

AR01

Annual Return

(For returns made up to a date on or **after 1 October 2011**)

BLUEPRINT

OneWorld

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A fee is payable with this form
Please see 'How to pay' on the
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You can use the Web
Please go to www.companieshouse.gov.uk

WEDNESDAY
19/12/2012
12/12/2012



A104PK75

A33 19/12/2012 #241

COMPANIES HOUSE

A29 12/12/2012 #295

COMPANIES HOUSE

☒ **What this form is for**
You may use this form to confirm
that the company information is
correct as at the date of this return
You must file an Annual Return at
least once every year

☒ **What this form is NOT for**
You cannot use this form to file
notice of changes to directors,
officers, registered office,
company type or information
relating to the company

Part 1

Company details

The section must be completed by all companies.

→ **Filling in this form**
Please complete in typescript or in
bold black capitals

All fields are mandatory unless
specified or indicated by *

A1

Company details

Company number 5 0 7 7 9 2 3

Company name in full ① MITIE Security (South West) Limited

① **Company name change**
If your company has recently
changed its name, please provide
the company name as at the date of
this return

A2

Return date

Please give the annual return made up date. The return date must not be a future
date. The annual return must be delivered within 28 days of the date given below.

If you would like the company's made up date to be earlier than 1 October 2011,
please complete the AR01 appropriate for earlier made up dates.

② **Date of this return**
Your company's return date
is usually the anniversary of
incorporation or the anniversary
of the last annual return filed at
Companies House. You may choose
an earlier return date but it must not
be a later date.

Date of this return ② d 0 d 1 m 0 m 3 y 2 y 0 y 1 y 2

A3

Principal business activity

Please show the trade classification code number(s) for the principal
activity or activities ①

Classification code 1 8 2 9 9 0

Classification code 2

Classification code 3

Classification code 4

① **Principal business activity**
You must provide a trade
classification code (SIC code 2007)
or a description of your company's
main business in this section.

A full list of the trade classification
codes are available on our website
www.companieshouse.gov.uk

If you cannot determine a code, please give a brief description of your
business activity below.

Principal activity
description Security

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A4

Company type^①

Please confirm your company type by ticking the appropriate box below (only one box must be ticked)

- ☐ Public limited company
☒ Private company limited by shares
☐ Private company limited by guarantee
☐ Private company limited by shares exempt under section 60
☐ Private company limited by guarantee exempt under section 60
☐ Private unlimited company with share capital
☐ Private unlimited company without share capital

① Company type

If you are unsure of your company type, please check your latest certificate of incorporation or our website
www.companieshouse.gov.uk

A5

Registered office address^②

Building name/number	8
Street	Monarch Court, The Brooms Emersons Green
Post town	Bristol
County/Region	
Postcode	B S 1 6 7 F H

② Change of registered office

This must agree with the address that is held on the Companies House record at the date of this return

If the registered office address has changed, you should complete form AD01 and submit it together with this annual return

A6

Single alternative inspection location (SAIL) of the company records (if applicable)^③

Building name/number	1
Street	Harlequin Office Park, Fieldfare Emersons Green
Post town	Bristol
County/Region	England
Postcode	B S 1 6 7 F N

③ SAIL address

This must agree with the address that is held on the Companies House record at the date of this return

If the address has changed, you should complete form AD02 and submit it together with this annual return

A7

Location of company records^④

Please tick the appropriate box to indicate which records are kept at the SAIL address in Section A6

- ☐ Register of members
☐ Register of directors
☐ Directors' service contracts
☐ Directors' indemnities
☐ Register of secretaries
☐ Records of resolutions etc
☐ Contracts relating to purchase of own shares
☐ Documents relating to redemption or purchase of own share out of capital by private company
☐ Register of debenture holders
☐ Report to members of outcome of investigation by public company into interests in its shares
☐ Register of interests in shares disclosed to public company
☐ Instruments creating charges and register of charges England and Wales or Northern Ireland
☐ Instruments creating charges and register of charges Scotland

④ Location of company records

If the company records are held at the registered office address, do not tick any of the boxes in this section

Certain records must be kept by every company while other records are only kept by certain company types where appropriate

