

# AR01

## Annual Return

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A fee is payable with this form  
Please see 'How to pay' on the  
last page

You can use the WebFiling service  
Please go to [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

☒ 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 give  
notice of changes to the company  
officers, registered office address  
company type or information  
relating to the company records

FRIDAY  
FF



\*LOGJCJLO\*

L20 30/04/2010 298  
COMPANIES HOUSE

\*ADTD1J7K\*

A12 16/04/2010 401  
COMPANIES HOUSE

### 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 6144802  
Company name in full OFFLINK LTD

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

Date of this return ② 07 10 2010

① 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

#### A3 Principal business activity

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

Classification code 1              
Classification code 2              
Classification code 3              
Classification code 4            

① Principal business activity  
You must provide a trade  
classification code (SIC code) 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](http://www.companieshouse.gov.uk)

Principal activity  
description

If you cannot determine a code, please give a brief description of your  
business activity below  
ELECTRICAL DESIGN SERVICES FOR HEAVY  
INDUSTRY  
VAT CLASSIFICATION 74872-  
SPECIALITY DESIGN ACTIVITIES

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**A4**

**Company type<sup>1</sup>**

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](http://www.companieshouse.gov.uk)

**A5**

**Registered office address<sup>2</sup>**

Building name/number

32 NORTHWOOD GARDENS

Street

GANTS HILL, ILFORD

Post town

County/Region

ESSEX

Postcode

IG5 0AJ

**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)<sup>3</sup>**

Building name/number

Street

Post town

County/Region

Postcode

**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<sup>4</sup>**

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

## 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 <sup>①</sup>

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

Title*	MRS
Full forename(s)	JUNE HELGA
Surname	COPLEY
Former name(s) <sup>②</sup>	

**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 <sup>③</sup>

Building name/number	32
Street	NORTHWOOD GARDENS
Post town	ILFORD
County/Region	ESSEX
Postcode	IG5 0AJ
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

<b>C1</b>	<b>Corporate secretary's details <sup>①</sup></b>											
	Please use this section to list all the corporate secretaries of the company											
Corporate body/firm name												
Building name/number												
Street												
Post town												
County/Region												
Postcode	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											
Country												

**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.

<b>C2</b>	<b>Location of the registry of the corporate body or firm</b>
	Is the corporate secretary registered within the European Economic Area (EEA)? → Yes Complete <b>Section C3 only</b> → No Complete <b>Section C4 only</b>

<b>C3</b>	<b>EEA companies <sup>①</sup></b>
	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 <sup>②</sup>	
Registration number	

**① EEA**  
A full list of countries of the EEA can be found in our guidance [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

**② This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)**

<b>C4</b>	<b>Non-EEA companies</b>
	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 <sup>①</sup>	
If applicable, the registration number	

**① 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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Director

**D1**

Director's details <sup>1</sup>

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)	RICHARD FRANK
Surname	COPLEY
Former name(s) <sup>2</sup>	
Country/State of residence	ENGLAND
Nationality	BRITISH
Date of birth	29 03 1948
Business occupation (if any)	ELECTRICAL DESIGNER

**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 <sup>1</sup>

Building name/number	32
Street	NORTHWOOD GARDENS
Post town	ILFORD
County/Region	ESSEX
Postcode	165 0AJ
Country	

**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 <sup>①</sup>

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

Title*	
Full forename(s)	
Surname	
Former name(s) <sup>②</sup>	
Country/State of residence	
Nationality	
Date of birth	<div>d</div> <div>d</div> <div>m</div> <div>m</div> <div>y</div> <div>y</div> <div>r</div> <div>y</div>
Business occupation (if any)	

**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 <sup>①</sup>

Building name/number	
Street	
Post town	
County/Region	
Postcode	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Country	

**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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### Corporate director

**E1**

#### Corporate director's details <sup>①</sup>

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

Corporate body/firm name

Building name/number

Street

Post town

County/Region

Postcode

Country

**① Corporate director appointment**  
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 <sup>①</sup>

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 <sup>②</sup>

Registration number

**① EEA**

A full list of countries of the EEA can be found in our guidance [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

**② 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 <sup>①</sup>

If applicable, the registration number

**① 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

## Part 3 Statement of capital\*

Does your company have share capital?

