



**Companies House**  
— for the record —

**AR01** (ef)

**Annual Return**



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**XJGWRZUC**

*Company Name:* **SECRETARIAT SERVICES LIMITED**

*Company Number:* **03623281**

*Date of this return:* **09/11/2011**

*SIC codes:* **74990**

*Company Type:* **Private company limited by shares**

*Situation of Registered Office:* **C/O DIRECTORATE SERVICES LIMITED  
C/O 17 MONK BROOK INDUSTRIAL ESTATE  
SCHOOL CLOSE CHANDLERS FORD  
EASTLEIGH  
SO53 4RA**

**Officers of the company**

*Company Director*    **1**

*Type:*                      **Person**

*Full forename(s):*        **MARK ADEYEMI ASAGBA**

*Surname:*                **AKINLADE**

*Former names:*

*Service Address:*        **THE HAVEN  
WOODVIEW CLOSE  
ASHTEAD  
SURREY  
KT21 1HA**

*Country/State Usually Resident:*    **ENGLAND**

*Date of Birth:*    **05/01/1968**

*Nationality:*    **BRITISH**

*Occupation:*    **SOLICITOR**

*Company Director* 2

*Type:* **Person**

*Full forename(s):* **MR STUART WILSON**

*Surname:* **LAIRD**

*Former names:*

*Service Address:* **FIR TREE FARMHOUSE FIR TREE LANE  
HORTON HEATH  
EASTLEIGH  
HAMPSHIRE  
SO50 7DF**

*Country/State Usually Resident:* **UNITED KINGDOM**

*Date of Birth:* **20/05/1953**

*Nationality:* **BRITISH**

*Occupation:* **BUSINESS ADVISOR**

## Statement of Capital (Share Capital)

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<b>Class of shares</b>	<b>ORDINARY</b>	<i>Number allotted</i>	<b>2</b>
		<i>Aggregate nominal value</i>	<b>2</b>
<i>Currency</i>	<b>GBP</b>	<i>Amount paid per share</i>	<b>1</b>
		<i>Amount unpaid per share</i>	<b>0</b>

*Prescribed particulars*

**EACH SHARE IS ENTITLED TO ONE VOTE IN ANY CIRCUMSTANCES**

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## Statement of Capital (Totals)

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<i>Currency</i>	<b>GBP</b>	<i>Total number of shares</i>	<b>2</b>
		<i>Total aggregate nominal value</i>	<b>2</b>

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## *Full Details of Shareholders*

The details below relate to individuals / corporate bodies that were shareholders as at 09/11/2011 or that had ceased to be shareholders since the made up date of the previous Annual Return

*A full list of shareholders for the company are shown below*

*Shareholding 1* : **2 ORDINARY shares held as at the date of this return**  
*Name:* **JARVIS PLC**

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## *Authorisation*

*Authenticated*

*This form was authorised by one of the following:*

Director, Secretary, Person Authorised, Charity Commission Receiver and Manager, CIC Manager, Judicial Factor.