

BLUEPRINT

2000

113877 / 360

363a

Please complete in typescript,  
or in bold black capitals.

**Annual Return**

CHFP010

**Company Number**

5228364

**Company Name in full**

MITIE Document Solutions Limited

**Date of this return**

The information in this return is made up  
to

Day		Month		Year	
0	1	0	9	2	0
				0	6

**Date of next return**

If you wish to make your next return to a  
date earlier than the anniversary of this  
return please show the date here.  
Companies House will then send a form at  
the appropriate time.

Day		Month		Year	

**Registered Office**

Show here the address at the date of  
this return.

8 Monarch Court, The Brooms, Emersons Green

Any change of  
registered office **must**  
be notified on form  
287.

Post town

Bristol

County / Region

UK Postcode

BS16 7FH

**Principal business activities**

Show trade classification code number(s)  
for the principal activity or activities.

7487

If the code  
give  
activ



A23  
COMPANIES HOUSE

#A51R5J1D\*  
195  
22/09/2006

When you have completed and signed the form please send it to the  
Registrar of Companies at:

**Companies House, Crown Way, Cardiff, CF14 3UZ****DX 33050 Cardiff**

for companies registered in England and Wales  
or

**Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB**

for companies registered in Scotland

**DX 235 Edinburgh**

**Register of members**

If the register of members is not kept at the registered office, state here where it is kept.

Post town

County / Region

UK Postcode

**Register of Debenture holders**

If there is a register of debenture holders, or a duplicate of any such register or part of it, which is not kept at the registered office, state where it is kept.

Post town

County / Region

UK Postcode

**Company type**

Public limited company

☐

Private company limited by shares

☒

Private company limited by guarantee without share capital

☐

Private company limited by shares exempt under section 30

☐

Private company limited by guarantee exempt under section 30

☐

Private unlimited company with share capital

☐

Private unlimited company without share capital

☐

Please tick the appropriate box

**Company Secretary**

Details of a new company secretary must be notified on form 288a.

(Please photocopy this area to provide details of joint secretaries).

Name

\* Style / Title

Forename(s)

\* Voluntary details.

Surname

MITIE Company Secretarial Services Limited

If a partnership give the names and addresses of the partners or the name of the partnership and office address.

Address

8 Monarch Court, The Brooms, Emersons Green

**Usual residential address** must be given. In the case of a corporation, give the registered or principal office address.

Post town

Bristol

County / Region

UK Postcode

BS16 7FH

Country

United Kingdom

BLUEPRINT

2000

**Directors***Please list directors in alphabetical order.***Details of new directors must be notified on form 288a**

**Directors** In the case of a director that is a corporate or a Scottish firm, the name is the corporate or firm name.

Name \* Style / Title \_\_\_\_\_

Day		Month		Year	
2	0	0	8	1	9

Date of birth

Forename(s) | David James

Surname | Ash

Address | 5 Mill Road, Northfleet

**Usual residential address** must be given. In the case of a corporation, give the registered or principal office address.

Post town | Gravesend

County / Region | Kent UK Postcode | DA11 9JP

Country | United Kingdom Nationality | British

Business occupation | Director

\* Voluntary details.

Name \* Style / Title \_\_\_\_\_

Day		Month		Year	
1	6	0	4	1	9

Date of birth

Forename(s) | Suzanne Claire

Surname | Baxter

Address | 7 Broad Lane, Upper Bucklebury

**Usual residential address** must be given. In the case of a corporation, give the registered or principal office address.

Post town | Reading

County / Region | Berkshire UK Postcode | RG7 6QH

Country | Nationality | British

Business occupation | Company Director

**Directors***Please list directors in alphabetical order.***Details of new directors must be notified on form 288a**

**Directors** In the case of a director that is a corporate or a Scottish firm, the name is the corporate or firm name.

Name \* Style / Title \_\_\_\_\_

Day		Month		Year	
0	9	0	1	1	9
				6	2

Date of birth

Forename(s) | Leslie Kenneth

Surname | Herbert

**Address**

| Rowan, Ashmore Green Road, Ashmore Green

**Usual residential address** must be given. In the case of a corporation, give the registered or principal office address.