If the records are not kept at the SAIL address, they must be available at the registered office

If any of the company records have moved from the registered office to the address in Section A6 since the last annual return, you must complete form AD03 and submit it together with this annual return

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Part 2**Officers of the company**

This section should include details of the company at the date to which this annual return is made up

- For a **secretary** who is an individual, go to **Section B1**
- For a **corporate secretary**, go to **Section C1**
- For a **director** who is an individual, go to **Section D1**
- For a **corporate director**, go to **Section E1**

Continuation pages

Please use a continuation page if you need to enter more officer details

Secretary**B1****Secretary's details ^①**

Please use this section to list all the secretaries of the company
For a **corporate secretary**, complete **Section C1-C4**.

Title*	
Full forename(s)	
Surname	
Former name(s) ^②	

① Secretary appointments

You may not use this form to appoint a secretary. To do this, please complete form AP03 and submit it together with this annual return.

Corporate details

Please use **Section C1-C4** to enter corporate secretary details

Secretary details

All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form CH03

② Former name(s)

Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes

B2**Secretary's service address ^③**

Building name/number	
Street	
Post town	
County/Region	
Postcode	
Country	

③ Service address

If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address

This information will appear on the public record

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Corporate secretary

C1

Corporate secretary's details ^①

Please use this section to list all the corporate secretaries of the company

① Corporate secretary appointments

You cannot use this form to appoint a corporate secretary. To do this, please complete form AP04 and submit it together with this annual return.

Corporate secretary details

All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form CH04.

This information will appear on the public record.

Corporate body/firm name

MITIE Company Secretarial Services Limited

Building name/number

8

Street

Monarch Court, The Brooms

Emersons Green

Post town

Bristol

County/Region

Postcode

B S 1 6 7 F H

Country

United Kingdom

C2

Location of the registry of the corporate body or firm

Is the corporate secretary registered within the European Economic Area (EEA)?

→ Yes Complete **Section C3 only**→ No Complete **Section C4 only**

C3

EEA companies ^②

Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.

② EEA

A full list of countries of the EEA can be found in our guidance www.companieshouse.gov.uk

③ This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)

Where the company/firm is registered ^③

United Kingdom

Registration number

5228356

C4

Non-EEA companies

Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.

④ Non-EEA

Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register.

Legal form of the corporate body or firm

Governing law

If applicable, where the company/firm is registered ^④

If applicable, the registration number

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Director**D1****Director's details ^①**

	Please use this section to list all the directors of the company For a corporate director, complete Section E1-E4.	
Title*	Mr	
Full forename(s)	Jeffrey Paul	
Surname	Flanagan	
Former name(s) ^②		
Country/State of residence	United Kingdom	
Nationality	British	
Date of birth	d1 d4 m0 m2 y1 y9 y6 y0	
Business occupation (if any)	Director	

① Director appointments

You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.

Corporate details

Please use Section E1-E4 to enter corporate director details.

Director details

All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form CH01.

② Former name(s)

Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.

D2**Director's service address ^③**

Building name/number	8	
Street	Monarch Court, The Brooms	
	Emersons Green	
Post town	Bristol	
County/Region		
Postcode	B S 1 6 7 F H	
Country	United Kingdom	

③ Service address

If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

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Director

D1

Director's details ^①

Please use this section to list all the directors of the company For a corporate director, complete Section E1-E4	
Title*	
Full forename(s)	Robert David
Surname	Forsyth
Former name(s) ^②	
Country/State of residence	United Kingdom
Nationality	British
Date of birth	d2 d7 m0 m8 y1 y9 y6 y9
Business occupation (if any)	Director

^① Director appointments

You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.

Corporate details

Please use Section E1-E4 to enter corporate director details.

Director details

All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form CH01.

^② Former name(s)

Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.

D2

Director's service address ^①

Building name/number	5
Street	Finney Close
Post town	Donisthorpe
County/Region	Derbyshire
Postcode	D E 1 2 7 P F
Country	United Kingdom

^① Service address

If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

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Director

D1

Director's details ^①

Please use this section to list all the directors of the company
For a corporate director, complete Section E1-E4

Title*	
Full forename(s)	James Henry John
Surname	Gilding
Former name(s) ^②	
Country/State of residence	United Kingdom
Nationality	British
Date of birth	d 0 dmmyyyy
Business occupation (if any)	Director

① Director appointments

You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.

