

# AR01

## Annual Return

(For returns made up to a date on or **after 1 October 2011**)

FRIDAY



\*A24OLBHU\*

A15 22/03/2013 #327

COMPANIES HOUSE  
COMPANIES HOUSE

A18 26/02/2013 #7

COMPANIES HOUSE

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

**You can use the WebFiling service to file this form online**  
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

For further information, please  
refer to our guidance at  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

### Part 1

### Company details

The section must be completed by all companies

**Filing 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 0 6 2 8 3 5 6 7 ✓

Company name in full **ADD INNOVATION LIMITED** ✓

**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.

If you would like the company's made up date to be earlier than 1 October 2011,  
please complete the AR01 appropriate for earlier made up dates.

Date of this return <sup>2</sup> 1 8 0 8 2 0 1 2 ✓

**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 <sup>3</sup>

Classification code 1 6 2 0 1 2 ✓

Classification code 2

Classification code 3

Classification code 4

If you cannot determine a code, please give a brief description of your  
business activity below

Principal activity  
description

**Principal business activity**  
You must provide a trade  
classification code (SIC code 2007)  
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)

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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

**A5****Registered office address<sup>2</sup>**

Building name/number 2 LAUREL EDGE

Street OFF AVENUE ROAD

Post town ST ALBANS

County/Region HERTFORDSHIRE

Postcode A L 1 3 N Z

**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

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## Annual Return

(For returns made up to a date on or after 1 October 2011)

## 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 ①

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)	HELEN ANN
Surname	WATSON
Former name(s) ②	

## 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 ③

Building name/number	2 LAUREL EDGE
Street	OFF AVENUE ROAD
Post town	ST ALBANS
County/Region	HERTFORDSHIRE
Postcode	A L 1 3 N Z
Country	ENGLAND

## 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	N/A	<b><sup>1</sup> Corporate secretary appointments</b> 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.  <b>Corporate secretary details</b> 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.
Building name/number		
Street		
Post town		
County/Region		
Postcode		
Country		
<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>2</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	<b><sup>2</sup> EEA</b> A full list of countries of the EEA can be found in our guidance <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a>  <b><sup>3</sup></b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)
Where the company/firm is registered <sup>3</sup>		
Registration number		
<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	<b><sup>4</sup> Non-EEA</b> 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.
Legal form of the corporate body or firm		
Governing law		
If applicable, where the company/firm is registered <sup>4</sup>		
If applicable, the registration number		

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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)	CHARLES DAVID
Surname	WATSON
Former name(s) <sup>②</sup>	
Country/State of residence	ENGLAND
Nationality	BRITISH
Date of birth	<div> <div>d</div> <div>0</div> <div>1</div> <div>m</div> <div>0</div> <div>3</div> <div>y</div> <div>1</div> <div>9</div> <div>y</div> <div>6</div> <div>8</div> </div>
Business occupation (if any)	IT CONSULTANT

<sup>①</sup> 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.

<sup>②</sup> 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>③</sup>

Building name/number	2 LAUREL EDGE
Street	OFF AVENUE ROAD
Post town	ST ALBANS
County/Region	HERTFORDSHIRE
Postcode	<div> <div>A</div> <div>L</div> <div>1</div> <div>3</div> <div>N</div> <div>Z</div> </div>
Country	ENGLAND

<sup>③</sup> 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*	N/A
Full forename(s)	
Surname	
Former name(s) <sup>②</sup>	
Country/State of residence	
Nationality	
Date of birth	d d m m y y y y
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>③</sup>**

Building name/number	
Street	
Post town	
County/Region	
Postcode	
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 director

<b>E1</b>	<b>Corporate director's details ①</b>		<b>① Corporate director appointments</b> 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.  <b>Corporate director details</b> 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.
	Please use this section to list all the corporate director's of the company		
Corporate body/firm name	N/A		
Building name/number			
Street			
Post town			
County/Region			
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Country			
<b>E2</b>	<b>Location of the registry of the corporate body or firm</b>		
	Is the corporate director registered within the European Economic Area (EEA)? → Yes Complete <b>Section E3 only</b> → No Complete <b>Section E4 only</b>		
<b>E3</b>	<b>EEA companies ②</b>		<b>② EEA</b> A full list of countries of the EEA can be found in our guidance <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a>  <b>③</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)
	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 ③			
Registration number			
<b>E4</b>	<b>Non-EEA companies</b>		<b>④ Non-EEA</b> 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.
	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 ④			
If applicable, the registration number			

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**Part 3****Statement of capital<sup>o</sup>**

Does your company have share capital?

