

**Company Registration Number: 5228356**

**MITIE Company Secretarial Services Limited**

**Annual Report and Accounts**

**31 March 2009**

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## MITIE Company Secretarial Services Limited

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**Directors:** R McGregor-Smith  
S C Baxter  
J Clarke

**Joint Secretary:** R F Allan  
M-C K Haines  
A L Crowley

**Registered office:** 8 Monarch Court, The Brooms,  
Emersons Green, Bristol, BS16 7FH

**Company number:** 5228356

### Directors' report

The directors present their annual report and unaudited financial statements for the year ended 31 March 2009.

### Principal activities

The company provides company secretarial and support services to MITIE group subsidiaries. The company has been dormant, as defined in Section 249AA of the Companies Act 1985, throughout the year.

### Directors and their interests

The directors who served during the year were as follows:

R McGregor-Smith  
S C Baxter  
J Clarke (appointed 16 December 2008)

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



**James Clarke**  
Director

27 November 2009

**Balance Sheet as at 31 March 2009**

	2009 £	2008 £
<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>Authorised</i>		
– 1,000 ordinary shares of £1 each		
<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.

These annual accounts have not been audited because the company is entitled to the exemption provided by s249AA (1) Companies Act 1985 and no notice under s249B (2) has been deposited at the company's registered office requiring the company to obtain an audit of the accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records that comply with s221 Companies Act 1985. The directors also acknowledge their responsibilities for preparing accounts which give a true and fair view of the state of the affairs of the company as at the end of the financial year in accordance with s226 Companies Act 1985, and which otherwise comply with the requirements of that Act relating to accounts, so far as applicable to the company.

These accounts were approved by the Board of Directors on *27 November* 2009.

Signed on behalf of the Board of Directors



**James Clarke**  
Director

The accompanying notes are an integral part of this balance sheet.

**Notes to the accounts  
for the period ended 31 March 2009**

**1 Accounting policy**

The accounts are prepared under the historical cost convention and are prepared in accordance with applicable United Kingdom 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**

No emoluments were payable to the directors, who were the only employees of the company, during the current or 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.