



**Companies House**  
— for the record —

**AR01** (ef)

**Annual Return**



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*Company Name:* **INTELLIGENT OFFICE TRANSCRIPTION SERVICES LIMITED**

*Company Number:* **SC239796**

*Date of this return:* **18/11/2010**

*SIC codes:* **7485**

*Company Type:* **Private company limited by shares**

*Situation of Registered Office:* **KILNCRAIGS GREENSIDE STREET  
ALLOA  
STIRLINGSHIRE  
FK10 1EB**

**Officers of the company**

## *Company Secretary 1*

Type: **Person**  
Full forename(s): **LIAM MICHAEL**

Surname: **BAIN**

Former names:

Service Address: **24 ALFORD WAY  
DUNFERMLINE  
FIFE  
KY11 8BF**

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## *Company Director 1*

Type: **Person**  
Full forename(s): **LIAM MICHAEL**

Surname: **BAIN**

Former names:

*Service Address recorded as Company's registered office*

Country/State Usually Resident: **UNITED KINGDOM**

Date of Birth: **30/07/1979** Nationality: **BRITISH**

Occupation: **ACCOUNTANT**

*Company Director* 2

*Type:* **Person**  
*Full forename(s):* **MARGARET WALKER**

*Surname:* **LANG**

*Former names:*

*Service Address:* **TORSONCE  
STOW  
GALASHIELS  
TD1 2SN**

*Country/State Usually Resident:* **SCOTLAND**

*Date of Birth:* **25/10/1964** *Nationality:* **BRITISH**

*Occupation:* **DIRECTOR**

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*Company Director*    **3**

*Type:*                                **Person**  
*Full forename(s):*                **MR ALEXANDER STEWART**

*Surname:*                            **MCINTYRE**

*Former names:*

*Service Address:*                **1 TRANTER ROAD  
ABERLADY  
EAST LoTHIAN  
EH32 0UE**

*Country/State Usually Resident:*    **UNITED KINGDOM**

*Date of Birth:*    **26/03/1956**                                *Nationality:*    **BRITISH**  
*Occupation:*    **ACCOUNTANT**

## Statement of Capital (Share Capital)

|                        |                 |                                |              |
|------------------------|-----------------|--------------------------------|--------------|
| <b>Class of shares</b> | <b>ORDINARY</b> | <i>Number allotted</i>         | <b>20100</b> |
|                        |                 | <i>Aggregate nominal value</i> | <b>20100</b> |
| <i>Currency</i>        | <b>GBP</b>      | <i>Amount paid</i>             | <b>1</b>     |
|                        |                 | <i>Amount unpaid</i>           | <b>0</b>     |

### *Prescribed particulars*

VOTES OF MEMBERS 54. SUBJECT TO ANY RIGHTS OR RESTRICTIONS ATTACHED TO ANY SHARES, ON A SHOW OF HANDS EVERY MEMBER WHO (BEING AN INDIVIDUAL) IS PRESENT IN PERSON OR (BEING A CORPORATION) IS PRESENT BY A DULY AUTHORISED REPRESENTATIVE, NOT BEING HIMSELF A MEMBER ENTITLED TO VOTE, SHALL HAVE ONE VOTE AND ON A POLL EVERY MEMBER SHALL HAVE ONE VOTE FOR EVERY SHARE OF WHICH HE IS THE HOLDER. 55. IN THE CASE OF JOINT HOLDERS THE VOTE OF THE SENIOR WHO TENDERS A VOTE, WHETHER IN PERSON OR BY PROXY, SHALL BE ACCEPTED TO THE EXCLUSION OF THE VOTES OF THE OTHER JOINT HOLDERS; AND SENIORITY SHALL BE DETERMINED BY THE ORDER IN WHICH THE NAMES OF THE HOLDERS STAND IN THE REGISTER OF MEMBERS. 56. A MEMBER IN RESPECT OF WHOM AN ORDER HAS BEEN MADE BY ANY COURT HAVING JURISDICTION (WHETHER IN THE UNITED KINGDOM OR ELSEWHERE) IN MATTERS CONCERNING MENTAL DISORDER MAY VOTE, WHETHER ON A SHOW OF HANDS OR ON A POLL, BY HIS RECEIVER, CURATOR BONIS OR OTHER PERSON AUTHORISED IN THAT BEHALF APPOINTED BY THAT COURT, AND ANY SUCH RECEIVER, CURATOR BONIS OR OTHER PERSON MAY, ON A POLL, VOTE BY PROXY. EVIDENCE TO THE SATISFACTION OF THE DIRECTORS OF THE AUTHORITY OF THE PERSON CLAIMING TO EXERCISE THE RIGHT TO VOTE SHALL BE DEPOSITED AT THE OFFICE, OR AT SUCH OTHER PLACE AS IS SPECIFIED IN ACCORDANCE WITH THE ARTICLES FOR THE DEPOSIT OF INSTRUMENTS OF PROXY, NOT LESS THAN 48 HOURS BEFORE THE TIME APPOINTED FOR HOLDING THE MEETING OR ADJOURNED MEETING AT WHICH THE RIGHT TO VOTE IS TO BE EXERCISED AND IN DEFAULT THE RIGHT TO VOTE SHALL NOT BE EXERCISABLE. 57. NO MEMBER SHALL VOTE AT ANY GENERAL MEETING OR AT ANY SEPARATE MEETING OF THE HOLDERS OF ANY CLASS OF SHARES IN THE COMPANY, EITHER IN PERSON OR BY PROXY, IN RESPECT OF ANY SHARE HELD BY HIM UNLESS ALL MONEYS PRESENTLY PAYABLE BY HIM IN RESPECT OF THAT SHARE HAVE BEEN PAID. 58. NO OBJECTION SHALL BE RAISED TO THE QUALIFICATION OF ANY VOTER EXCEPT AT THE MEETING OR ADJOURNED MEETING AT WHICH THE VOTE OBJECTED TO IS TENDERED, AND EVERY VOTE NOT DISALLOWED AT THE MEETING SHALL BE VALID. ANY OBJECTION MADE IN DUE TIME SHALL BE REFERRED TO THE CHAIRMAN WHOSE DECISION SHALL BE FINAL AND CONCLUSIVE. 59. ON A POLL VOTES MAY BE GIVEN EITHER PERSONALLY OR BY PROXY. A MEMBER MAY APPOINT MORE THAN ONE PROXY TO ATTEND ON THE SAME OCCASION. APPOINTMENT OF PROXY TO BE IN ACCORDANCE WITH THE ARTICLES OF ASSOCIATION.

## Statement of Capital (Totals)

|                 |            |                                      |              |
|-----------------|------------|--------------------------------------|--------------|
| <i>Currency</i> | <b>GBP</b> | <i>Total number of shares</i>        | <b>20100</b> |
|                 |            | <i>Total aggregate nominal value</i> | <b>20100</b> |

## *Full Details of Shareholders*

The details below relate to individuals / corporate bodies that were shareholders as at 18/11/2010 or that had ceased to be shareholders since the made up date of the previous Annual Return

*A full list of shareholders for a private or non-traded public company are shown below*

*Shareholding 1* : 0 ORDINARY shares held as at 2010-11-18  
*Name:* LORNA M EDWARDS

*Shareholding 2* : 20100 ORDINARY shares held as at 2010-11-18  
*Name:* INTELLIGENT OFFICE UK LIMITED

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## *Authorisation*

*Authenticated*

*This form was authorised by one of the following:*

Director, Secretary, Person Authorised, Charity Commission Receiver and Manager, CIC Manager, Judicial Factor.