"/> Private company limited by shares exempt under section 60 <input type="checkbox"/> Private company limited by guarantee exempt under section 60 <input type="checkbox"/> Private unlimited company with share capital <input type="checkbox"/> Private unlimited company without share capital	<b>1 Company type</b> If you are unsure of your company type, please check your latest certificate of incorporation or our website <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a>
<b>A5</b>	<b>Registered office address<sup>2</sup></b> Building name/number <u>BRUNEL HOUSE</u> Street <u>2 FITZALAN ROAD</u> Post town <u>CARDIFF</u> County/Region Postcode <u>CF24 0EB</u>	<b>2 Change of registered office</b> This must agree with the address that is held on the Companies House record at the date of this return  If the registered office address has changed, you should complete form AD01 and submit it together with this annual return
<b>A6</b>	<b>Single alternative inspection location (SAIL) of the company records (if applicable)<sup>3</sup></b> Building name/number Street Post town County/Region Postcode	<b>3 SAIL address</b> This must agree with the address that is held on the Companies House record at the date of this return  If the address has changed, you should complete form AD02 and submit it together with this annual return
<b>A7</b>	<b>Location of company records<sup>4</sup></b> Please tick the appropriate box to indicate which records are kept at the SAIL address in Section A6 <input type="checkbox"/> Register of members <input type="checkbox"/> Register of directors <input type="checkbox"/> Directors' service contracts <input type="checkbox"/> Directors' indemnities <input type="checkbox"/> Register of secretaries <input type="checkbox"/> Records of resolutions etc <input type="checkbox"/> Contracts relating to purchase of own shares <input type="checkbox"/> Documents relating to redemption or purchase of own share out of capital by private company <input type="checkbox"/> Register of debenture holders <input type="checkbox"/> Report to members of outcome of investigation by public company into interests in its shares <input type="checkbox"/> Register of interests in shares disclosed to public company <input type="checkbox"/> Instruments creating charges and register of charges England and Wales or Northern Ireland <input type="checkbox"/> Instruments creating charges and register of charges Scotland	<b>4 Location of company records</b> If the company records are held at the registered office address, do not tick any of the boxes in this section  Certain records must be kept by every company while other records are only kept by certain company types where appropriate  If the records are not kept at the SAIL address, they must be available at the registered office  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

## 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 <sup>①</sup>

Please use this section to list all the secretaries of the company  
For a corporate secretary, complete Section C1-C4.

Title*	MISS
Full forename(s)	JACQUELINE MARIA
Surname	BELL
Former name(s) <sup>②</sup>	

#### ① Secretary appointments

You may not use this form to appoint a secretary. To do this, please complete form AP03 and submit it together with this annual return.

#### Corporate details

Please use Section C1-C4 to enter corporate secretary details.

#### 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.

#### ② Former name(s)

Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.

#### B2 Secretary's service address <sup>①</sup>

Building name/number	THE COMPANY'S REGISTERED
Street	OFFICE
Post town	
County/Region	
Postcode	
Country	

#### ① Service address

If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

AR01  
Annual Return

**Corporate secretary**

<b>C1</b>	<b>Corporate secretary's details ①</b>	<b>① Corporate secretary appointments</b> You cannot use this form to appoint a corporate secretary. To do this, please complete form AP04 and submit it together with this annual return.  <b>Corporate secretary details</b> 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 CH04.  This information will appear on the public record.
	Please use this section to list all the corporate secretaries of the company	
Corporate body/firm name		
Building name/number		
Street		
Post town		
County/Region		
Postcode		
Country		
<b>C2</b>	<b>Location of the registry of the corporate body or firm</b>	
	Is the corporate secretary registered within the European Economic Area (EEA)? → Yes Complete <b>Section C3 only</b> → No Complete <b>Section C4 only</b>	
<b>C3</b>	<b>EEA companies ②</b>	<b>② EEA</b> A full list of countries of the EEA can be found in our guidance <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a>  <b>③</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register	
Where the company/firm is registered ③		
Registration number		
<b>C4</b>	<b>Non-EEA companies</b>	<b>④ Non-EEA</b> Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register.
	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	
Legal form of the corporate body or firm		
Governing law		
If applicable, where the company/firm is registered ④		
If applicable, the registration number		