- Yes Complete the sections below and the following Part 4  
→ No Go to Part 5 (Signature)

\* 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 ①	Amount (if any) unpaid on each share ②	Number of shares ③	Aggregate nominal value ④
ORDINARY	£100		100	£ 100
				£
				£
				£
Totals			100	£ 100

### 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			N/A	

Currency				
Class of shares (E.g. Ordinary/Preference etc.)	Amount paid up on each share ①	Amount (if any) unpaid on each share ②	Number of shares ③	Aggregate nominal value ④
Totals			N/A	

### F3 Totals

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

Total number of shares

Total aggregate nominal value ⑤

⑤ Total aggregate nominal value  
Please list total aggregate values in different currencies separately. For example £100 + €100 + \$10 etc.

① Including both the nominal value and any share premium

② Number of shares issued multiplied by nominal value of each share

Continuation Pages  
Please use a Statement of Capital continuation page if necessary

③ Total number of issued shares in this class



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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

Voting rights

ORD

ORDINARY £1 SHARES WITH VOTING  
RIGHTS

Class of share

Voting rights

Class of share

Voting rights

Class of share

Voting rights

## Part 4

## Shareholders

Does your company have share capital?  
→ Yes Complete the sections below  
→ No Go to Part 5 (Signature)

① This should reflect the shareholder details at the end of the date of this annual return

**G1**

### Traded public companies ②

☐ Please tick the box if your company was a traded public company at any time during the period of this return

② **Traded company definition**  
A traded company means a company any of whose shares are admitted to trading on a regulated market

**G2**

### List of past and present shareholders

Private and non-traded public companies are required to provide a 'full list' if one was not included with either of the last two returns

Traded public companies are required to provide a list of shareholders who held at least 5% of the issued shares of any share class if a list was not provided with either of the last two returns

Please tick the appropriate box below

- ☐ A full list of shareholders for a private or non-traded public company is enclosed Please complete Section G3, or
- ☐ A list of shareholders holding at least 5% of the issued shares of any share class for a traded public company is enclosed Please complete Section G4
- ☐ A list of shareholder changes is enclosed
  - For private or non-traded public companies, please complete Section G3
  - For traded public companies, please complete Section G4
- ☒ There were no shareholder changes in this period.
  - Go to Part 5 (Signature)

Please tick the appropriate box below to indicate the format of your shareholder details.

- ☒ The list of shareholders is enclosed on paper.
- ☐ The list of shareholders is enclosed in another format.

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**Private or non-traded public companies – list of past and present shareholders**

This section should only be completed by companies that have not traded on a regulated market at any time during the period of this return

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

Please list the company shareholders in alphabetical order

Joint shareholders should be listed consecutively

**Further shareholders**

Please use a 'Private or non-traded public companies – list of past and present shareholders' continuation page if necessary

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
RICHARD Copley	ORD	80		/ /
JUNE Copley	ORD	20		/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /

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G4

Traded public companies – list of past and present shareholders

This section should show 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 public companies that have traded on a regulated market at any time during the period of this return.

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.

Please list the company shareholders in alphabetical order.

Joint shareholders should be listed consecutively.

Further shareholders

Please use a 'Traded public companies – list of past and present shareholders' continuation page if necessary.

		Shares or stock currently held	Shares or stock transferred (if appropriate)	
Shareholder's details	Class of share	Number of shares or amount of stock	Number of shares or amount of stock	Date of registration of transfer
Name				/ /
Address				/ /
				/ /
Name				/ /
Address				/ /
				/ /
Name				/ /
Address				/ /
				/ /
Name				/ /
Address				/ /
				/ /

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Part 5

Signature

Signature

This must be completed by all companies

I am signing this form on behalf of the company

signature

X

*R. Lapsley*

X

This form may be signed by  
Director <sup>1</sup>, Secretary, Person authorised <sup>2</sup>, Charity commission receiver and  
manager, CIC manager, Judicial factor

<sup>1</sup> **Societas Europaea**

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

<sup>2</sup> **Person authorised**

Under either section 270 or 274 of the Companies Act 2006

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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.

Company name

Company registration number

Address

Post town

County/region

Post code

Country

DX

Telephone

**Checklist**

We may return forms completed incorrectly or with information missing

Please make sure you have remembered the following:

- ☐ 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 £30 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,  
First Floor, Waterfront Plaza, 8 Laganbank Road,  
Belfast, Northern Ireland, BT1 3BS  
DX 481 N R Belfast 1

**Further information**

For further information, please see the guidance notes on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.companieshouse.gov.uk)