



Companies House

— for the record —

Company Name

OXFORD CONVERSIS LIMITED

363s Annual Return

- > 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

4580340

Information extracted from
Companies House records on
12th October 2003

Section 1: Company details



Ref: 4580340/01/01

Current details

Amended details

- > Registered Office Address
If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.

**Ruxley House
2 Hamm Moor Lane
Addlestone
Surrey KT15 2SA**

Address

UK Postcode _ _ _ _ _

- > Register of Members
If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.

**Address where the Register is held

At Registered Office**

Address

UK Postcode _ _ _ _ _

- > Register of Debenture Holders
If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.

Not Applicable

Address

UK Postcode _ _ _ _ _

- > Principal Business Activities
Please enter principal activity code(s) in "Amended details" column. See notes for guidance for list of activity codes. Please use the most appropriate code in the list, or write a short description of your company's activities.

None held, please enter SIC code or description in the amended details column.

SIC CODE Description

**7 4 8 5 TRANSLATION +
LOCALISATION SERVICES**

Section 2: Details of Officers of the Company

Current details

Amended details

> **Company Secretary**

If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.

Name

Jonathan Paul LARBEY

Address

19 Fox Road
Haslemere
Surrey
GU27 1RG

Particulars of a new Company Secretary must be notified on form 288.

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

UK Postcode _ _ _ _ _

Date of change _ _ / _ _ / _ _ _ _

Date Jonathan Paul LARBEY
ceased to be secretary (if applicable)
_ _ / _ _ / _ _ _ _

> **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.

Name

Andrew Martin MUDDYMAN

Address

2 Simmons Gate
Esher
Surrey
KT10 9DL

Particulars of a new Director must be notified on form 288.

Date of birth 23/06/1965

Nationality British

Occupation Company Director

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

UK Postcode _ _ _ _ _

Date of birth _ _ / _ _ / _ _ _ _

Nationality _ _ _ _ _

Occupation _ _ _ _ _

Date of change _ _ / _ _ / _ _ _ _

Date Andrew Martin MUDDYMAN
ceased to be director (if applicable)
_ _ / _ _ / _ _ _ _

	Current details	Amended details
> 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 288.	Name Gary John MUDDYMAN Address 5 Drayton Close Bidford On Avon Warwickshire B50 4QD Date of birth 28/01/1959 Nationality British Occupation Company Director	Name <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. Address UK Postcode _ _ _ _ _ Date of birth _ _ / _ _ / _ _ _ _ Nationality _____ Occupation _____ Date of change _ _ / _ _ / _ _ _ _ Date Gary John MUDDYMAN ceased to be director (if applicable) _ _ / _ _ / _ _ _ _
> 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 288.	Name William Francis MUDDYMAN Address 16 New Road Esher Surrey KT10 9PG Date of birth 27/12/1937 Nationality British Occupation Company Director	Name <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. Address UK Postcode _ _ _ _ _ Date of birth _ _ / _ _ / _ _ _ _ Nationality _____ Occupation _____ Date of change _ _ / _ _ / _ _ _ _ Date William Francis MUDDYMAN ceased to be director (if applicable) _ _ / _ _ / _ _ _ _

Current details

Amended details

> 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.

Name
David Everard SHRIMPTON

Address
27 Manor Way
Beckenham
Kent
BR3 3LH

Date of birth 19/05/1943

Nationality British

Occupation Chartered Accountant

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

UK Postcode _ _ _ _ _

Date of birth _ _ / _ _ / _ _ _ _

Nationality _ _ _ _ _

Occupation _ _ _ _ _

Date of change _ _ / _ _ / _ _ _ _

Date David Everard SHRIMPTON
ceased to be director (if applicable)

Particulars of a new Director must be notified on form 288.

- > Please fill in the details of any persons or corporate bodies who are shareholders at the date of this 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 use Section 4B to give details of any persons or corporate bodies who have ceased to be shareholders since the last annual return or, in the case of a first return, since the incorporation of the company.
- > Please copy this page if there is not enough space to enter all the company's current 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 <u>GARY JOHN MIDDYMAN</u> Address <u>5 DRAYTON CLOSE</u> <u>BIDFORD ON AVON</u> <u>WARWICKSHIRE</u> UK Postcode <u>B50 4 0 D</u>	ORDINARY £1 SHARES 20,000 REDEEMABLE PREFERENCE SHARES 20,000		
Name <u>RUXLEY HOLDINGS LIMITED</u> Address <u>RUXLEY HOUSE</u> <u>2 HANN MOOR LANE</u> <u>ADDLESTONE SURREY</u> UK Postcode <u>KT1 5 2 5 A</u>	ORDINARY £1 SHARES 30,000 CONVERTIBLE SHARES OF £1 EACH 50,000 REDEEMABLE PREFERENCE SHARES 180,000		
Name _____ Address _____ _____ _____ UK Postcode <u> - - - - - </u>			
Name _____ Address _____ _____ _____ UK Postcode <u> - - - - - </u>			

Section 3: Total Issued Share Capital**(B)**

- > Please enter the details of the company's total share capital in the space provided below.

Issued share capital details

- > Please fill in the details of total share capital by class (eg. ordinary, preference etc) that has been issued to the company's shareholders.

Class of Share

Number of shares issued

ORDINARY50,000

Aggregate Nominal Value of issued shares

£ 50,000

Class of Share

Number of shares issued

CONVERTIBLE50,000

Aggregate Nominal Value of issued shares

£ 50,000

Class of Share

Number of shares issued

REDEEMABLE PREFERENCE200,000

Aggregate Nominal Value of issued shares

£ 200,000

Class of Share

Number of shares issued

Aggregate Nominal Value of issued shares

- > Please fill in the total number of issued shares and their total nominal value.

Number of shares issued

300,000

Aggregate Nominal Value of issued shares

£ 300,000

- > Please send a full list of shareholders with this annual return. Use Sections 4A (and 4B if appropriate) to give the details. You must name all the shareholders.



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 £15.

Signature

(Director / Secretary)

Date

25 / 11 / 2003

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 **4/11/2003** 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 **4th November 2004** 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

Section 4B: Details of Former Shareholders

- > Please fill in details of any persons or corporate bodies who have ceased to be shareholders at the date of this return. Also, please give the dates that their shares were transferred.
- > Please copy this page if there is not enough space to enter all the company's former shareholders.

Former shareholders details	Class and number of shares or amount of stock transferred	Date of registration of transfer
Name PAUL CRUTCHLEY Address SOMERSET HOUSE TEMPLE STREET BIRMINGHAM UK Postcode B3 5DJ	1 ORDINARY SHARE 1	27/1/03
Name Address UK Postcode		
Name Address UK Postcode		
Name Address UK Postcode		
Name Address UK Postcode		