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

**1** 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 <sup>2</sup>	Amount (if any) unpaid on each share <sup>2</sup>	Number of shares <sup>3</sup>	Aggregate nominal value <sup>4</sup>
ORDINARY	1	0	24	£ 24 00
				£
				£
				£
<b>Totals</b>			24	£ 24 00

**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				

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				

**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 <sup>5</sup>	

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

**2** Including both the nominal value and any share premium

**3** Number of shares issued multiplied by nominal value of each share

**4** Total number of issued shares in this class

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



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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

ORDINARY

Voting rights

ORDINARY SHARES WITH FULL VOTING RIGHTS AND FULL PARTICIPATION IN INCOME AND CAPITAL DISTRIBUTIONS

Class of share

Voting rights

Class of share

Voting rights

Class of share

Voting rights

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**Part 4 Shareholders**

Does your company have share capital?

- Yes go to **Section G1** 'Companies with share capital'
- No Go to **Part 5 (Signature)**

**G1****Companies with share capital**

Question 1

Were any of the company's shares admitted to trading on a market at any time during this return period? Please tick the appropriate box below ①

- ☒ No go to **Section G2** 'Past and present shareholders'
- ☐ Yes go to **Question 2**

Question 2

Please only refer to Question 2 below if you have answered 'Yes' to Question 1. If you answered 'No', please go to **Section G2** 'Past and present shareholders'

Did the company, throughout the return period, have any shares admitted to trading on a relevant market and was it, throughout the return period, an issuer to which DTR5 applies? Please tick the appropriate box below ②

- ☐ No go to **Section G4** 'Shareholders who hold at least 5% of any class of shares of the company as at the made up date of the return'
- ☐ Yes go to **Part 5 'Signature'**

① A market is one established under the rules of a UK recognised investment exchange or any other regulated markets in or outside of the UK, or any other market outside of the UK. The current UK recognised investment exchanges and regulated markets can be found at [www.fsa.gov.uk/register/exchanges.do](http://www.fsa.gov.uk/register/exchanges.do)

② DTR5 refers to the Vote Holder and Issuer Notification Rules contained in Chapter 5 of the Disclosure and Transparency Rules source book issued by the Financial Services Authority. Notification is required when the percentage acquisition of a shareholder in the company has reached a certain threshold (starting at 3%)

**G2****List of past and present shareholders ③**

The company is required to provide a full list of past and present shareholders if one was not included with either of the last two returns. Please tick the appropriate box below

- ☒ There were no shareholder changes in this period. Go to **Part 5 (Signature)**
- ☐ A full list of shareholders is enclosed
- ☐ A list of shareholder changes is enclosed

How is the list of shareholders enclosed? Please tick the appropriate box below

- ☒ The list of shareholders is enclosed on paper. Go to **Section G3** 'List of past and present shareholders'
- ☐ The list of shareholders is enclosed in another format. Go to **Part 5 (Signature)**

③ This section only applies to companies answering 'No' in **Section G1**

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G3

**List of past and present shareholders<sup>o</sup>**

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

**o** Please list the company shareholders in alphabetical order

Joint shareholders should be listed consecutively

**Further shareholders**

Please use a 'List of past and present shareholders' continuation page if necessary

This section only applies to companies answering 'No' to Question 1 in Section G1

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
MR CHARLES DAVID WATSON	ORDINARY	9		/ /
MRS HELEN ANN WATSON	ORDINARY	8		/ /
MS LINDA MARGARET WATSON	ORDINARY	7		/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /

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**G4****Shareholders who hold at least 5% of any class of share(s) of the company as at the made up date of this return**

This section should show only 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 companies that have answered 'Yes' to Question 1 in Section G1, and 'No' to Question 2 in Section G1

If there were no shareholders holding at least 5% of any class of share(s) at the date of this return, this section may be left blank

→ Go to Part 5 (Signature)

This section only applies to companies answering 'No' to Question 2 in Section G1

Please list the company shareholders in alphabetical order

Joint shareholders should be listed consecutively

**Further shareholders**

Please use a 'Shareholders who hold at least 5% of any class of share(s) of the company as at the made up date of this return' continuation page if necessary

		Shares or stock currently held	
Shareholder's name	Shareholder's address	Class of share	Number of shares or amount of stock

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**Part 5**

**Signature**

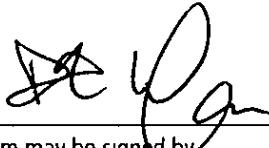
This must be completed by all companies

I am signing this form on behalf of the company

Signature

Signature

X



X

This form may be signed by

Director <sup>①</sup>, Secretary, Person authorised <sup>②</sup>, Charitable commission receiver and manager, CIC manager, Judicial factor

**① Societas Europaea**

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

**② 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

Contact name

Company name

**SAIRIDES ACCOUNTANCY SERVICES  
SUITE 1011**

Address **NORTHWAY HOUSE  
1379 HIGH ROAD  
LONDON N20 9LP  
TEL : 020 8445 1228  
FAX : 020 8445 8181**

Post town

County/Region

Postcode

Country

DX

Telephone



### Checklist

**We may return forms completed incorrectly or with information missing**

**Please make sure you have remembered the following**

- ☐ That if the made up date of the return is any earlier than 1 October 2011, you must complete the appropriate form AR01
- ☐ 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 £40 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,  
Second Floor, The Linenhall, 32-38 Linenhall Street,  
Belfast, Northern Ireland, BT2 8BG  
DX 481 N R Belfast 1



