

AR01

Annual Return

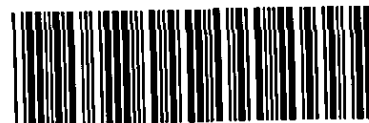
COMPANIES HOUSE
FEE PAID
EDINBURGH



FRIDAY

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

You can use the WebFiling
Please go to www.companieshouse.gov.uk



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02/04/2010

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COMPANIES HOUSE

refer to our guidance at
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.

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 **SC143208**

Company name in full **VOLUNTARY ACTION ORKNEY**

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 **12 03 2010**

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. ③

Classification code 1 **7485**

Classification code 2 **8532**

Classification code 3 **9133**

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

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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 ANCHOR BUILDINGS
Street 6 BRIDGE STREET
Post town KIRKWALL
County/Region ORKNEY
Postcode KW15 1HR

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 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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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)	GAYNOR
Surname	JONES
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	LUM COTTAGE
Street	
Post town	EAST HOLM
County/Region	ORKNEY
Postcode	KW17 2SD
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.

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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		
Building name/number		<p>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.</p> <p>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.</p> <p>This information will appear on the public record.</p>
Street		
Post town		
County/Region		
Postcode	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	
Country		
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		<p>② EEA A full list of countries of the EEA can be found in our guidance: www.companieshouse.gov.uk</p> <p>③ This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).</p>
Registration number		
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		<p>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.</p>
Governing law		
If applicable, where the company/firm is registered ^④		
If applicable, the registration number		

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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*	MRS	
Full forename(s)	AVRIL PATERSON	
Surname	CROMARTY	
Former name(s) ^②		
Country/State of residence	SCOTLAND	
Nationality	SCOTTISH	
Date of birth	<div> <div>1</div> <div>2</div> <div>0</div> <div>4</div> <div>1</div> <div>9</div> <div>5</div> <div>0</div> </div>	
Business occupation (if any)	TEACHER	

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 ^①	
Building name/number	SULTIGEO	
Street		
Post town	STENNESS	
County/Region	ORKNEY	
Postcode	<div> <div>K</div> <div>W</div> <div>1</div> <div>6</div> <div>3</div> <div>L</div> <div>B</div> </div>	
Country	SCOTLAND	

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.

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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*	MRS	
Full forename(s)	INGA	
Surname	CRODY	
Former name(s) ②		
Country/State of residence	SCOTLAND	
Nationality	BRITISH	
Date of birth	<div> <div>08</div> <div>07</div> <div>1943</div> </div>	
Business occupation (if any)		

① Director appointments
You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.

Corporate details
Please use Section E1-E4 to enter corporate director details.

Director details
All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form CH01.

② Former name(s)
Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.

D2	Director's service address ①	
Building name/number	8	
Street	QUEEN STREET	
Post town	KIRKWALL	
County/Region	ORKNEY	
Postcode	KW15 1JE	
Country	SCOTLAND	

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.

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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*	MRS
Full forename(s)	SHEILA MARY
Surname	GARSON
Former name(s) ^②	
Country/State of residence	SCOTLAND
Nationality	BRITISH
Date of birth	05 10 1957
Business occupation (if any)	CULTURAL CO-ORDINATOR HERITAGE

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	WALTNESS
Street	
Post town	SHAPINSAY
County/Region	ORKNEY
Postcode	KW17 2DY
Country	SCOTLAND

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.

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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)	ERIC GEORGE WILSON
Surname	GREEN
Former name(s) ②	
Country/State of residence	SCOTLAND
Nationality	BRITISH
Date of birth	08 01 1940
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)

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D2

Director's service address ③

Building name/number	ACHNAGARRON
Street	EASDALE LOAN
Post town	KIRKWALL
County/Region	ORKNEY
Postcode	KW15 1RU
Country	SCOTLAND

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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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)	BASHIR	
Surname	HASHAM	
Former name(s) ^②		
Country/State of residence	SCOTLAND	
Nationality	BRITISH	
Date of birth	<div> <div>d</div> <div>1</div> <div>9</div> <div>m</div> <div>0</div> <div>9</div> <div>y</div> <div>1</div> <div>9</div> <div>y</div> <div>3</div> <div>4</div> </div>	
Business occupation (if any)	ARCHITECT	

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 ^①	
Building name/number	TANMAUR	
Street		
Post town	ORPHIR	
County/Region	ORKNEY	
Postcode	<div> <div>K</div> <div>W</div> <div>1</div> <div>7</div> <div>2</div> <div>R</div> <div>D</div> </div>	
Country	SCOTLAND	

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.

