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In accordance with Section 854 of the Companies Act 2006

# AR01 2015 Annual Return

BLUEPRINT OneWorld

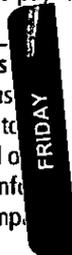


Go online to file this information  
www.gov.uk/companieshouse

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

**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 for**  
You cannot use this form to give notice of changes to directors, officers, registered office, company type or information relating to the company.



## 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 5 4 3 3 2 5

Company name in full: Costa Express Holdings 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

Date of this return: d 3 d 1 m 0 m 3 y 2 y 0 y 1 y 6

**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

Classification code 1	7	0	1	0	0
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.gov.uk/companieshouse

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**A4**

**Company type** <sup>ⓐ</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

**ⓐ Company type**

If you are unsure of your company type, please check your latest certificate of incorporation or our website  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

**A5**

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

Building name/number	3
Street	Knaves Beech Loudwater
Post town	Buckinghamshire
County/Region	
Postcode	H P 1 0 9 Q R

**ⓑ 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>ⓒ</sup>

Building name/number	Whitbread Court
Street	Houghton Hall Office Park Porz Avenue
Post town	Dunstable
County/Region	Bedfordshire
Postcode	L U 5 5 X E

**ⓒ 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>ⓓ</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

**ⓓ 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 as at the made up date of this annual return. All details must agree with those previously notified to Companies House.

### Corporate officers

- For a corporate secretary, go to Section B1
- For a corporate director, go to Section C1

### Individual officers

- For a secretary who is an individual, go to Section D1
- For a director who is an individual, go to Section E1 and also complete Part 3

### New appointments

You cannot use this form to appoint new officers to the company. To do this, please complete the appropriate form and submit it together with this annual return.

- AP01 - for directors who are individuals
- AP02 - for a corporate director
- AP03 - for secretaries who are individuals
- AP04 - for a corporate secretary

### Change to officer details

You cannot use this form to change any officer details. To do this, please complete the appropriate form and submit it together with this annual return.

- CH01 - for changes to details of directors who are individuals
- CH02 - for changes to details of a corporate director
- CH03 - for changes to details of secretary who are individuals
- CH04 - for changes to details of a corporate secretary

### Continuation pages

Please use a continuation page if you need to enter more officer details.

**Corporate secretary**

**B1 Corporate secretary's details**

Please use this section for corporate secretaries of the company  
For a secretary who is an individual, complete Section D1-D2.

Corporate body/firm name	
Building name/number	
Street	
Post town	
County/Region	
Postcode	<input type="text"/>
Country	

**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.

**Continuation pages**  
Please use a continuation page if you need to enter more officer details.

**B2 Location of the registry of the corporate body or firm**

Is the corporate secretary registered within the European Economic Area (EEA)?  
→ Yes Complete **Section B3 only**  
→ No Complete **Section B4 only**

**B3 EEA companies**

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	
Registration number	

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

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

**B4 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	
If applicable, the registration number	

**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.

**Corporate director**

<b>C1</b>	<b>Corporate director's details</b> <sup>1</sup>	<p><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.</p> <p><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.</p> <p>This information will appear on the public record.</p> <p><b>Continuation pages</b> Please use a continuation page if you need to enter more officer details.</p>
Please use this section for corporate directors of the company For a director who is an individual, complete Section E1-E2 and Part 3.		
Corporate body/firm name		
Building name/number		
Street		
Post town		
County/Region		
Postcode	<input type="text"/>	
Country		

<b>C2</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 C3 only</b> → No Complete <b>Section C4 only</b>		

<b>C3</b>	<b>EEA companies</b> <sup>2</sup>	<p><b>2 EEA</b> A full list of countries of the EEA can be found in our guidance <a href="http://www.gov.uk/companieshouse">www.gov.uk/companieshouse</a></p> <p><b>3</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)</p>
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>3</sup>		
Registration number		

