

BLUEPRINT

2000

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363a

*Please complete in typescript,
or in bold black capitals.*

Annual Return

CHFP010

Company Number

3623281

Company Name in full

Secretariat Services Limited

Date of this return

The information in this return is made up to

| Day | | Month | | Year | | |
|-----|---|-------|---|------|---|---|
| 2 | 4 | 0 | 8 | 2 | 0 | 0 |

Date of next return

If you wish to make your next return to a date earlier than the anniversary of this return please show the date here.

Companies House will then send a form at the appropriate time.

| Day | | Month | | Year | | |
|-----|--|-------|--|------|--|--|
| | | | | | | |

Registered Office

Show here the address at the date of this return.

Meridian House, The Crescent

Any change of registered office must be notified on form 287.

Post town

York

County / Region

North Yorkshire

UK Postcode

YO24 1AW

Principal business activities

Show trade classification code number(s) for the principal activity or activities.

7499

If the code number cannot be determined, give a brief description of principal activity.



When you have completed and signed the form please send it to the Registrar of Companies at:

Companies House, Crown Way, Cardiff, CF14 3UZ

DX 33050 Cardiff

for companies registered in England and Wales or

Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB

for companies registered in Scotland

**DX ED235 Edinburgh 1
or LP-4 Edinburgh 2**

Register of members

If the register of members is not kept at the registered office, state here where it is kept.

Meridian House, The Crescent

Post town York

County / Region North Yorkshire UK Postcode YO24 1AW

Register of Debenture holders

If there is a register of debenture holders, or a duplicate of any such register or part of it, which is not kept at the registered office, state here where it is kept.

Meridian House, The Crescent

Post town York

County / Region North Yorkshire UK Postcode YO24 1AW

Company type

Public limited company

☐

Private company limited by shares

☒

Private company limited by guarantee without share capital

☐

Private company limited by shares exempt under section 30

☐

Private company limited by guarantee exempt under section 30

☐

Private unlimited company with share capital

☐

Private unlimited company without share capital

☐

Please tick the appropriate box

Company Secretary

* Voluntary details.
(Please photocopy this area to provide details of joint secretaries).

Name

* Style / Title Mr

Forename(s) Kevin

Surname Hogg

†† Tick the box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985. Otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address.

☐

Address ††

4 Lime Tree Court, West Park Drive

Post town Leeds

County / Region West Yorkshire UK Postcode LS16 5BL

Country United Kingdom

If a partnership give the names and addresses of the partners or the name of the partnership and office address.

Details of a new company secretary must be notified on form 288a.

Directors

Please list directors in alphabetical order.

* Voluntary details.

Name

* Style / Title

In the case of a director that is a corporation or a Scottish firm, the name is the corporate or firm name.

Details of new directors must be notified on form 288a

Day Month Year

Date of birth

0 5 0 1 1 9 6 8

Forename(s)

Mark Adeyemi Asagba

Surname

Akinlade

†† Tick the box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985. Otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address.

☐

Address ††

The Haven, Woodview Close

Post town

Ashtead

County / Region

Surrey

UK Postcode

KT21 1HA

Country

United Kingdom

Nationality

British

Business occupation

Solicitor

Directors

Please list directors in alphabetical order.

* Voluntary details.

Name

* Style / Title

Mr

In the case of a director that is a corporation or a Scottish firm, the name is the corporate or firm name

Day Month Year

Date of birth

2 5 0 2 1 9 5 9

Forename(s)

Kevin

Surname

Hogg

†† Tick the box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985. Otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address.

☐

Address ††

4 Lime Tree Court, West Park Drive

Post town

Leeds

County / Region

West Yorkshire

UK Postcode

LS16 5BL

Country

United Kingdom

Nationality

British

Business occupation

Deputy Company Secretary

Directors

Please list directors in alphabetical order.

Details of new directors must be notified on form 288a

* Voluntary details.

Name

* Style / Title

In the case of a director that is a corporation or a Scottish firm, the name is the corporate or firm name.

Day Month Year

Date of birth

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 2 | 0 | 0 | 5 | 1 | 9 | 5 | 3 |
|---|---|---|---|---|---|---|---|

Forename(s) | Stuart Wilson

Surname | Laird

†† Tick the box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985. Otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address.

☐

Address ††

Fir Tree Farm House, Fir Tree Lane, Horton Heath

Post town | Eastleigh

County / Region | Hampshire

UK Postcode | SO50 7DF

Country |

Nationality | British

Business occupation | Business Advisor

Directors

Please list directors in alphabetical order.