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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*	MS	
Full forename(s)	THELMA MARY ANN	
Surname	IRVINE	
Former name(s) ②		
Country/State of residence	SCOTLAND	
Nationality	BRITISH	
Date of birth	<div> <div>0</div> <div>1</div> <div>2</div> <div>4</div> <div>7</div> <div>9</div> </div> <div> <div>1</div> <div>2</div> <div>4</div> <div>7</div> <div>9</div> </div>	
Business occupation (if any)		

① Director appointments
You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.

Corporate details
Please use Section E1-E4 to enter corporate director details.

Director details
All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form CH01.

② Former name(s)
Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.

D2	Director's service address ①	
Building name/number	6	
Street	PALACE GARDENS	
Post town	KIRKWALL	
County/Region	ORKNEY	
Postcode	<div> <div>B</div> <div>P</div> <div>1</div> <div>5</div> <div>W</div> <div>K</div> </div>	
Country	SCOTLAND	

① Service address
If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

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Director

D1	Director's details ^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)	ARTHUR KEITH	
Surname	JOHNSON	
Former name(s) ^②		
Country/State of residence	UK	
Nationality	BRITISH	
Date of birth	01 02 1944	
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 ^③	
Building name/number	HUNDASAETER	
Street		
Post town	TWATT	
County/Region	ORKNEY	
Postcode	KW17 2JD	
Country	SCOTLAND	

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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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*	DR
Full forename(s)	STANLEY FLOYD
Surname	JOHNSON T.D.
Former name(s) ②	
Country/State of residence	SCOTLAND
Nationality	BRITISH
Date of birth	04 07 1924
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 ③

Building name/number	WATERSIDE
Street	
Post town	SANDAY
County/Region	ORKNEY
Postcode	KW17 2BL
Country	SCOTLAND

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.

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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)	ARCHIE JOHN	
Surname	KNOX	
Former name(s) ②		
Country/State of residence	SCOTLAND	
Nationality	BRITISH	
Date of birth	01 08 1939	
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 ①	
Building name/number	BUNESSAN, 29	
Street	ROYAL OAK ROAD	
Post town	KIRKWALL	
County/Region	ORKNEY	
Postcode	KW15 1RF	
Country	SCOTLAND	

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.

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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*	MRS	
Full forename(s)	LORAIN CLouston	
Surname	LITTLEJOHN	
Former name(s)②		
Country/State of residence	SCOTLAND	
Nationality	BRITISH	
Date of birth	<div> <div>0</div> <div>6</div> <div>1</div> <div>2</div> <div>1</div> <div>9</div> <div>4</div> <div>1</div> </div>	
Business occupation (if any)		

① Director appointments
You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.

Corporate details
Please use Section E1-E4 to enter corporate director details.

Director details
All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form CH01.

② Former name(s)
Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.

D2	Director's service address ③	
Building name/number	24	
Street	ROYAL OAK ROAD	
Post town	KIRKWALL	
County/Region	ORKNEY	
Postcode	<div> <div>K</div> <div>W</div> <div>1</div> <div>5</div> <div>1</div> <div>R</div> <div>F</div> </div>	
Country	SCOTLAND	

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.