Post town | Thatcham

County / Region | Berkshire

UK Postcode | RG18 9ER

Country |

**Nationality** | British**Business occupation** | Director

\* Voluntary details.

Name \* Style / Title \_\_\_\_\_

Day		Month		Year	
2	2	0	2	1	9
				6	3

Date of birth

Forename(s) | Ruby

Surname | McGregor-Smith

**Address**

| Eastgate, Coopers Hill Lane, Englefield Green

**Usual residential address** must be given. In the case of a corporation, give the registered or principal office address.

Post town | Egham

County / Region | Surrey

UK Postcode | TW20 0LB

Country | England

**Nationality** | British**Business occupation** | Director

**Directors***Please list directors in alphabetical order.***Details of new directors must be notified on form 288a**

**Directors** In the case of a director that is a corporate or a Scottish firm, the name is the corporate or firm name.

**Name** \* Style / Title

Day Month Year

Date of birth

2 4 0 4 1 9 6 2

Forename(s)

Michael Jay

Surname

Oppenheim

**Address**

11 Bridgeview Court, 19 Grange Road

**Usual residential address** must be given. In the case of a corporation, give the registered or principal office address.

Post town

London

County / Region

UK Postcode SE1 3BT

Country

Nationality American

**Business occupation**

Director

\* Voluntary details.

**Name** \* Style / Title

Day Month Year

Date of birth

3 1 0 8 1 9 4 1

Forename(s)

Ian Reginald

Surname

Stewart

**Address**

Lullingworth, Stroud Road

**Usual residential address** must be given. In the case of a corporation, give the registered or principal office address.

Post town

Painswick

County / Region

Gloucestershire

UK Postcode GL6 6UT

Country

England

Nationality British

**Business occupation**

Director

**Issued share capital**

Enter details of all the shares in issue at the date of this return.

<b>Class</b> (e.g. Ordinary/Preference)	<b>Number of shares issued</b>	<b>Aggregate Nominal Value</b> (i.e. Number of shares issued multiplied by nominal value per share, or total amount of stock)
A Ordinary	134,000	£134,000.00
B Ordinary	66,000	£66,000.00
<b>Totals</b>	200,000	200,000.00

**List of past and present shareholders**

(use attached schedule where appropriate)

A full list is required if one was not included with either of the last two returns.

There were no changes in the period

☐

on paper

in another format

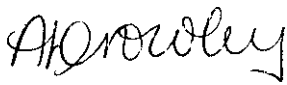
A list of changes is enclosed

☐☐

A full list of shareholders is enclosed

☒☐**Certificate**

I certify that the information given in this return is true to the best of my knowledge and belief.

**Signed****Date**

19/09/06

† Please delete as appropriate.

† a director / secretary

When you have signed the return send it with the fee to the Registrar of Companies.  
Cheques should be made payable to **Companies House**.

This return includes  continuation sheets.  
(enter number)

Please give the name, address, telephone number and, if available, a DX number and Exchange of the person Companies House should contact if there is any query.

The Company Secretary, 8 Monarch Court, The Brooms,  
Emersons Green, Bristol, BS16 7FH, United Kingdom  
Tel

BLUEPRINT  
2000

DX number  DX exchange

# List of past and present shareholders

## Schedule to form 363a

CHFP010

Company Number 5228364

Company Name in full MITIE Document Solutions Limited

- > Changes 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 the company shareholders on:
  - The company's first annual return following the incorporation;
  - Every third annual return after a full list has been provided
- > List the company shareholders in alphabetical order or provide an index
- > List joint shareholders consecutively

Shareholders' details	Class and number of shares or amount of stock held	Class and number of shares or amount of stock transferred	Shares or amount of stock transferred (if appropriate)  Date of registration of transfer
Name MITIE Group PLC  Address 35 Duchess Road, Rutherglen, Glasgow, Scotland  UK postcode   G73 1AU	£1.00 A Ordinary         Shares Held 134,000		
Name   Address     UK postcode			
Name   Address     UK postcode			

# List of past and present shareholders

## Schedule to form 363a

CHFP010

Company Number | 5228364

Company Name in full | MITIE Document Solutions Limited

- Changes 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 the company shareholders on:
  - The company's first annual return following the incorporation;
  - Every third annual return after a full list has been provided
- List the company shareholders in alphabetical order or provide an index
- List joint shareholders consecutively