Corporate details

Please use Section E1-E4 to enter corporate director details.

Director details

All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form CH01.

② Former name(s)

Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.

D2

Director's service address ^③

Building name/number	The Willows
Street	Marshalls Lane
Post town	Cinderford
County/Region	Gloucestershire
Postcode	G L 1 4 2 S T
Country	United Kingdom

③ Service address

If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

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Director

D1

Director's details ^①

Please use this section to list all the directors of the company
For a corporate director, complete Section E1-E4

Title*	
Full forename(s)	Peter Iain Maynard
Surname	Skoulding
Former name(s) ^②	
Country/State of residence	United Kingdom
Nationality	British
Date of birth	d0 d1 m0 m1 y1 y9 y0 y0
Business occupation (if any)	Accountant

① Director appointments

You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.

Corporate details

Please use Section E1-E4 to enter corporate director details.

Director details

All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form CH01.

② Former name(s)

Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.

D2

Director's service address ^③

Building name/number	The Company's Registered Office
Street	
Post town	
County/Region	
Postcode	
Country	

③ Service address

If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

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Corporate director

E1

Corporate director's details^①

Please use this section to list all the corporate director's of the company

Corporate body/firm
name

Building name/number

Street

Post town

County/Region

Postcode

Country

① Corporate director appointments

You cannot use this form to appoint a corporate director. To do this, please complete form AP02 and submit it together with this annual return.

Corporate director details

All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form CH02.

This information will appear on the public record.

E2

Location of the registry of the corporate body or firm

Is the corporate director registered within the European Economic Area (EEA)?

→ Yes Complete **Section E3 only**→ No Complete **Section E4 only**

E3

EEA companies^②

Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.

Where the company/
firm is registered^③

Registration number

② EEA

A full list of countries of the EEA can be found in our guidance www.companieshouse.gov.uk

③ This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)

E4

Non-EEA companies

Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.

Legal form of the
corporate body
or firm

Governing law

If applicable, where
the company/firm is
registered^④If applicable, the
registration number

④ Non-EEA

Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register.

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Part 3**Statement of capital^①**

Does your company have share capital?

→ Yes Complete the sections below and the following **Part 4**→ No Go to **Part 5 (Signature)**.^① This should reflect the company's capital status at the made up date of this annual return**F1****Share capital in pound sterling (£)**Please complete the table below to show each class of shares held in pound sterling
If all your issued capital is in sterling, only complete **Section F1** and then go to **Section F4**

Class of shares (E.g. Ordinary/Preference etc.)	Amount paid up on each share ^②	Amount (if any) unpaid on each share ^②	Number of shares ^③	Aggregate nominal value ^④
A Ordinary	1 00	0 00	163,200	£ 163,200 00
B Ordinary	1 00	0 00	156,800	£ 156,800 00
				£
				£
Totals			320,000	£ 320,000 00

F2**Share capital in other currencies**Please complete the table below to show any class of shares held in other currencies
Please complete a separate table for each currency

Currency				
Class of shares (E.g. Ordinary/Preference etc.)	Amount paid up on each share ^②	Amount (if any) unpaid on each share ^②	Number of shares ^③	Aggregate nominal value ^④
Totals				

Currency				
Class of shares (E.g. Ordinary/Preference etc.)	Amount paid up on each share ^②	Amount (if any) unpaid on each share ^②	Number of shares ^③	Aggregate nominal value ^④
Totals				

F3**Totals**

Please give the total number of shares and total aggregate nominal value of issued share capital

^④ Total aggregate nominal value
Please list total aggregate values in different currencies separately. For example: £100 + €100 + \$10 etc

Total number of shares

Total aggregate
nominal value ^⑤^② Including both the nominal value and any share premium^③ Number of shares issued multiplied by nominal value of each share^③ Total number of issued shares in this class**Continuation Pages**

Please use a Statement of Capital continuation page if necessary

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F4

Statement of capital (Voting rights)

Please give the prescribed particulars of rights attached to shares for each class of share shown in the statement of capital share tables in **Sections F1 and F2**