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Director

D1	Director's details ^①		<p>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.</p> <p>Corporate details Please use Section E1-E4 to enter corporate director details.</p> <p>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.</p> <p>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.</p>
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)	PETER NORMAN		
Surname	SCOTT		
Former name(s) ^②			
Country/State of residence	SCOTLAND		
Nationality	BRITISH		
Date of birth	<div> <div>d</div> <div>2</div> <div>d</div> <div>1</div> <div>m</div> <div>0</div> <div>m</div> <div>6</div> <div>y</div> <div>1</div> <div>y</div> <div>9</div> <div>y</div> <div>3</div> <div>y</div> <div>9</div> </div>		
Business occupation (if any)			

D2	Director's service address ^③		<p>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.</p> <p>This information will appear on the public record.</p>
Building name/number	CULAG		
Street	ANNFIELD CRESCENT		
Post town	KIRKWALL		
County/Region	ORKNEY		
Postcode	KW15 1NS		
Country	SCOTLAND		

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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*	MISS
Full forename(s)	CATHRYN HELEN
Surname	TOWNSEND
Former name(s) ^②	
Country/State of residence	SCOTLAND
Nationality	BRITISH
Date of birth	15 03 1965
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 ^③

Building name/number	NEWBIGGING
Street	
Post town	EDAY
County/Region	ORKNEY
Postcode	KW17 2AA
Country	SCOTLAND

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

E1 Corporate director's details ^①

Please use this section to list all the corporate director's 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

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 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
				£
				£
				£
				£
Totals				£

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 ^⑤	

^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

Voting rights

Class of share

Voting rights

Class of share

Voting rights

Class of share

Voting rights

Part 4

Shareholders

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

① This should reflect the shareholder details at the 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.

G3

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

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

Changes during this period to shareholders' particulars or details of the amount of stock or shares transferred must be completed each year.

You must provide a 'full list' of all company shareholders on:

- The company's first annual return following incorporation;
- Every third annual return after a full list has been provided.

Please list the company shareholders in alphabetical order.

Joint shareholders should be listed consecutively.

Further shareholders

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

Shareholder's Name (Address not required)	Class of share	Shares or stock currently held	Shares or stock transferred (if appropriate)	
		Number of shares or amount of stock	Number of shares or amount of stock	Date of registration of transfer
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /

G4

Traded public companies – list of past and present shareholders

This section should show the shareholders that hold at least 5% of any class of share(s) of the company at the date of this return. It should only be completed by public companies that have traded on a regulated market at any time during the period of this return.

Changes during this period to shareholders' particulars or details of the amount of stock or shares transferred must be completed each year.

You must provide a 'full list' of all company shareholders on:

- The company's first annual return following incorporation;
- Every third annual return after a full list has been provided.

Please list the company shareholders in alphabetical order.


Joint shareholders should be listed consecutively.

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

Shareholder's details		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
Name				/ /
Address				/ /
				/ /
Name				/ /
Address				/ /
				/ /
Name				/ /
Address				/ /
				/ /
Name				/ /
Address				/ /
				/ /

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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	<div>Signature</div> <div>X  X</div>	<div>❶ 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.</div> <div>❷ Person authorised Under either section 270 or 274 of the Companies Act 2006.</div>
	This form may be signed by: Director ❶, Secretary, Person authorised ❷, Charity commission receiver and manager, CIC manager, Judicial factor.	

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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	CATH RUSSELL
Company name	VOLUNTARY ACTION ORKNEY
Address	ANCHOR BUILDINGS 6 BRIDGE STREET
Post town	KIRKWALL
County/Region	ORKNEY
Postcode	KW15 1HR
Country	SCOTLAND
DX	
Telephone	01856 872897



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have completed your principal business activity.
- ☐ You have not used this form to make changes to the registered office address.
- ☐ You have not used this form to make changes to secretary and director details.
- ☐ You have fully completed the Statement of capital (if applicable).
- ☐ You have signed the form.
- ☐ You have enclosed the correct fee.



Important information

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



How to pay

A fee of £30 is payable to Companies House in respect of an Annual Return

Make cheques or postal orders payable to 'Companies House.'



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:

For companies registered in England and Wales:
The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

For companies registered in Scotland:
The Registrar of Companies, Companies House,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.
DX ED235 Edinburgh 1
or LP - 4 Edinburgh 2 (Legal Post).

For companies registered in Northern Ireland:
The Registrar of Companies, Companies House,
First Floor, Waterfront Plaza, 8 Laganbank Road,
Belfast, Northern Ireland, BT1 3BS.
DX 481 N.R. Belfast 1.



Further information

For further information, please see the guidance notes on the website at www.companieshouse.gov.uk 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