AR01  
Annual Return

Director

D1	Director's details <sup>①</sup>	
	Please use this section to list all the directors of the company For a corporate director, complete Section E1-E4	
Title*	DR	
Full forename(s)	EDGAR NORMAN	
Surname	COLE	
Former name(s) <sup>②</sup>		
Country/State of residence	WALES	
Nationality	BRITISH	
Date of birth	06 09 1946	
Business occupation (if any)	Chartered Software Engineer	

**① Director appointments**  
You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.

**Corporate details**  
Please use Section E1-E4 to enter corporate director details.

**Director 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 CH01.

**② Former name(s)**  
Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.

D2	Director's service address <sup>③</sup>	
Building name/number	47	
Street	OWEN DRIVE	
Post town	CARDIFF	
County/Region	SOUTH GLAMORGAN	
Postcode	CF236LJ	
Country		

**③ Service address**  
If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

AR01  
Annual Return

**Director**

<b>D1</b>	<b>Director's details ①</b>		<p><b>① Director appointments</b> You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.</p> <p><b>Corporate details</b> Please use Section E1-E4 to enter corporate director details.</p> <p><b>Director details</b> 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 CH01.</p> <p><b>② Former name(s)</b> Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.</p>
Please use this section to list all the directors of the company. For a corporate director, complete Section E1-E4.			
Title*			
Full forename(s)	RICHARD GERARD		
Surname	EDWARDS		
Former name(s) ②			
Country/State of residence	WALES		
Nationality	BRITISH		
Date of birth	d 1 3 m 1 2 y 1 9 6 6		
Business occupation (if any)	CHIEF EXECUTIVE		

<b>D2</b>	<b>Director's service address ③</b>		<p><b>③ Service address</b> If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.</p> <p>This information will appear on the public record.</p>
Building name/number	6		
Street	LOCHABER STREET		
Post town	CARDIFF		
County/Region	S GLAM		
Postcode	CF24 3LS		
Country			

# AR01 - continuation page Annual Return

## Director

<b>D1</b>	<b>Director's details <sup>①</sup></b>	<p><b>① Director appointments</b> You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.</p> <p><b>Corporate details</b> Please use Section E1-E4 to enter corporate director details.</p> <p><b>Director details</b> 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 CH01.</p> <p><b>② Former name(s)</b> Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.</p>
	Please use this section to list all the directors of the company. For a corporate director, complete Section E1-E4.	
Title*		
Full forename(s)	PETER ANFIELD	
Surname	DAVIES	
Former name(s) <sup>②</sup>		
Country/State of residence	UNITED KINGDOM	
Nationality	WELSH	
Date of birth	d 08 m 06 y 1948	
Business occupation (if any)	FINANCE MANAGER	

<b>D2</b>	<b>Director's service address <sup>③</sup></b>	<p><b>③ Service address</b> If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.</p> <p>This information will appear on the public record.</p>
Building name/number		
Street	THE COMPANY'S REGISTERED OFFICE	
Post town		
County/Region		
Postcode		
Country		

# AR01 - continuation page

## Annual Return

### Director

**D1**

#### Director's details <sup>①</sup>

Please use this section to list all the directors of the company For a corporate director, complete Section E1-E4																	
Title*																	
Full forename(s)	MORGAN																
Surname	PACKRELL																
Former name(s) <sup>②</sup>																	
Country/State of residence	WALES																
Nationality	BRITISH																
Date of birth	<table border="1"> <tr> <td>d</td><td>0</td><td>d</td><td>5</td> <td>m</td><td>0</td><td>m</td><td>1</td> <td>y</td><td>1</td><td>y</td><td>9</td> <td>y</td><td>5</td><td>y</td><td>5</td> </tr> </table>	d	0	d	5	m	0	m	1	y	1	y	9	y	5	y	5
d	0	d	5	m	0	m	1	y	1	y	9	y	5	y	5		
Business occupation (if any)	MANAGER																

**① Director appointments**  
You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.

**Corporate details**  
Please use Section E1-E4 to enter corporate director details.

**Director 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 CH01.

**② Former name(s)**  
Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.

**D2**

#### Director's service address <sup>③</sup>

Building name/number	136
Street	TWEEDSMUIR ROAD
Post town	CARDIFF
County/Region	SOUTH GLAMORGAN
Postcode	C F 2 4 2 R F
Country	

