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

Please go to www.compan

In accordance with Section 854 of the Companies Act 2006.

# AR01

last page.

# **Annual Return**

A fee is payable with this form

Please see 'How to pay' on the

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



	last page.	21518   211 21128   211 221131   2212   221
	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 f You cannot use this form notice of changes to the company type or information in relating to the company relat	*S49VYZBD* 19/06/2015 #162 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 2 1 9 6 8 2	• Company name change
Company name in full	LUX Assure Limited	If your company has recently changed its name, please provide the company name as at the date of this return.
A2	Return date	<u>'</u>
Date of this return <b>⊙</b>	Please give the annual return made up date. The return date must not be a future date. The annual return must be delivered within 28 days of the date given below.  If you would like the company's made up date to be earlier than 1 October 2011, please complete the AR01 appropriate for earlier made up dates.    d 3	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.	Principal business activity You must provide a trade classification code (SIC code 2007)
Classification code 1	7 2 1 9 0	or a description of your company's main business in this section.
Classification code 2	0 9 1 0 0	A full list of the trade classification
Classification code 3		codes are available on our website: www.companieshouse.gov.uk
Classification code 4		
	If you cannot determine a code, please give a brief description of your business activity below:	
Principal activity description		
	· ·	

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

A4	Company type •		
	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.companieshouse.gov.uk	
A5	Registered office address ®		
Building name/number	Unit 5.3	• Change of registered office  This must agree with the address	
Street	Research Avenue South	that is held on the Companies House record at the date of this return.	
Post town	Heriot Watt Research Park	If the registered office address has changed, you should complete form	
	Edinburgh	AD01 and submit it together with this annual return.	
County/Region	·	tnis annuai return.	
Postcode	E   H   1   4   A   P		
_	Single alternative inspection location (SAIL) of the company records (if applicable)	. •	
Building name/number	N/A	SAIL address	
Street		This must agree with the address that is held on the Companies House record at the date of this return.	
Post town		If the address has changed, you should complete form ADO2 and submit it together with this annual	
County/Region	<u> </u>	return.	
Postcode			
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.	<ul> <li>O 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.     </li> <li>Certain records must be kept by every company while other records are only kept by certain company types where appropriate.</li> <li>If the records are not kept at the SAIL address, they must be available at the registered office.</li> <li>If any of the company records have moved from the registered office</li> </ul>	
	<ul> <li>Register of debenture holders.</li> <li>Report to members of outcome of investigation by public company into interests in its shares.</li> <li>Register of interests in shares disclosed to public company.</li> <li>Instruments creating charges and register of charges: England and Wales or Northern Ireland.</li> <li>Instruments creating charges and register of charges: Scotland.</li> </ul>	to the address in Section A6 since the last annual return, you must complete form AD03 and submit it together with this annual return.	

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

Part 2	Officers of the company	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 •					
	Please use this section to list all the secretaries of the company.  For a corporate secretary, complete Section C1-C4.	Secretary appointments You may not use this form to appoint a secretary. To do this,				
Title*	Dr.	please complete form AP03 and submit it together with this annual				
Full forename <u>(</u> s)	Emma	return.				
Surname	Perfect	Corporate details Please use Section C1-C4 to enter				
Former name(s) 2		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.				
		Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.				
B2	Secretary's service address <sup>®</sup>					
Building name/numb	er The Company's Registered Office	Service address  If you have previously notified				
Street		Companies House that the service address is at 'The Company's Registered Office', please state 'The				
Post town		<ul> <li>Company's Registered Office' in the address.</li> </ul>				
County/Region		This information will appear on the				
Postcode		public record.				
Country		-				
·						
•						
		•				

