

**Company Registration Number: 5228356**

**MITIE Company Secretarial Services Limited**

**Report and Unaudited Financial Statements**

**31 March 2013**

**SATURDAY**



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**COMPANIES HOUSE**

## MITIE Company Secretarial Services Limited

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<b>Directors</b>	S C Baxter P I M Skoulding
<b>Joint Secretary</b>	R F Allan R Allen A L Crowley
<b>Registered office</b>	8 Monarch Court, The Brooms, Emersons Green, Bristol, BS16 7FH
<b>Company number</b>	5228356

### **Directors' report**

The directors present their annual report on the affairs of the company, together with the unaudited financial statements, for the year end 31 March 2013

### **Business review**

The company has been dormant as defined in section 1169 of the Companies Act 2006 throughout the year and preceding financial year. It is anticipated that the company will remain dormant for the foreseeable future.

### **Directors and their interests**

The directors who served during the year were as follows

S C Baxter  
P I M Skoulding

Approved by the Board of Directors and signed on behalf of the Board



**Peter Skoulding**  
Director

18 September 2013

**Balance Sheet as at 31 March 2013**


	2013 £	2012 £
<b>Current assets</b>		
Debtors – amounts due from group undertakings	1	1
<b>Net assets</b>	<u>1</u>	<u>1</u>
<b>Share capital and reserves</b>		
<i>Called up, allotted and fully paid</i>		
– 1 ordinary share of £1 each	1	1
<b>Equity shareholder's funds</b>	<u>1</u>	<u>1</u>

The company did not trade during the current or preceding year and has made neither profit nor loss, nor any other recognised gain or loss

For the year ending 31 March 2013 the company was entitled to exemption from audit under section 480 of the Companies Act 2006 relating to dormant companies. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476. The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of the accounts.

The financial statements of MITIE Company Secretarial Services Limited, company registration number 5228356, were approved by the Board of Directors on 18 September 2013

Signed on behalf of the Board of Directors



**Peter Skoulding**  
Director

The accompanying notes are an integral part of this balance sheet

**Notes to the accounts  
for the year ended 31 March 2013**

**1 Accounting policy**

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom law and accounting standards

**2 Profit and loss account**

No profit and loss account is presented with these financial statements because the company has not received income, incurred expenditure or recognised any gains or losses during either the year under review or the preceding financial year. There have been no movements in shareholders' funds during the year under review or the preceding financial year.

**3 Information regarding directors and employees**

The company had no employees during the current and preceding year.

No emoluments were payable to the directors of the company during the current and preceding financial year.

**4 Called Up Share Capital**

**Rights attached to shares**

The holders of the £1 ordinary shares are entitled to a dividend as decided by the Board. Thereafter, MITIE Group PLC, the holder of the £1 ordinary shares, is entitled to one half of the company's annual profits available for distribution less the above amount already paid, together with any arrears of such cumulative dividends unpaid from any previous financial year.

**5 Ultimate controlling party**

The directors regard MITIE Group PLC, a company registered in Scotland, as the company's ultimate parent undertaking and controlling party. Copies of the group accounts can be obtained from the Company Secretary at the Registered Office.

**6 Related party transactions**

The cost of the annual return was borne by the company's parent company without any right to reimbursement.