**③ Service address**  
If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.



# AR01 - continuation page Annual Return

## Director

<b>D1</b>	<b>Director's details <sup>①</sup></b>	
	Please use this section to list all the directors of the company For a corporate director, complete Section E1-E4	
Title*		
Full forename(s)	MICHAEL AUGUSTIN	
Surname	FLYNN	
Former name(s) <sup>②</sup>		
Country/State of residence	WALES	
Nationality	BRITISH	
Date of birth	<div> <div>d</div> <div>d</div> <div>m</div> <div>m</div> <div>y</div> <div>y</div> <div>y</div> <div>y</div> </div> 05 04 1964	
Business occupation (if any)	PROJECT DIRECTOR	

**① Director appointments**  
You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.

**Corporate details**  
Please use Section E1-E4 to enter corporate director details.

**Director 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 CH01.

**② Former name(s)**  
Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.

<b>D2</b>	<b>Director's service address <sup>①</sup></b>	
Building name/number	32	
Street	WESTVILLE ROAD	
Post town	CARDIFF	
County/Region	SOUTH GLAMORGAN	
Postcode	CF23 5AG	
Country	WALES	

**① Service address**  
If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

# AR01 - continuation page

## Annual Return

### Director

<b>D1</b>	<b>Director's details <sup>①</sup></b>	
	Please use this section to list all the directors of the company For a corporate director, complete Section E1-E4	
Title*		
Full forename(s)	ANTHONY	
Surname	HENDRICKSON	
Former name(s) <sup>②</sup>		
Country/State of residence	WALES	
Nationality	BRITISH	
Date of birth	<div> <div>d</div> <div>0</div> <div>3</div> <div>m</div> <div>10</div> <div>3</div> <div>y</div> <div>1</div> <div>9</div> <div>6</div> <div>y</div> <div>4</div> </div>	
Business occupation (if any)	BUSINESS DEVELOPMENT MANAGER	

**① Director appointments**  
You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.

**Corporate details**  
Please use Section E1-E4 to enter corporate director details.

**Director 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 CH01.

**② Former name(s)**  
Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.

<b>D2</b>	<b>Director's service address <sup>①</sup></b>	
Building name/number	8	
Street	WILLOWMERE	
	HLAWDOUGH	
Post town	PENARTH	
County/Region	SOUTH GLAMORGAN	
Postcode	CF64 2LP	
Country	WALES	

**① Service address**  
If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

# AR01 - continuation page Annual Return

## Director

<b>D1</b>	<b>Director's details <sup>①</sup></b>	
	Please use this section to list all the directors of the company For a corporate director, complete Section E1-E4	
Title*		
Full forename(s)	SOAD	
Surname	HAMDI	
Former name(s) <sup>②</sup>		
Country/State of residence	WALES	
Nationality	BRITISH	
Date of birth	<div> <div>d</div> <div>1</div> <div>d</div> <div>5</div> <div>m</div> <div>1</div> <div>m</div> <div>0</div> <div>y</div> <div>1</div> <div>y</div> <div>9</div> <div>y</div> <div>5</div> <div>y</div> <div>0</div> </div>	
Business occupation (if any)	EXECUTIVE DIRECTOR	

**① Director appointments**  
You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.

**Corporate details**  
Please use Section E1-E4 to enter corporate director details.

**Director 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 CH01.

**② Former name(s)**  
Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.

<b>D2</b>	<b>Director's service address <sup>①</sup></b>	
Building name/number	13 BRIARWOOD DRIVE	
Street	CYNODED	
	<del>21115</del>	
Post town	CARDIFF	
County/Region	SOUTH GLAMORGAN	
Postcode	CF23 6SR	
Country	WALES	

**① Service address**  
If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

# AR01 - continuation page

## Annual Return

### Director

<b>D1</b>	<b>Director's details <sup>①</sup></b>	
	Please use this section to list all the directors of the company For a corporate director, complete Section E1-E4	
Title*		
Full forename(s)	JASWANT	
Surname	SINGH	
Former name(s) <sup>②</sup>		
Country/State of residence	UNITED KINGDOM	
Nationality	INDIAN	
Date of birth	<div> <div>d</div> <div>d</div> <div>m</div> <div>m</div> <div>y</div> <div>y</div> <div>y</div> <div>y</div> </div> 09081938	
Business occupation (if any)	SOCIAL WORKER	