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

# **Corporate secretary**

C1	Corporate secretary's details •			
	Please use this section to list all the corporate secretaries of the company.	● 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 body/firm name				
Building name/number		Corporate secretary details		
Street		All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and hav		
Post town		not notified us, please complete form CH04.		
County/Region		This information will appear on the		
Postcode		public record.		
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			
<b>C</b> 3	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.	● EEA A full list of countries of the EEA can be found in our guidance: www.companieshouse.gov.uk		
Where the company/ firm is registered <b>9</b>		This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).		
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.	• 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		
Legal form of the corporate body or firm	,	that register.		
Governing law				
If applicable, where the company/firm is				
registered <b>4</b>				

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

D1	Director's details •	•
	Please use this section to list all the directors of the company.  For a corporate director, complete Section E1-E4.	O Director appointments  You cannot use this form to appoint a director. To do this, please
Title*	Mr	complete form AP01 and submit it together with this annual return.
Full forename(s)	Charles	Corporate details
Surname	Cruickshank	Please use <b>Section E1-E4</b> to enter corporate director details.
Former name(s) 2		Director details  All details must agree with those
		previously notified to Companies
Country/State of residence	Scotland	House. If you have made changes since the last annual return and have not notified us, please
Nationality	British	complete form CH01.
Date of birth	$\begin{bmatrix} d & & & & & & & & & & & & & & & & & & $	Please provide any previous names
Business occupation (if any)	Director	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®	
Building name/number	The Company's Registered Office	Service address  If you have previously notified
Street		Companies House that the service address is at 'The Company's Registered Office', please state 'The
Post town		Company's Registered Office' in the address.
County/Region		This information will appear on the public record.
Postcode		public record.
Country	·	· .

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

D1	Director's details •				
	Please use this section to list all the directors of the company.  For a corporate director, complete Section E1-E4.	O Director appointments  You cannot use this form to appoint a director. To do this, please			
Title*	Mr	complete form AP01 and submit it together with this annual return.			
Full forename(s)	Laurence	Corporate details			
Surname	Ormerod	Please use <b>Section E1-E4</b> to enter corporate director details.			
Former name(s) 2					
Country/State of residence	United Kingdom	House. If you have made changes since the last annual return and have not notified us, please			
Nationality	British	complete form CH01.			
Date of birth	$\begin{bmatrix} d & 1 & d & 6 & \\ & & & \\ & & & \end{bmatrix} \begin{bmatrix} m & 0 & m \\ & & & \\ & & & \\ \end{bmatrix} \begin{bmatrix} m & 0 & m \\ & & & \\ \end{bmatrix} \begin{bmatrix} m & 0 $	<b>⊘</b> Former name(s)  Please provide any previous names			
Business occupation (if any)	Non-Executive Director	which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.			
D2	Director's service address <sup>®</sup>				
Building name/number	The Company's Registered Office	Service address If you have previously notified			
Street		Companies House that the service address is at 'The Company's Registered Office', please state 'The			
Post town		Company's Registered Office' in the address.			
County/Region		This information will appear on the public record.			
Postcode		public record.			
Country	,				

In accordance with Section 854 of the Companies Act 2006.

# AR01 - continuation page Annual Return (For returns made up to a date on or after 1 October 2011)

D1	Director's details •			
	Please use this section to list all the directors of the company.  For a corporate director, complete Section E1-E4.	• Director appointments  You cannot use this form to appoint a director. To do this, please		
Title*	Mr	complete form AP01 and submit it together with this annual return.		
Full forename(s)	Chad David	Corporate details		
Surname	Gardner Please use Section E corporate director de			
Former name(s) 2		Director details  All details must agree with those previously notified to Companies		
Country/State of residence	USA	House. If you have made changes since the last annual return and have not notified us, please		
Nationality	US Citizen	complete form CH01.		
Date of birth	$\begin{bmatrix} d_2 & d_5 & & \\ & & & \\ & & & \end{bmatrix} \begin{bmatrix} m_0 & m_8 & & \\ & & & \\ & & & \end{bmatrix} \begin{bmatrix} y_1 & y_9 & y_7 & y_2 \\ & & & \\ & & & \end{bmatrix}$	Please provide any previous names		
Business occupation (if any)	Director of Investments	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			
Building name/number	The Company's Registered Office	Service address  If you have previously notified		
Street		Companies House that the service address is at 'The Company's Registered Office', please state 'The		
Post town	·	Company's Registered Office' in the address.		
County/Region		This information will appear on the public record.		
Postcode		ривне тесога.		
Country				

In accordance with Section 854 of the Companies Act 2006.