<b>C4</b>	<b>Non-EEA companies</b>	<p><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.</p>
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>4</sup>		
If applicable, the registration number		

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**Secretary**

<b>D1</b>	<b>Secretary's details ①</b>		<p><b>① Secretary appointments</b> 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.</p> <p><b>Corporate details</b> Please use Section B1-B4 to enter corporate secretary details.</p> <p><b>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 CH03.</p> <p><b>② Former name(s)</b> Please provide any previous names (including maiden or married names) which have been used for business purposes during the period of this return.</p> <p><b>Continuation pages</b> Please use a continuation page if you need to enter more officer details.</p>
	Please use this section for individual secretaries of the company. <b>For a corporate secretary, complete Section B1-B4.</b>		
	Title*		
	Full forename(s)	Russell, William	
	Surname	Fairhurst	
	Former name(s) ②		

<b>D2</b>	<b>Secretary's service address ①</b>		<p><b>① Service address</b> 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.</p> <p>This information will appear on the public record.</p>
	Building name/number	The Company's Registered Office	
	Street		
	Post town		
	County/Region		
	Postcode	□ □ □ □ □ □ □ □	
	Country		

**Secretary**

**D1**

**Secretary's details ①**

Please use this section for individual secretaries of the company  
For a corporate secretary, complete Section B1-B4

Title*	
Full forename(s)	Daren Clive
Surname	Lowry
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 B1-B4 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 (including maiden or married names) which have been used for business purposes during the period of this return.

**D2**

**Secretary's service address ①**

Building name/number	The Company's Registered Office
Street	
Post town	
County/Region	
Postcode	□ □ □ □ □ □ □ □
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**

**E1**

**Director's details ①**

Please use this section to list individual directors of the company  
For a corporate director, complete Section C1-C4

Title*	
Full forename(s)	Sarah Louise
Surname	Highfield
Former name(s) ②	
Country/State of residence	United Kingdom
Nationality	British
Month/year of birth ③	X X    m0 m7    y1 y9 y7 y8
Business occupation (if any)	Finance Director

**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 C1-C4 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 (including maiden or married names) which have been used for business purposes during the period of this return.

**③ Month and year of birth**  
Please provide month and year only. Provide full date of birth in Part 3 only.

**Continuation pages**  
Please use a continuation page if you need to enter more officer details.

**E2**

**Director's service address ④**

Building name/number	The Company's Registered Office
Street	
Post town	
County/Region	
Postcode	
Country	

**④ 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**

<b>E1 Director's details</b>	
Please use this section to list individual directors of the company For a corporate director, complete Section C1-C4.	
Title*	
Full forename(s)	Scott
Surname	Martin
Former name(s)	
Country/State of residence	United Kingdom
Nationality /	British
Month/year of birth	X X   m <sub>1</sub> m <sub>2</sub>   y <sub>1</sub> y <sub>9</sub>   y <sub>6</sub> y <sub>9</sub>
Business occupation (if any)	Company Director

**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 C1-C4 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 (including maiden or married names) which have been used for business purposes during the period of this return.

**3 Month and year of birth**  
Please provide month and year only. Provide full date of birth in Part 3 only.

**Continuation pages**  
Please use a continuation page if you need to enter more officer details.

<b>E2 Director's service address</b>	
Building name/number	The Company's Registered Office
Street	
Post town	
County/Region	
Postcode	
Country	

**4 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**

<b>E1 Director's details</b>	
Please use this section to list individual directors of the company For a corporate director, complete Section C1-C4.	
Title*	
Full forename(s)	Murray Henry
Surname	McGowan
Former name(s)	
Country/State of residence	United Kingdom
Nationality	British
Month/year of birth	X X    m <sup>0</sup> m <sup>4</sup> y <sup>1</sup> y <sup>9</sup> y <sup>7</sup> y <sup>7</sup>
Business occupation (if any)	Director

**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 C1-C4 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.

**Former name(s)**  
Please provide any previous names (including maiden or married names) which have been used for business purposes during the period of this return.