**① Director appointments**  
You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.

**Corporate details**  
Please use Section E1-E4 to enter corporate director details.

**Director 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 CH01.

**② Former name(s)**  
Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.

<b>D2</b>	<b>Director's service address <sup>①</sup></b>	
Building name/number	3	
Street	MANFIELD STREET	
	RIVERSIDE	
Post town	CARDIFF	
County/Region	SOUTH GLAMORGAN	
Postcode	CF116EE	
Country	WALES	

**① Service address**  
If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

# AR01 - continuation page

## Annual Return

### Director

**D1**

#### Director's details <sup>①</sup>

Please use this section to list all the directors of the company  
For a corporate director, complete Section E1-E4

Title*																	
Full forename(s)	PETER WILLIAM																
Surname	TREVETT																
Former name(s) <sup>②</sup>																	
Country/State of residence	WALES																
Nationality	BRITISH																
Date of birth	<table border="1"> <tr> <td>d</td><td>d</td><td>m</td><td>m</td><td>y</td><td>y</td><td>y</td><td>y</td> </tr> <tr> <td>0</td><td>4</td><td>1</td><td>0</td><td>1</td><td>9</td><td>4</td><td>9</td> </tr> </table>	d	d	m	m	y	y	y	y	0	4	1	0	1	9	4	9
d	d	m	m	y	y	y	y										
0	4	1	0	1	9	4	9										
Business occupation (if any)	CHARITY MANAGER																

#### ① Director appointments

You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.

#### Corporate details

Please use Section E1-E4 to enter corporate director details.

#### Director 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 CH01.

#### ② Former name(s)

Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.

**D2**

#### Director's service address <sup>③</sup>

Building name/number	1							
Street	CLOS LELAND LHANTRISANT							
Post town								
County/Region	MID GLAMORGAN							
Postcode	<table border="1"> <tr> <td>C</td><td>F</td><td>7</td><td>2</td><td>8</td><td>Q</td><td>N</td> </tr> </table>	C	F	7	2	8	Q	N
C	F	7	2	8	Q	N		
Country	WALES							

#### ③ Service address

If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

AR01  
Annual Return

**Corporate director**

<b>E1</b>	<b>Corporate director's details ①</b>	
	Please use this section to list all the corporate director's of the company	
Corporate body/firm name		<p><b>① Corporate director appointments</b> You cannot use this form to appoint a corporate director. To do this, please complete form AP02 and submit it together with this annual return.</p> <p><b>Corporate director details</b> 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 CH02.</p> <p>This information will appear on the public record.</p>
Building name/number		
Street		
Post town		
County/Region		
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Country		
<b>E2</b>	<b>Location of the registry of the corporate body or firm</b>	
	Is the corporate director registered within the European Economic Area (EEA)? → Yes Complete <b>Section E3 only</b> → No Complete <b>Section E4 only</b>	
<b>E3</b>	<b>EEA companies ②</b>	
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register	
Where the company/firm is registered ③		<p><b>② EEA</b> A full list of countries of the EEA can be found in our guidance <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a></p> <p><b>③</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)</p>
Registration number		
<b>E4</b>	<b>Non-EEA companies</b>	
	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	
Legal form of the corporate body or firm		<p><b>④ Non-EEA</b> Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register.</p>
Governing law		
If applicable, where the company/firm is registered ④		
If applicable, the registration number		

AR01  
Annual Return

## Part 3 Statement of capital<sup>o</sup>

Does your company have share capital?

→ Yes Complete the sections below and the following Part 4

→ No Go to Part 5 (Signature).

<sup>1</sup> This should reflect the company's capital status at the made up date of this annual return

### F1 Share capital in pound sterling (£)

Please complete the table below to show each class of shares held in pound sterling  
If all your issued capital is in sterling, only complete Section F1 and then go to Section F4

Class of shares (E g Ordinary/Preference etc )	Amount paid up on each share <sup>2</sup>	Amount (if any) unpaid on each share <sup>2</sup>	Number of shares <sup>3</sup>	Aggregate nominal value <sup>4</sup>
				£
				£
				£
				£
Totals				£

### F2 Share capital in other currencies

Please complete the table below to show any class of shares held in other currencies  
Please complete a separate table for each currency