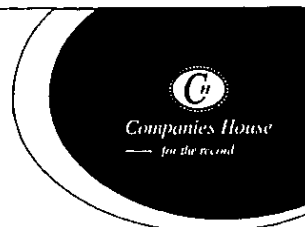
### Further information

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)**

# RP01

## Replacement of document not meeting requirements for proper delivery



☒ **What this form is for**  
You can only use this form to file a replacement of a document that was previously delivered to the Registrar of Companies under the Companies Act 2006 on or after 1 October 2009 and was either not properly delivered or contained unnecessary material

☒ **What this form is NOT for**  
You cannot use this form to change information in a previously filed document, or to replace a document delivered under Section 25 of the Companies Act 2006 - Companies Charges

For further information, please refer to our guidance at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

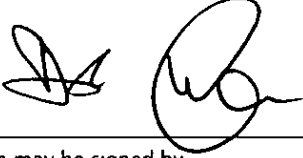
<b>1</b>	<b>Company details</b>	A15	*A240LBCZ* 22/03/2013 #305
Company number	0 6 2 8 3 5 6 7		
Company name in full	ADD INNOVATION LIMITED		

**COMPANIES HOUSE**  
→ Filing in this form  
Please complete in typescript or in bold black capitals

<b>2</b>	<b>Description of the original document</b>
Document type <sup>1</sup>	AR01 - ANNUAL RETURN
Date of registration of the original document	d 1 d 8 m 0 m 8 y 2 y 0 y 1 y 2

**1 Description of the original document**  
Please enter the document type (e.g. articles of association) and any distinguishing information if more than one document of that type was filed on the same day

<b>3</b>	<b>Signature</b>
A replacement document must only be filed where (i) a document has previously been delivered and either (ii) that document was not properly delivered or (iii) that document contained unnecessary material	
Please sign either <b>Section 3a</b> or <b>Section 3b</b>	

<b>3a</b>	<b>The company to which the original document relates</b>
Please complete this section if you are signing on behalf of the company to which the original document relates	
I am signing this form on behalf of the company	
Signature	<div> <div>Signature</div> <div>X  X</div> </div>
<p>This form may be signed by Director <sup>2</sup>, Secretary, Person authorised <sup>3</sup>, Permanent representative on behalf of an overseas company, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor</p>	

**2 Societas Europaea**  
If the form is being filed on behalf of a Societas Europaea (SE), please delete 'director' and insert details of which organ of the SE the person signing has membership

**3 Person authorised**  
Under either section 270 or 274 of the Companies Act 2006

RP01

Replacement of document not meeting requirements for proper delivery

<b>3b</b>	<b>The person who delivered the original document</b>	
	Please complete this section if you are the person who delivered the original document	
Signature	<div>Signature</div> <div>X</div> <div>X</div>	
<b>4</b>	<b>Notes</b> <div>Please note</div> <div>If you are applying for, or have been granted, exemption under Section 243 of the Companies Act 2006 and the document(s) you are replacing contain(s) your usual residential address, please post this form along with the replacement document to the address below</div> <div>The Registrar of Companies, PO BOX 4082, Cardiff, CF14 3WE</div>	



RP01

Replacement of document not meeting requirements for proper delivery



### 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.

Contact name

Company name

Address

**SAIRIDES ACCOUNTANCY SERVICES**  
SUITE 1011  
**NORTHWAY HOUSE**  
1375 HIGH ROAD  
LONDON N20 9LP  
TEL: 010 2445 1228  
FAX: 020 8445 8181

Post town

County/Region

Postcode

Country

DX

Telephone



### Checklist

Please make sure you have remembered the following

- ☐ You have fully completed Section 2 'Description of the original document'
- ☐ The correct person has signed the form in either Section 3a or Section 3b
- ☐ If you are replacing a document where you have previously paid a fee, do not send a fee along with this form
- ☐ You have enclosed the replacement document
- ☐ If the company to which this document relates has signed up to the PROOF (PROtected Online Filing) scheme, you must also deliver with this form and the replacement document a PR03 form 'Consent for paper filing'



### Important information

Please note that all information on this form will appear on the public record



### 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,  
Second Floor, The Linenhall, 32-38 Linenhall Street,  
Belfast, Northern Ireland, BT2 8BG  
DX 481 N R Belfast 1

#### Section 243 exemption

If you are applying for, or have been granted, a section 243 exemption, please post this form along with the replacement document to the different postal address below

The Registrar of Companies, PO Box 4082,  
Cardiff, CF14 3WE



### 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)