

BLUEPRINT

2000

113447 / 330
x11

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
1	0	0
0	9	2
		0
		0
		5

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
0	1	0
	9	2
		0
		0
		6

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 number cannot be determined,
give a brief description of principal
activity.

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 EdinburghA38
COMPANIES HOUSE 12/10/2005A45
COMPANIES HOUSE 30/09/05

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

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

* Voluntary details.

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

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

Name

* Style / Title

Forename(s)

Surname

Address

Post town

County / Region

Country

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

Corina Katherine

Ross

Ainslie's Cottage, 30B Belvedere, Lansdown

Bath

UK Postcode BA1 5HR

England

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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

0 9 0 1 1 9 6 2

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

Date of birth

2 2 0 2 1 9 6 3

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

Finance 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 JaySurname OppenheimAddress Flat 13, The School House, Pages Walk

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

Post town LondonCounty / Region _____ UK Postcode SE1 4HGCountry England Nationality AmericanBusiness occupation Director

* Voluntary details.

Name * Style / Title _____

Day Month Year
 Date of birth 3 1 0 8 1 9 4 1

Forename(s) Ian ReginaldSurname StewartAddress Lullingworth, Stroud Road

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

Post town PainswickCounty / Region Gloucestershire UK Postcode GL6 6UTCountry England Nationality BritishBusiness occupation Director

Issued share capital

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

Class
(e.g. Ordinary/Preference)**Number of shares issued****Aggregate Nominal Value**
(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
Totals	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**

21.9.05

† 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

3

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

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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	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
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

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- 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 Leslie Kenneth Herbert Address Rowan, Ashmore Green Road, Ashmore Green, Thatcham, Berkshire UK postcode RG18 9ER	£1.00 B Ordinary Shares Held 10,000		
Name MITIE Group PLC Address 35 Duchess Road, Rutherglen, Glasgow, Scotland UK postcode G73 1AU	£1.00 B Ordinary Shares Held 56,000		
Name Address UK postcode			

List of past and present shareholders

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- 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 Instant Companies Limited Address 1 Mitchell Lane, Bristol, United Kingdom UK postcode BS1 6BU	£1.00 Ordinary Shares Held 0	1	10/09/2004
Name Address UK postcode			
Name Address UK postcode			