Currency				
Class of shares (E g Ordinary/Preference etc )	Amount paid up on each share <sup>2</sup>	Amount (if any) unpaid on each share <sup>2</sup>	Number of shares <sup>3</sup>	Aggregate nominal value <sup>4</sup>
Totals				

Currency				
Class of shares (E g Ordinary/Preference etc )	Amount paid up on each share <sup>2</sup>	Amount (if any) unpaid on each share <sup>2</sup>	Number of shares <sup>3</sup>	Aggregate nominal value <sup>4</sup>
Totals				

### F3 Totals

Please give the total number of shares and total aggregate nominal value of issued share capital

Total number of shares

Total aggregate  
nominal value <sup>5</sup>

<sup>5</sup> Total aggregate nominal value  
Please list total aggregate values in  
different currencies separately For  
example £100 + €100 + \$10 etc

<sup>2</sup> Including both the nominal value and any  
share premium

<sup>3</sup> Number of shares issued multiplied by  
nominal value of each share

Continuation Pages  
Please use a Statement of Capital continuation  
page if necessary

<sup>4</sup> Total number of issued shares in this class

AR01  
Annual Return

**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 Sections F1 and F2

Class of share

Voting rights

Class of share

Voting rights

Class of share

Voting rights

Class of share

Voting rights



## Part 4

## Shareholders

Does your company have share capital?  
→ Yes Complete the sections below  
→ No Go to Part 5 (Signature)

① This should reflect the shareholder details at the made up date of this annual return

**G1**

### Traded public companies ②

☐ Please tick the box if your company was a traded public company at any time during the period of this return

② **Traded company definition**  
A traded company means a company any of whose shares are admitted to trading on a regulated market

**G2**

### List of past and present shareholders

Private and non-traded public companies are required to provide a 'full list' if one was not included with either of the last two returns

Traded public companies are required to provide a list of shareholders who held at least 5% of the issued shares of any share class if a list was not provided with either of the last two returns

Please tick the appropriate box below

- ☐ A full list of shareholders for a private or non-traded public company is enclosed Please complete **Section G3**, or
- ☐ A list of shareholders holding at least 5% of the issued shares of any share class for a traded public company is enclosed Please complete **Section G4**
- ☐ A list of shareholder changes is enclosed
  - For private or non-traded public companies, please complete **Section G3**
  - For traded public companies, please complete **Section G4**
- ☐ There were no shareholder changes in this period
  - Go to **Part 5 (Signature)**

Please tick the appropriate box below to indicate the format of your shareholder details

- ☐ The list of shareholders is enclosed on paper
- ☐ The list of shareholders is enclosed in another format

# AR01

## Annual Return

**G4**

### Traded public companies – list of past and present shareholders

This section should show 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 public companies that have traded on a regulated market at any time during the period of this return.

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 'Traded public companies – list of past and present shareholders' continuation page if necessary.

Shareholder's details	Class of share	Shares or stock currently held	Shares or stock transferred (if appropriate)	
		Number of shares or amount of stock	Number of shares or amount of stock	Date of registration of transfer
Name				/ /
Address				/ /
				/ /
Name				/ /
Address				/ /
				/ /
Name				/ /
Address				/ /
				/ /
Name				/ /
Address				/ /
				/ /

AR01  
Annual Return

G3

**Private or non-traded public companies – list of past and present shareholders**

This section should only be completed by companies that have not traded on a regulated market at any time during the period of this return

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**

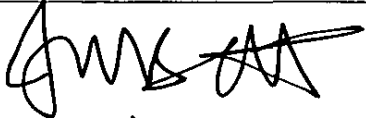
Please use a 'Private or non-traded public companies – list of past and present shareholders' continuation page if necessary

Shareholder's Name (Address not required)	Class of share	Shares or stock currently held	Shares or stock transferred (if appropriate)	
		Number of shares or amount of stock	Number of shares or amount of stock	Date of registration of transfer
				/ /
				/ /
				/ /
				/ /
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				/ /

AR01  
Annual Return

Part 5

Signature

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

# AR01

## Annual Return



### 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.

Contact name **JACQUELINE BELL**

Company name **VOLUNTARY ACTION**

**CARDIFF**

Address

**As the Registered  
office**

Post town

County/Region

Postcode

Country

DX

Telephone

**029 2048 5722**



### 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 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 £30 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](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.companieshouse.gov.uk)**