Class of share

A ORDINARY

Voting rights

See attached schedule

Class of share

B ORDINARY

Voting rights

See attached schedule

Class of share

Voting rights

Class of share

Voting rights

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F4	Statement of capital (Voting rights)
Class of share	A ORDINARY
Voting rights	The profits of the Company available for distribution in respect of any financial year shall be applied (i) first, in paying to the holders of the "A" Shares and the "B" Shares a dividend of such amount as the board shall decide, (ii) second, in paying as a cumulative dividend to the holders together of the "A" Shares one-half of the profits of the Company available for distribution (net of any tax that is actually payable) in each financial year less the amounts already paid in respect of the "A" Shares under clause (i) together with any arrears of such cumulative dividend unpaid from any previous financial year insofar as there is sufficient profit remaining after the payment in clause (i), and (iii) third, the balance of the profits available for distribution which are resolved to be distributed shall be distributed among the holders of the "A" Share and "B" Shares <i>pari passu</i> as if they constituted one class of share, provided that the holders of the "B" shares shall have no entitlement to any dividends whatsoever at any time after the date being 14 days after the annual general meeting of MITIE (as defined in Article 6 1) in 2014 Every dividend shall be distributed to the appropriate Shareholders <i>pro rata</i> according to the nominal value of the shares held by them respectively In all other respects the "A" Shares and the "B" Shares shall rank <i>pari passu</i>

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F4 Statement of capital (Voting rights)

Class of share	B ORDINARY
Voting rights	The profits of the Company available for distribution in respect of any financial year shall be applied (i) first, in paying to the holders of the "A" Shares and the "B" Shares a dividend of such amount as the board shall decide, (ii) second, in paying as a cumulative dividend to the holders together of the "A" Shares one-half of the profits of the Company available for distribution (net of any tax that is actually payable) in each financial year less the amounts already paid in respect of the "A" Shares under clause (i) together with any arrears of such cumulative dividend unpaid from any previous financial year insofar as there is sufficient profit remaining after the payment in clause (i), and (iii) third, the balance of the profits available for distribution which are resolved to be distributed shall be distributed among the holders of the "A" Share and "B" Shares pari passu as if they constituted one class of share, provided that the holders of the "B" shares shall have no entitlement to any dividends whatsoever at any time after the date being 14 days after the annual general meeting of MITIE (as defined in Article 6 1) in 2014 Every dividend shall be distributed to the appropriate Shareholders pro rata according to the nominal value of the shares held by them respectively In all other respects the "A" Shares and the "B" Shares shall rank pari passu

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Part 4 Shareholders

Does your company have share capital?

→ Yes go to **Section G1** 'Companies with share capital'→ No Go to **Part 5 (Signature)****G1 Companies with share capital**

Question 1

Were any of the company's shares admitted to trading on a market at any time during this return period? Please tick the appropriate box below ^①☒ No go to **Section G2** 'Past and present shareholders'☐ Yes go to **Question 2**

Question 2

Please only refer to Question 2 below if you have answered 'Yes' to Question 1. If you answered 'No', please go to **Section G2** 'Past and present shareholders'Did the company, throughout the return period, have any shares admitted to trading on a relevant market and was it, throughout the return period, an issuer to which DTR5 applies?⁽³⁾ Please tick the appropriate box below ^②☐ No go to **Section G4** 'Shareholders who hold at least 5% of any class of shares of the company as at the made up date of the return'☐ Yes go to **Part 5 (Signature)**^① A market is one established under the rules of a UK recognised investment exchange or any other regulated markets in or outside of the UK, or any other market outside of the UK. The current UK recognised investment exchanges and regulated markets can be found at www.fsa.gov.uk/register/exchanges.do^② DTR5 refers to the Vote Holder and Issuer Notification Rules contained in Chapter 5 of the Disclosure and Transparency Rules source book issued by the Financial Services Authority. Notification is required when the percentage acquisition of a shareholder in the company has reached a certain threshold (starting at 3%)**G2 List of past and present shareholders ^①**

The company is required to provide a full list of past and present shareholders if one was not included with either of the last two returns. Please tick the appropriate box below

