



Companies House

for the record

Company Name

INTROTRAIN & FORUM LIMITED

# 363s Annual Return

000984/30

- > 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

Company Type

Private Company Limited By Shares

Company Number

4192814

Information extracted from  
Companies House records on  
11th March 2005

## Section 1: Company details



Ref: 4192814/03/10

|   | Current details  | Amended details  |             |      |                                    |      |                           |  |          |             |       |       |       |       |       |       |       |       |       |       |
|---|--|--|-------------|------|------------------------------------|------|---------------------------|--|----------|-------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| > Registered Office Address<br><i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>     | 127 Pound Way<br>Templars Square<br>Cowley<br>Oxford OX4 3XH   | Address<br>_____<br>_____<br>_____<br>UK Postcode    _ _ _ _ _ |             |      |                                    |      |                           |  |          |             |       |       |       |       |       |       |       |       |       |       |
| > Register of Members<br><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><br>At Registered Office  | Address<br>_____<br>_____<br>_____<br>UK Postcode    _ _ _ _ _ |             |      |                                    |      |                           |  |          |             |       |       |       |       |       |       |       |       |       |       |
| > Register of Debenture Holders<br><i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i> | Not Applicable   | Address<br>_____<br>_____<br>_____<br>UK Postcode    _ _ _ _ _ |             |      |                                    |      |                           |  |          |             |       |       |       |       |       |       |       |       |       |       |
| > Principal Business Activities<br><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>9302</td> <td>Hairdress &amp; other beauty treatment</td> </tr> <tr> <td>8042</td> <td>Adult and other education</td> </tr> </tbody> </table> | SIC Code   | Description | 9302 | Hairdress & other beauty treatment | 8042 | Adult and other education | <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> </tbody> </table> | SIC CODE | Description | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| SIC Code  | Description  |  |             |      |                                    |      |                           |  |          |             |       |       |       |       |       |       |       |       |       |       |
| 9302  | Hairdress & other beauty treatment   |  |             |      |                                    |      |                           |  |          |             |       |       |       |       |       |       |       |       |       |       |
| 8042  | Adult and other education  |  |             |      |                                    |      |                           |  |          |             |       |       |       |       |       |       |       |       |       |       |
| SIC CODE  | Description  |  |             |      |                                    |      |                           |  |          |             |       |       |       |       |       |       |       |       |       |       |
| _____   | _____  |  |             |      |                                    |      |                           |  |          |             |       |       |       |       |       |       |       |       |       |       |
| _____   | _____  |  |             |      |                                    |      |                           |  |          |             |       |       |       |       |       |       |       |       |       |       |
| _____   | _____  |  |             |      |                                    |      |                           |  |          |             |       |       |       |       |       |       |       |       |       |       |
| _____   | _____  |  |             |      |                                    |      |                           |  |          |             |       |       |       |       |       |       |       |       |       |       |
| _____   | _____  |  |             |      |                                    |      |                           |  |          |             |       |       |       |       |       |       |       |       |       |       |
| > <i>Please enter additional principal activity code(s) in "Amended details" column. See notes for guidance for list of activity codes.</i>                     |  | _____<br>_____<br>_____<br>_____                               |             |      |                                    |      |                           |  |          |             |       |       |       |       |       |       |       |       |       |       |

## Section 2: Details of Officers of the Company

|   | Current details   | Amended details   |
|---|---|---|
| <b>&gt; Company Secretary</b><br><i>If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.</i><br><br><br><br><br><i>Particulars of a new Company Secretary must be notified on form 288a.</i> | <b>Name</b><br>Jane COLLETON<br><br><b>Address</b><br>40 Campion Way<br>Madley Park<br>Witney<br>Oxfordshire<br>OX28 1ES  | <b>Name</b><br>_____<br><br><input type="checkbox"/> 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.<br><b>Address</b><br>_____<br>_____<br>_____<br><br>UK Postcode    _ _ _ _ _<br>Date of change    _ _ / _ _ / _ _ _ _<br>Date Jane COLLETON<br>ceased to be secretary (if applicable)<br>_ _ / _ _ / _ _ _ _   |
| <b>&gt; Director</b><br><i>If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.</i><br><br><br><br><br><i>Particulars of a new Director must be notified on form 288a.</i>                   | <b>Name</b><br>Jane COLLETON<br><br><b>Address</b><br>40 Campion Way<br>Madley Park<br>Witney<br>Oxfordshire<br>OX28 1ES<br><br><b>Date of birth</b> 27/07/1964<br><br><b>Nationality</b> British<br><br><b>Occupation</b> Consultant | <b>Name</b><br>_____<br><br><input type="checkbox"/> 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.<br><b>Address</b><br>_____<br>_____<br>_____<br><br>UK Postcode    _ _ _ _ _<br>Date of birth    _ _ / _ _ / _ _ _ _<br>Nationality    _____<br>Occupation    _____<br><br>Date of change    _ _ / _ _ / _ _ _ _<br>Date Jane COLLETON ceased to be<br>director (if applicable)<br>_ _ / _ _ / _ _ _ _ |