Details of new directors must be notified on form 288a

* Voluntary details.

Name

* Style / Title

In the case of a director that is a corporation or a Scottish firm, the name is the corporate or firm name

Day Month Year

Date of birth

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 1 | 8 | 0 | 6 | 1 | 9 | 5 | 8 |
|---|---|---|---|---|---|---|---|

Forename(s) | John Peter

Surname | O'Kane

†† Tick the box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985. Otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address.

☐

Address ††

Holly Cottage, Station Lane, Burton Leonard

Post town | Harrogate

County / Region | North Yorkshire

UK Postcode | HG3 3RU

Country |

Nationality | Irish

Business occupation | Accountant

Directors

Please list directors in alphabetical order.

Details of new directors must be notified on form 288a

* Voluntary details.

Name

* Style / Title

Mr

In the case of a director that is a corporation or a Scottish firm, the name is the corporate or firm name.

Day Month Year

Date of birth

2 8 1 0 1 9 4 6

Forename(s)

Bernard Leslie

Surname

Westbrook

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☐

Address ††

4 Quantock Close, Barton Seagrave

Post town

Kettering

County / Region

Northants

UK Postcode

NN15 6RR

Country

England

Nationality

British

Business occupation

Group Human Resources

Directors

Please list directors in alphabetical order.

Details of new directors must be notified on form 288a

* Voluntary details.

Name

* Style / Title

In the case of a director that is a corporation or a Scottish firm, the name is the corporate or firm name

Day Month Year

Date of birth

Forename(s)

Surname

†† Tick the box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985. Otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address.

☐

Address ††

Post town

County / Region

UK Postcode

Country

Nationality

Business occupation

Issue share capital

Enter details of all the shares in issue at the date of this return.

Class
(e.g. Ordinary/Preference)**Number of shares issued****Aggregate Nominal Value**

(i.e. Number of shares issued multiplied by nominal value per share, or total amount of stock)

| | | |
|---------------|---|-------|
| ORDINARY | 2 | £2.00 |
| | | |
| | | |
| | | |
| Totals | 2 | 2.00 |

Traded public companies

A traded public company means a company any of whose shares are shares admitted to trading on a regulated market

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

☐**List of past and present shareholders**

(use attached schedule where appropriate)

Private or 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 Schedule A.**

on paper in another format

☒☐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 Schedule B.**☐☐

A list containing shareholder changes is enclosed

☐☐→ For private or non-traded public companies, **please complete Schedule A**→ For traded public companies, **please complete Schedule B**

There were no shareholder changes in this period

☐

I certify that the information given in this return is true to the best of my knowledge and belief.

Certificate

Signed

K. Hogg

Date

21/08/09

† Please delete as appropriate.

† (director / secretary)

When you have signed the return send it with the fee to the Registrar of Companies. Make cheques payable to Companies House.

You do not have to give any contact information in the box opposite 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.

This return includes

1

continuation sheets.

(enter number)

Secretariat Services Limited, Meridian House,

Crescent Road, York, YO24 1AW, United Kingdom

Tel

DX number

DX exchange

BLUEPRINT

2000

Schedule A for private or non-traded public companies List of past and present shareholders

(Please use a continuation sheet if required)

CHFP010

Company Number | 3623281

Company Name in full | Secretariat Services Limited

This must only be completed by private and public limited companies that have not traded on a regulated market

- > Changes 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 the company shareholders on:
 - The company's first annual return following incorporation
 - Every third annual return after a full list has been provided
- > List the company shareholders in alphabetical order to provide an index
- > List joint shareholders consecutively

Do not give shareholder address information

| Shareholder's name only | Class and number of shares or amount of stock held | Class and number of shares or amount of stock transferred | Shares or amount of stock transferred (if appropriate) | Date of registration of transfer |
|----------------------------|--|---|--|----------------------------------|
| Name See attached list. | | | | |
| | | | | |
| Name | | | | |
| | | | | |
| Name | | | | |
| | | | | |

Secretariat Services Limited

Date of this return
24/08/2009

Company Annual Return Bulk Shareholders List

Company Number
3623281

£1.00 ORDINARY

| Name | Address | Shares Held | Shares Transferred | Transfer Date |
|------------|---------|-------------|--------------------|---------------|
| Jarvis plc | | 2 | | |

Total ORDINARY 2

Total Shares Held 2