☐ There were no shareholder changes in this period. Go to **Part 5 (Signature)**☒ A full list of shareholders is enclosed☐ A list of shareholder changes is enclosed

How is the list of shareholders enclosed? Please tick the appropriate box below

☒ The list of shareholders is enclosed on paper. Go to **Section G3** 'List of past and present shareholders'☐ The list of shareholders is enclosed in another format. Go to **Part 5 (Signature)**.^① This section only applies to companies answering 'No' in **Section G1**

(For returns made up to a date on or **after 1 October 2011**)

List of past and present shareholders^①

You must provide a 'full list' of all company shareholders on

- The company's first annual return following incorporation,
- Every third annual return after a full list has been provided.

This section only applies to companies answering 'No' to Question 1 in Section G1

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G3

List of past and present shareholders^①

Changes during this period 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 company shareholders on

- The company's first annual return following incorporation,
- Every third annual return after a full list has been provided

① Please list the company shareholders in alphabetical order

Joint shareholders should be listed consecutively

Further shareholders

Please use a 'List of past and present shareholders' continuation page if necessary

This section only applies to companies answering 'No' to Question 1 in Section G1

Shareholder's Name (Address not required)	Class of share	Shares or stock currently held	Shares or stock transferred (if appropriate)	
		Number of shares or amount of stock	Number of shares or amount of stock	Date of registration of transfer
MITIE Security Holdings Limited	£1 00 B Ordinary	156,800		/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /

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G4

Shareholders who hold at least 5% of any class of share(s) of the company as at the made up date of this return

This section should show only the shareholders that hold at least 5% of any class of share(s) of the company at the date of this return

It should only be completed by companies that have answered 'Yes' to Question 1 in Section G1, and 'No' to Question 2 in Section G1

If there were no shareholders holding at least 5% of any class of share(s) at the date of this return, this section may be left blank

→ Go to Part 5 (Signature)

This section only applies to companies answering 'No' to Question 2 in Section G1

Please list the company shareholders in alphabetical order

Joint shareholders should be listed consecutively

Further shareholders
Please use a 'Shareholders who hold at least 5% of any class of share(s) of the company as at the made up date of this return' continuation page if necessary

		Shares or stock currently held	
Shareholder's name	Shareholder's address	Class of share	Number of shares or amount of stock

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Part 5

Signature

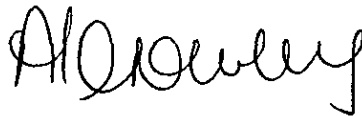
This must be completed by all companies.

I am signing this form on behalf of the company

Signature

Signature

X



X

This form may be signed by
Director¹, Secretary, Person authorised², Charity commission receiver and
manager, CIC manager, Judicial factor

¹ Societas Europaea

If the form is being filed on behalf of a Societas Europaea (SE) please delete 'director' and insert details of which organ of the SE the person signing has membership.

² Person authorised

Under either section 270 or 274 of the Companies Act 2006

AR01**Annual Return**(For returns made up to a date on or **after 1 October 2011**)**Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name

Company name

The Company Secretary

Address

8 Monarch Court

The Brooms

Post town

Emersons Green

County/Region

Bristol

Postcode

B S 1 6 7 F H

Country

United Kingdom

DX

Telephone

**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following

- ☐ That if the made up date of the return is any earlier than 1 October 2011, you must complete the appropriate form AR01
- ☐ The company name and number match the information held on the public Register
- ☐ You have completed your principal business activity
- ☐ You have not used this form to make changes to the registered office address
- ☐ You have not used this form to make changes to secretary and director details
- ☐ You have fully completed the Statement of capital (if applicable)
- ☐ You have signed the form
- ☐ You have enclosed the correct fee

**Important information**

Please note that all information on this form will appear on the public record.