## &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 288a.

## Current details

## Name

Carolyn DELLA-RAGIONE

## Address

16 Bramble Bank  
Madley Park  
Witney  
Oxfordshire  
OX28 1EQ

Date of birth 18/04/1960

Nationality British

Occupation Hair Stylist

## 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

14 CRANBERRY ROAD  
MADLEY PARK  
WITNEY OXFORDSHIRE

UK Postcode OX28 1AE

Date of birth -- / -- / --

Nationality

Occupation

Date of change 01 / 09 / 2004

Date Carolyn DELLA-RAGIONE ceased to be director (if applicable)

-- / -- / --

|  | Current details   | Amended details  |
|--|---|--|
| <b>&gt; Issued Share Capital</b><br><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><br>Ordinary<br><b>Nominal value of each share</b><br>£1.00<br><b>Number of shares issued</b><br>2<br><b>Aggregate Nominal Value of issued shares</b><br>£2.00 | <b>Class of share</b><br>_____<br><b>Nominal value of each share</b><br>_____<br><b>Number of shares issued</b><br>_____<br><b>Aggregate Nominal Value of issued shares</b><br>_____ |
| <b>&gt; Total shares issued and value</b><br><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><br>2<br><b>Total Nominal value of shares issued</b><br>£2.00   | <b>Total number of shares issued</b><br>_____<br><b>Total Nominal value of shares issued</b><br>_____  |
| <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> |   |  |

- | Current details | Amended details | Shares transferred |
|-----------------|-----------------|--------------------|
|-----------------|-----------------|--------------------|

|   |   |  |
|---|---|--|
| <p>&gt; <b>Shareholder Name</b><br/>Jane COLLETON</p> <p><b>Address</b><br/>40 Campion Way<br/>Madley Park<br/>Witney<br/>Oxfordshire<br/>OX28 1ES</p> <p><b>Shares held</b><br/>Class<br/>Ordinary</p> <p>Number 1</p>   | <p>Name</p> <p>Address</p> <p>UK Postcode</p> <p><b>Shares held</b><br/>Class<br/>Number</p>  | <p><b>Shares transferred by</b><br/>Jane COLLETON</p> <p>Class Number Date of transfer</p>         |
| <p>&gt; <b>Shareholder Name</b><br/>Carolyn DELLA-RAGIONE</p> <p><b>Address</b><br/>16 Bramble Bank<br/>Madley Park<br/>Witney<br/>Oxon<br/>OX28 1EQ</p> <p><b>Shares held</b><br/>Class<br/>Ordinary</p> <p>Number 1</p> | <p>Name</p> <p>Address<br/>14 CRANBURY ROAD<br/>MADLEY PARK<br/>WITNEY OXFORDSHIRE</p> <p>UK Postcode OX28 1AE</p> <p><b>Shares held</b><br/>Class<br/>Number</p> | <p><b>Shares transferred by</b><br/>Carolyn DELLA-RAGIONE</p> <p>Class Number Date of transfer</p> |

**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<br>_____<br>Address<br>_____<br>_____<br>_____<br>UK Postcode    _ _ _ _ _ |  |  |   |
| Name<br>_____<br>Address<br>_____<br>_____<br>_____<br>UK Postcode    _ _ _ _ _ |  |  |   |
| Name<br>_____<br>Address<br>_____<br>_____<br>_____<br>UK Postcode    _ _ _ _ _ |  |  |   |
| Name<br>_____<br>Address<br>_____<br>_____<br>_____<br>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 £30.

Signature

*[Signature]*  
(Director / Secretary)

Date

09/04/2005

*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  
3/4/2005

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 **3rd April 2006**  
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*

Address

DX number *if applicable*

DX exchange

Postcode