

AR01

Annual Return

COMPANIES HOUSE
FEE PAID
EDINBURGH



iris
LASERFORM

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

☒ **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 com
pany officers, registered office add
company type or information
relating to the company reco

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SCT 24/02/2011 116
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 S C 1 0 0 3 4 7

Company name in full Quill Serve Limited

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 03 01 00 01 01 01

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 as
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. 3

Classification code 1 7 4 8 7

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

3 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

AR01

Annual Return

A4

Company type ①

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 ②

Building name/number	249
Street	West George Street
Post town	Glasgow
County/Region	
Postcode	G 2 4 R B

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) ③

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 ④

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 interest 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.

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 ①

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

Title *	
Full forename(s)	
Surname	
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	
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.

AR01

Annual Return

Corporate secretary**C1****Corporate secretary's details ①**

Please use this section to list all the corporate secretaries of the company.

Corporate body/firm
name

Secretar Securities Limited

Building name/number

249

Street

West George Street

Post town

Glasgow

County/Region

Postcode

G 2 4 R B

Country

United Kingdom

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.

C2**Location of the registry of the corporate body or firm**

Is the corporate secretary registered within the European Economic Area (EEA)?

→ **Yes** Complete **Section C3** only→ **No** Complete **Section C4** only**C3****EEA companies ②**

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

United Kingdom

Registration number

SC067650

② EEA

A full list of countries of the EEA can be found in our guidance:
www.companieshouse.gov.uk

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

C4**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 ④If applicable, the
registration number**④ 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.

AR01

Annual Return

Director

D1**Director's details ①**

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)	John Russell
Surname	Bradley
Former name(s) ②	
Country/State of residence	United Kingdom
Nationality	British
Date of birth	d2 d0 m1 m1 y1 y9 y6 y2
Business occupation (if any)	Solicitor

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 ③**

Building name/number	24
Street	Shore Road
Post town	Aberdeen
County/Region	Fife
Postcode	K Y 3 0 T U
Country	United Kingdom

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.

AR01
Annual Return

Director

D1	Director's details ①	
	Please use this section to list all the directors of the company. For a corporate director, complete Section E1-E4.	
Title *		
Full forename(s)	Joan Gabrielle	
Surname	Devine	
Former name(s) ②		
Country/State of residence	United Kingdom	
Nationality	British	
Date of birth	d ² d ³ m ⁰ m ³ y ¹ y ⁹ y ⁶ y ⁶	
Business occupation (if any)	Solicitor	

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 ③	
Building name/number	57	
Street	Dalziel Drive	
Post town	Pollockshields	
County/Region	Glasgow	
Postcode	G 4 1 4 N Y	
Country	United Kingdom	

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.

AR01 - continuation page

Annual Return

Director

D1**Director's details ①**

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)	Andrew
Surname	Wallace
Former name(s) ②	
Country/State of residence	United Kingdom
Nationality	British
Date of birth	d1 d7 m1 m1 y1 y9 y6 y1
Business occupation (if any)	Solicitor

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 ③**

Building name/number	c/o DLA Piper
Street	Rutland Square
Post town	Edinburgh
County/Region	
Postcode	E H 1 2 A A
Country	United Kingdom

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.

AR01 - continuation page

Annual Return

Director

D1**Director's details ①**

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)	Bruce Richard
Surname	Westbrook
Former name(s) ②	
Country/State of residence	United Kingdom
Nationality	British
Date of birth	d0 d9 m0 m6 y1 y9 y5 y4
Business occupation (if any)	Solicitor

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 ③**

Building name/number	c/o DLA Piper
Street	Rutland Square
Post town	Edinburgh
County/Region	
Postcode	E H 1 2 A A
Country	United Kingdom

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.

AR01 - continuation page

Annual Return

Director

D1

Director's details ①

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)	Paul Francis
Surname	Pignatelli
Former name(s) ②	
Country/State of residence	United Kingdom
Nationality	British
Date of birth	d0 d4 m0 m9 y1 y9 y7 y0
Business occupation (if any)	Solicitor

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 ③

Building name/number	5
Street	Horseshoe Road
Post town	Bearsden
County/Region	Glasgow
Postcode	G 6 1 2 S T
Country	United Kingdom

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.

AR01 - continuation page

Annual Return

Director

D1**Director's details ①**

	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)	Simon Scott											
Surname	Rae											
Former name(s) ②												
Country/State of residence	United Kingdom											
Nationality	British											
Date of birth	d2	d8	m1	m2	y1	y9	y7	y2				
Business occupation (if any)	Solicitor											

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 ③**

Building name/number	23											
Street	Buckingham Terrace											
Post town	Edinburgh											
County/Region												
Postcode	E	H	4		3	A	E					
Country	United Kingdom											

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.

AR01
Annual Return

Corporate director

E1

Corporate director's details ①

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 appointments
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 ②

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

② EEA
A full list of countries of the EEA can be found in our guidance:
www.companieshouse.gov.uk

③ 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 ④

If applicable, the
registration number

④ 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.

AR01
Annual Return

Part 3 Statement of capital ①

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 the 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
Ordinary	£1.00		2	£ 2.00
				£
				£
				£
Totals			2	£ 2.00

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 2
Total aggregate nominal value ⑤ 2.00

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.

④ Number of shares issued multiplied by nominal value of each share.

③ Total number of issued shares in this class.

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

AR01

Annual Return

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

The rights attached to the Ordinary share class of the Company are set out in the Company's Constitution (the "**Constitution**"), the Companies Act 2006, Uncertificated Securities Regulations 2001 and every other statute (and any regulations subordinate to it) and statutory instrument in force in the United Kingdom concerning companies and affecting the Company and its shares (the "**Statutes**"). The Constitution and Statutes govern the holder's entitlement to receive notice and vote at any general meeting of the Company and receive dividends, from time to time, as directed by the Constitution. If the Company is wound up, the liquidator may with the appropriate sanction by resolution, or enactment, distribute or vest the assets, including distribution to holders of the Ordinary share class of the Company.

Class of share

Voting rights

Class of share

Voting rights

Class of share

Voting rights

AR01
Annual Return

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 made up 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.

AR01
Annual Return

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 complete 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				/ /
				/ /

AR01
Annual Return

Part 5 **Signature**

This must be completed by all companies.

I am signing this form on behalf of the company.

Signature

Signature

X Paul Pignatelli

X

This form may be signed by:

Director ①, Secretary, Person authorised ②, 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.

AR01

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 searches of the public record.

Contact name G Gallagher

Company name DLA Piper Scotland LLP

Address 249 West George Street

Post town Glasgow

County/Region United Kingdom

Postcode G 2 4 R B

Country Scotland (UDR34336285)

DX DX: 561481 GLASGOW

Telephone 08700 111 111

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,
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 or email 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