**How to pay**

A fee of £40 is payable to Companies House in respect of an Annual Return

Make cheques or postal orders payable to 'Companies House'

**Where to send**

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below

For companies registered in England and Wales
The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ
DX 33050 Cardiff

For companies registered in Scotland
The Registrar of Companies, Companies House,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF
DX ED235 Edinburgh 1
or LP - 4 Edinburgh 2 (Legal Post)

For companies registered in Northern Ireland
The Registrar of Companies, Companies House,
Second Floor, The Linenhall, 32-38 Linenhall Street,
Belfast, Northern Ireland, BT2 8BG
DX 481 N R Belfast 1

**Further information**

For further information, please see the guidance notes on the website at www.companieshouse.gov.uk or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.companieshouse.gov.uk

RP01

BLUEPRINT

OneWorld

Replacement of document not meeting requirements for proper delivery

✓ **What this form is for**
You can only use this form to file
a replacement of a document that
was previously delivered to the
Registrar of Companies under the
Companies Act 2006 on or after 1
October 2009 and was either not
properly delivered or contained
unnecessary material

✗ **What this form is NOT for**
You cannot use this form to file
information in a previously
delivered document, or to replace a
document delivered under Section 21
Companies Act 2006 - Co
Charges

A33 19/12/2012 #242
A29 12/12/2012 #294
COMPANIES HOUSE
COMPANIES HOUSE

1 Company details

Company number 5 0 7 7 9 2 3
Company name in full MITIE Security (South West) Limited

→ **Filing in this form**
Please complete in typescript or in
bold black capitals

2 Description of the original document

Document type ① Annual Return - AR01 dated 01/03/2012

① **Description of the original
document**
Please enter the document type
(e.g. articles of association) and any
distinguishing information if more
than one document of that type was
filed on the same day

Date of registration of
the original document d 1 9 m 0 3 y 2 0 y 1 2

3 Signature

A replacement document must only be filed where (i) a document has previously
been delivered and either (ii) that document was not properly delivered or (iii)
that document contained unnecessary material

Please sign either **Section 3a** or **Section 3b**

3a The company to which the original document relates

Please complete this section if you are signing on behalf of the company to
which the original document relates

I am signing this form on behalf of the company

Signature

Signature

✗

✗

This form may be signed by
Director ②, Secretary, Person authorised ①, Permanent representative on behalf of
an overseas company, Liquidator, Administrator, Administrative receiver, Receiver,
Receiver manager, Charity commission receiver and manager, CIC manager,
Judicial factor

② **Societas Europaea**
If the form is being filed on behalf
of a Societas Europaea (SE), please
delete 'director' and insert details
of which organ of the SE the person
signing has membership

① **Person authorised**
Under either section 270 or 274 of
the Companies Act 2006

RP01

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3b

The person who delivered the original document

Please complete this section if you are the person who delivered the original document

Signature

Signature

X

X

4

Notes

Please note

If you are applying for, or have been granted, exemption under Section 243 of the Companies Act 2006 and the document(s) you are replacing contain(s) your usual residential address, please post this form along with the replacement document to the address below

The Registrar of Companies, PO BOX 4082, Cardiff, CF14 3WE

RP01

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Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone

Checklist

Please make sure you have remembered the following

- ☐ You have fully completed Section 2 'Description of the original document'
- ☐ The correct person has signed the form in **either** Section 3a **or** Section 3b
- ☐ If you are replacing a document where you have previously paid a fee, do not send a fee along with this form
- ☐ You have enclosed the replacement document
- ☐ If the company to which this document relates has signed up to the PROOF (PROtected Online Filing) scheme, you **must** also deliver with this form and the replacement document a PR03 form 'Consent for paper filing'

Important information

Please note that all information on this form will appear on the public record

Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below

For companies registered in England and Wales

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ
DX 33050 Cardiff

For companies registered in Scotland

The Registrar of Companies, Companies House,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF
DX ED235 Edinburgh 1
or LP - 4 Edinburgh 2 (Legal Post)

For companies registered in Northern Ireland

The Registrar of Companies, Companies House,
Second Floor, The Linenhall, 32-38 Linenhall Street,
Belfast, Northern Ireland, BT2 8BG
DX 481 N R Belfast 1

Section 243 exemption

If you are applying for, or have been granted, a section 243 exemption, please post this form along with the replacement document to the different postal address below

The Registrar of Companies, PO Box 4082,
Cardiff, CF14 3WE

Further information

For further information, please see the guidance notes on the website at www.companieshouse.gov.uk or email enquiries@companieshouse.gov.uk

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