**Month and year of birth**  
Please provide month and year only. Provide full date of birth in Part 3 only.

**Continuation pages**  
Please use a continuation page if you need to enter more officer details.

<b>E2 Director's service address</b>	
Building name/number	The Company's Registered Office
Street	
Post town	
County/Region	
Postcode	
Country	

**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.

**Part 4 Statement of capital**

Does your company have share capital?  
 → Yes Complete the sections below and the following Part 5  
 → No Go to Part 6 (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 ②	Amount (if any) unpaid on each share ②	Number of shares ③	Aggregate nominal value ④
Deferred	0 01	0 00	2,856	£ 28 56
Ordinary - A	269 69	0 00	72,144	£ 721 44
Ordinary - B	270 09	0 00	25,000	£ 250 00
				£
<b>Totals</b>			100,000	£ 1,000 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
<b>Totals</b>				

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
<b>Totals</b>				

**F3 Totals**

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

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

Total number of shares

Total aggregate nominal value ⑤

② Including both the nominal value and any share premium

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

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

④ Total number of issued shares in this class

## Part 5 Shareholders

Does your company have share capital?  
→ Yes go to Section G1 'Companies with share capital'  
→ No Go to Part 6 (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.

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)

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 6 'Signature'

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 6 (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 6 (Signature)

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

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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	£0 01 Deferred
Voting rights	The Deferred shares will entitle the holders thereof to receive notice of all general meetings but will not entitle the holders to attend or vote at any general meeting
Class of share	£0 01 Ordinary-A
Voting rights	Subject to any rights/restrictions on the shares, every holder has the right to receive notice of and attend and vote at any general meeting and shall be entitled on a show of hands to one vote and on a poll to one vote for each share held
Class of share	£0 01 Ordinary-B
Voting rights	Subject to any rights/restrictions on the shares, every holder has the right to receive notice of and attend and vote at any general meeting and shall be entitled on a show of hands to one vote and on a poll to one vote for each share held
Class of share	
Voting rights	

## Part 5 Shareholders

Does your company have share capital?  
→ Yes go to Section G1 'Companies with share capital'  
→ No Go to Part 6 (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 ❶ <input checked="" type="checkbox"/> No go to Section G2 'Past and present shareholders' <input type="checkbox"/> Yes go to Question 2	❶ 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 recognized investment exchanges and regulated markets can be found at <a href="http://www.fsa.gov.uk/register/exchanges.do">www.fsa.gov.uk/register/exchanges.do</a>  ❷ DTRS 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%).
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 DTRS applies? Please tick the appropriate box below ❷ <input type="checkbox"/> 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' <input type="checkbox"/> Yes go to Part 6 'Signature'	

### G2 List of past and present shareholders ❸

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 6 (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 6 (Signature).

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

**G3**

**List of past and present shareholders <sup>①</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

<sup>①</sup> 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		Date of registration of transfer
		currently held	transferred (if appropriate)	
		Number of shares or amount of stock	Number of shares or amount of stock	
Costa Limited	£0 01 Deferred	2,856		/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /

**G3**

**List of past and present shareholders <sup>1</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

<sup>1</sup> Please list the company shareholders in alphabetical order

Joint shareholders should be listed consecutively

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
Costa Limited	£0 01 Ordinary-A	72,144		/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /

**G3**

**List of past and present shareholders<sup>1</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

<sup>1</sup> Please list the company shareholders in alphabetical order

Joint shareholders should be listed consecutively

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
Costa Limited	£0 01 Ordinary-B	25,000		/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /



**Part 6 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>, Charity 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



Do not cover this barcode

# AR01 2015

## Annual Return



### 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

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**

- 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 provided the full date of birth for all individual directors in Part 3
- 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 a paper 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.gov.uk/companieshouse](http://www.gov.uk/companieshouse) 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.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**