# AR01 - continuation page Annual Return (For returns made up to a date on or after 1 October 2011)

D1	Director's details •				
	Please use this section to list all the directors of the company.  For a corporate director, complete Section E1-E4.	O Director appointments  You cannot use this form to appoint a director. To do this, please			
Title*	Mr ·	complete form AP01 and submit it together with this annual return.			
Full forename(s)	Jan	Corporate details			
Surname	Ellevset	Please use Section E1-E4 to enter corporate director details.			
Former name(s) 2		Director details  All details must agree with those			
		previously notified to Companies House. If you have made changes			
Country/State of residence	Norway	since the last annual return and have not notified us, please			
Nationality	Norwegian	complete form CH01.			
Date of birth	$\begin{bmatrix} d & 0 & d & 0 & 0 \\ 0 & 0 & 0 & 8 & 0 \end{bmatrix}$	Please provide any previous names			
Business occupation	Investment Manager	which have been used for business purposes during the period of			
(if any)		this return. Married women do not need to give former names unless previously used for business purposes.			
D2	Director's service address®				
Building name/number	The Company's Registered Office	Service address If you have previously notified			
Street		Companies House that the service address is at 'The Company's			
·		Registered Office', please state 'The			
Post town		Company's Registered Office' in the address.			
County/Region	·	This information will appear on the public record.			
Postcode		public record.			
Country					

In accordance with Section 854 of the Companies Act 2006.

# AR01 - continuation page Annual Return (For returns made up to a date on or after 1 October 2011)

D1	Director's details •	
	Please use this section to list all the directors of the company.  For a corporate director, complete Section E1-E4.	• Director appointments  You cannot use this form to appoint a director. To do this, please
Title*	Prof	complete form AP01 and submit it together with this annual return.
Full forename(s)	Max Adrian	Corporate details
Surname	Rowe	Please use <b>Section E1-E4</b> to enter corporate director details.
Former name(s) <b>②</b>		Director details  All details must agree with those previously notified to Companies
Country/State of residence	United Kingdom	House. If you have made changes since the last annual return and have not notified us, please
Nationality	British	complete form CH01.
Date of birth	$\begin{bmatrix} d \\ 1 \end{bmatrix} \begin{bmatrix} g \\ 9 \end{bmatrix} \begin{bmatrix} m \\ 0 \end{bmatrix} \begin{bmatrix} m \\ 1 \end{bmatrix} \begin{bmatrix} y \\ 1 \end{bmatrix} \begin{bmatrix} y \\ 9 \end{bmatrix} \begin{bmatrix} y \\ 5 \end{bmatrix} \begin{bmatrix} y \\ 9 \end{bmatrix}$	Please provide any previous names
Business occupation (if any)	Oil and Gas Consultant	which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.
D2	Director's service address <sup> </sup>	
Building name/number	The Company's Registered Office	Service address  If you have previously notified
Street		Companies House that the service address is at 'The Company's Registered Office', please state 'The
Post town		<ul> <li>Company's Registered Office' in the address.</li> </ul>
County/Region		This information will appear on the public record.
Postcode		public record.
Country		

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

# **Corporate director**

E1	Corporate director's details •	
	Please use this section to list all the corporate director's of the company.	• Corporate director appointments You cannot use this form to appoint a corporate director. To do this,
Corporate body/firm name		please complete form AP02 and submit it together with this annual return.
Building name/number		Corporate director details  All details must agree with those
Street		previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete
Post town	·	form CH02.  This information will appear on the
County/Region		· public record.
Postcode		
Country		
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 ®	
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.	● EEA  A full list of countries of the EEA can be found in our guidance:  www.companieshouse.gov.uk
Where the company/ firm is registered €		This is the register mentioned in Article 3 of the First Company Law
Registration number		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.	Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in
Legal form of the corporate body		that register
or firm	·	
Governing law	ļ·	
If applicable, where the company/firm is registered •		
If applicable, the registration number		