Shareholders' details	Shares or amount of stock transferred (if appropriate)		
	Class and number of shares or amount of stock held	Class and number of shares or amount of stock transferred	Date of registration of transfer
Name Adam David Khan Afghan  Address 61 Sladedale Road, London  UK postcode   SE18 1PY	£1.00 B Ordinary       Shares Held 500		
Name David James Ash  Address 5 Mill Road, Northfleet, Gravesend, Kent, United Kingdom  UK postcode   DA11 9JP	£1.00 B Ordinary       Shares Held 5,000		
Name Wayne Ash  Address 158 High Street, Milton Regis, Sittingbourne, Kent, United Kingdom  UK postcode   ME10 2AT	£1.00 B Ordinary       Shares Held 500		



CHFP010

### List of past and present shareholders (Continued)

**Company Number** 5228364

Shareholders' details	Shares or amount of stock transferred <i>(if appropriate)</i>		
	Class and number of shares or amount of stock held	Class and number of shares or amount of stock transferred	Date of registration of transfer
<p><b>Name</b> Khan Phillip Bird</p> <hr/> <p><b>Address</b> 17 Madison Gardens, Bexley Heath, Kent</p> <hr/> <p><b>UK postcode</b>   DA7 5SU</p>	<p>£1.00 B Ordinary</p>          <p>Shares Held 500</p>		
<p><b>Name</b> Terry Alan Bradley</p> <hr/> <p><b>Address</b> Tresco, Russell Gardens, Wickford, Essex</p> <hr/> <p><b>UK postcode</b>   SS11 8QG</p>	<p>£1.00 B Ordinary</p>          <p>Shares Held 500</p>		
<p><b>Name</b> Lois Sara Collins</p> <hr/> <p><b>Address</b> 15 Sophia Square, Rotherhithe St, London, England</p> <hr/> <p><b>UK postcode</b>   SE16 5XL</p>	<p>£1.00 B Ordinary</p>          <p>Shares Held 2,500</p>		
<p><b>Name</b> Matthew Allan Gibson</p> <hr/> <p><b>Address</b> 52 Alpine Street, Reading, Berkshire</p> <hr/> <p><b>UK postcode</b>   RG30 3EB</p>	<p>£1.00 B Ordinary</p>          <p>Shares Held 1,000</p>		

CHFP010

## List of past and present shareholders (Continued)

Company Number 5228364

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
<p>Name Damian Paul Hasted</p> <p>Address 147 Rushden Gardens, Clayhall, Ilford, Essex</p> <p>UK postcode IG5 0BL</p>	<p>£1.00 B Ordinary</p> <p>Shares Held 1,000</p>		
<p>Name Leslie Kenneth Herbert</p> <p>Address Rowan, Ashmore Green Road, Ashmore Green, Thatcham, Berkshire</p> <p>UK postcode RG18 9ER</p>	<p>£1.00 B Ordinary</p> <p>Shares Held 20,000</p>		
<p>Name Jane James</p> <p>Address 1 Prestbury Square, London, England</p> <p>UK postcode SE9 4LZ</p>	<p>£1.00 B Ordinary</p> <p>Shares Held 1,000</p>		
<p>Name Martin Leslie Kiddell</p> <p>Address 38 Poplar Road, Rochester, Strood, Kent</p> <p>UK postcode ME2 2NS</p>	<p>£1.00 B Ordinary</p> <p>Shares Held 1,000</p>		

CHFP010

## List of past and present shareholders (Continued)

Company Number 5228364

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
Name Patrick Aloysius Lynch  Address 32 Kingsmere Park, London  UK postcode   NW9 8PL	£1.00 B Ordinary     Shares Held 4,000		
Name Alfredo Maisto  Address 229a Kilburn Lane, London  UK postcode   W10 4BQ	£1.00 B Ordinary     Shares Held 1,000		
Name Andrew Nicholas Marfleet  Address 12 Elm Drive, Sunbury-on-Thames, Middlesex  UK postcode   TW16 5NX	£1.00 B Ordinary     Shares Held 1,000		
Name Stuart Matthews  Address 72 Clarke Crescent, Kennington, Ashford  UK postcode   TN24 9SA	£1.00 B Ordinary     Shares Held 2,000		

