



Companies House
— for the record —

AR01 (ef)

Annual Return



Received for filing in Electronic Format on the: **07/12/2013**

X2MP4FSH

Company Name: **SECRETARIAT SERVICES LIMITED**

Company Number: **03623281**

Date of this return: **09/11/2013**

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)

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

Prescribed particulars

EACH SHARE IS ENTITLED TO ONE VOTE IN ANY CIRCUMSTANCES

Statement of Capital (Totals)

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

Full Details of Shareholders

The details below relate to individuals / corporate bodies that were shareholders as at 09/11/2013 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**

Authorisation

Authenticated

This form was authorised by one of the following:

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