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

Part 3	Statement	of capital •				
	→ Yes Com	ny have share capital? Implete the sections below and the following Part 4. In to Part 5 (Signature).		This should reflect the company's capital status at the made up date of this annual return.		
F1	Share capital in pound sterling (£)					
		ach class of shares held i omplete <b>Section F1</b> and	in pound sterling. I then go to <b>Section F4</b> .			
Class of shares (E.g. Ordinary/Preference etc	)	Amount paid up on each share	Amount (if any) unpaid on each share ②	Number of shar	es 🕄	Aggregate nominal value
Listed on Continuat	tion Page					£
						£
						£
						£
			Totals	10,263,47	5	f 1026.3475
F2	Share capital in	other currencies				
Please complete the ta Please complete a sep		ny class of shares held in urrency.	other currencies.			
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 shar	es 🕄	Aggregate nominal value 4
•						
			Totals			
	,	·		•		·
Currency						
Class of shares (E.g. Ordinary/Preference etc	)	Amount paid up on each share	Amount (if any) unpaid on each share	Number of shares   Aggregate nominal		Aggregate nominal value 4
	•					
		·	Totals			
F3	Totals	·				
·	Please give the total issued share capital.		otal aggregate nominal	value of	Please lis	gregate nominal value st total aggregate values in
Total number of shares	different currencies separately			currencies separately. For : £100 + €100 + \$10 etc.		
Total aggregate nominal value <b>9</b>					· ·	
<ul><li>Including both the noming share premium.</li><li>Total number of issued s</li></ul>	•	Number of shares issued ronominal value of each sha	re. Plea	ntinuation Page use use a Statem e if necessary.		al continuation

In accordance with Section 854 of the Companies Act 2006.

# AR01 - continuation page

#### **Annual Return**

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

<b>Statement</b>	of ca	pital O
------------------	-------	---------

Please complete the table below to show each class of shares held in other currencies. Please complete a separate table for each currency.

• This should reflect the company's capital status at the made up date of this annual return.

					annuai returni.
Currency,	GBP				
Class of shares (E.g. Ordinary/Prefere	ence etc.)	Amount paid up on each share 2	Amount (if any) unpaid on each share	Number of shares	Aggregate nominal value 4
Ordinary		0.0001	0	85,933	£8.5933
Ordinary		0.6711	0	14,900	£1.49
Ordinary		2.46	0	15,300	£1.53
Ordinary		2.954	0	667	£0.0667
Ordinary		3.00	0	502,667	£50.2667
Ordinary		0.40	0	2,000,000	£200
Ordinary		0.4252	0	1	£0.0001
Series A		0.4252	0	7,644,007	£764.4007
					,
			·		
, ,	-				
		·			
					•
	-				
		<u>`</u>			_
	·	,			
			Tota	ls 10,263,475	£1026.3475

Including both the nominal value and any share premium. • Number of shares issued multiplied by nominal value of each share.

**3** Total number of issued shares in this class.

# Annual Return

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

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 <b>Sections F1</b> and <b>F2</b> .	· · · · · · · · · · · · · · · · · · ·
Class of share	Ordinary	,
Voting rights	The ordinary shares shall confer on each holder of ordinary shares the to attend, speak and vote at all general meetings of the company, and carry one vote per share.	
•		•
		. :
Class of share	Series A	•
Voting rights	The series A shares shall confer on each holder of series A shares the to attend, speak and vote at all general meetings of the company, and carry one vote per share.	_
Class of share		
Voting rights		
Class of share		
Voting rights		<u></u>