CHFP010

## List of past and present shareholders (Continued)

Company Number 5228364

Shareholders' details	Class and number of shares or amount of stock held	Shares or amount of stock transferred (if appropriate)		Date of registration of transfer
		Class and number of shares or amount of stock transferred		
Name Brian William McBride  Address 10 Chesterfield Court, Cranes Park, Surbiton, Surrey  UK postcode   KT5 8AH	£1.00 B Ordinary			
	Shares Held 2,000			
Name MITIE Group PLC  Address 35 Duchess Road, Rutherglen, Glasgow, Scotland  UK postcode   G73 1AU	£1.00 B Ordinary	2,000 500 5,000 500 500 500 2,500 0 1,000	12/12/2005 12/12/2005 12/12/2005 12/12/2005 12/12/2005 12/12/2005 12/12/2005 12/12/2005 12/12/2005	
Name   Address    UK postcode		1,000 10,000 1,000 1,000 4,000 1,000 2,000 1,000	12/12/2005 12/12/2005 12/12/2005 12/12/2005 12/12/2005 12/12/2005 12/12/2005 12/12/2005	
Name   Address    UK postcode		2,000 2,000 1,000 5,000 2,000 1,000 1,000 1,000	12/12/2005 12/12/2005 12/12/2005 12/12/2005 12/12/2005 12/12/2005 12/12/2005 12/12/2005	

List of past and present shareholders (Continued)

CHFP010

## List of past and present shareholders (Continued)

Company Number 5228364

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
<p>Name David John Revis</p> <p>Address 33c Eckstein Road, London, England</p> <p>UK postcode SW11 1QE</p>	<p>£1.00 B Ordinary</p> <p>Shares Held 2,000</p>		
<p>Name James Edward Roche</p> <p>Address 24b Kingsdown Road, Upper Holloway, London</p> <p>UK postcode N19 4LA</p>	<p>£1.00 B Ordinary</p> <p>Shares Held 1,000</p>		
<p>Name Lena Jill Rosendale</p> <p>Address 13a West End Avenue, Pinner, Middlesex</p> <p>UK postcode HA5 1BH</p>	<p>£1.00 B Ordinary</p> <p>Shares Held 1,000</p>		
<p>Name Fiona Emily Mary Shadbolt</p> <p>Address 76 Cherry Tree Walk, Coney Hall, West Wickham, Kent</p> <p>UK postcode BR4 9EH</p>	<p>£1.00 B Ordinary</p> <p>Shares Held 2,000</p>		

CHFP010

## List of past and present shareholders (Continued)

Company Number 5228364

Shareholders' details	Class and number of shares or amount of stock held	Class and number of shares or amount of stock transferred	Shares or amount of stock transferred (if appropriate) Date of registration of transfer
Name Victoria Joan Smith  Address The Squirrels, The Dene, Hurstbourne Tarrant, Hampshire, England  UK postcode SP11 0AG	£1.00 B Ordinary     Shares Held 1,000		
Name Philip Varney  Address 20 Alexandra Square, Morden, Surrey  UK postcode SM4 5NJ	£1.00 B Ordinary     Shares Held 2,000		
Name Michaela Walters  Address 34b Bromley Grove, Shortlands, Kent  UK postcode BR2 0LN	£1.00 B Ordinary     Shares Held 500		
Name David Anthony John Weir  Address 40 Charlmont Road, London  UK postcode SW17 9AJ	£1.00 B Ordinary     Shares Held 1,000		

CHFP010

## List of past and present shareholders (Continued)

Company Number 5228364

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
Name Mark West  Address 542 Goresbrook Road, Dagenham, Essex  UK postcode RM9 4XD	£1.00 B Ordinary       Shares Held 1,000		
Name Stephanie Winn  Address 13 Colomb Street, Greenwich, London  UK postcode SE10 9EW	£1.00 B Ordinary       Shares Held 1,000		
Name Michael Paul Woodhead  Address 1 Heathside, Sandridge Road, St Albans, Herts, England  UK postcode AL1 4AG	£1.00 B Ordinary       Shares Held 2,000		
Name   Address   UK postcode			