# Annual Return

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

Part 4	Shareholders	Shareholders					
	Does your company have share capital?  → Yes go to Section G1 'Companies with share capital'.  → No Go to Part 5 (Signature).						
G1	Companies with share capital						
Question 1	Were any of the company's shares admitted to trading on a market at any time during this return period? Please tick the appropriate box below:   ✓ No go to Section G2 'Past and present shareholders'.  ✓ Yes go to Question 2.	♠ 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: 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:	● 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					
	No go to Section G4 'Shareholders who hold at least 5% of any class of shares of the company as at the made up date of the return'.  Yes go to Part 5 'Signature'	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 9						
	The company is required to provide a full list of past and present shareholders if one was not included with either of the last two returns. Please tick the appropriate box below:  There were no shareholder changes in this period. Go to Part 5 (Signature).  A full list of shareholders is enclosed.  A list of shareholder changes is enclosed.	This section only applies to companies answering 'No' in Section G1.					
	How is the list of shareholders enclosed. Please tick the appropriate box below:  The list of shareholders is enclosed on paper. Go to Section G3. 'List of past and present shareholders'  The list of shareholders is enclosed in another format. Go to						
	Part 5 (Signature).	· ·					
·							
·							
		•					
		F					

#### **Annual Return**

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

•	J

## List of past and present shareholders •

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 'List of past and present shareholders' continuation page if necessary.

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

	·	Shares or stock currently held	Shares or stock transferred (if appropriate)		
Shareholder's Name (Address not required)	Class of share	Number of shares or amount of stock	Number of shares or amount of stock	Date of registration of transfer	
				/ /	
				1 1	
	•			1 1	
				1 1	
· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·		·	1 1	
				1 1	
				1 1	
				1 1	
			_	1 1	
			·	` 1 1	
				1 1	
				1 1	
				·.	

#### **Annual Return**

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

#### G4

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

This section should show only the shareholders that hold at least 5% of any class of share(s) of the company at the date of this return.

It should only be completed by companies that have answered 'Yes' to Question 1 in Section G1, and 'No' to Question 2 in Section G1.

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

→ Go to Part 5 (Signature)

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

Please list the company shareholders in alphabetical order.

Joint shareholders should be listed consecutively.

#### **Further shareholders**

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

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

**Annual Return** 

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

#### **Signature** Part 5 This must be completed by all companies. O Societas Europaea If the form is being filed on behalf I am signing this form on behalf of the company. of a Societas Europaea (SE) please delete 'director' and insert details Signature of which organ of the SE the person Signature signing has membership. X **9** Person authorised Under either section 270 or 274 of the Companies Act 2006. This form may be signed by: Director •, Secretary, Person authorised •, Charity commission receiver and manager, CIC manager, Judicial factor.

#### **Annual Return**

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

# 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 Jenny Young		
Company name LUX Assure Limited		
`		
Address Unit 5.3		
Research Avenue South		
Heriot Watt Research Park		
Post town Edinburgh		
County/Region		
Postcode E H 1 4 A P		
Country Scotland		
DX		
Telephone 0131 516 7290		

# ✓ Checklist

We may return forms completed incorrectly or with information missing.

# Please make sure you have remembered the following:

- ☐ That if the made up date of the return is any earlier than 1 October 2011, you must complete the appropriate form AR01.
- ☐ The company name and number match the information held on the public Register.
- You have completed your principal business activity.
   You have not used this form to make changes to the registered office address.
- ☐ You have not used this form to make changes to secretary and director details.
- ☐ You have fully completed the Statement of capital (if applicable).
- ☐ You have signed the form.
- ☐ You have enclosed the correct fee.

#### Important information

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

## **£** How to pay

A fee of £40 is payable to Companies House in respect of an Annual Return

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

### Where to send

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

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

DX 33050 Cardiff.

#### For companies registered in Scotland:

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

#### For companies registered in Northern Ireland:

The Registrar of Companies, Companies House, Second Floor, The Linenhall, 32-38 Linenhall Street, Belfast, Northern Ireland, BT2 8BG. DX 481 N.R. Belfast 1.

# Further information

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