



**Companies House**  
— for the record —

**AR01** (ef)

**Annual Return**



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**X1Z6U0E0**

*Company Name:* **OFFICE TRANSFORMATION LIMITED**

*Company Number:* **02011368**

*Date of this return:* **31/12/2012**

*SIC codes:* **43341**

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

*Situation of Registered Office:* **MULBERRY HOUSE  
53, CHURCH STREET,  
WEYBRIDGE,  
SURREY.  
KT13 8DJ**

**Officers of the company**

## *Company Secretary 1*

*Type:* **Person**  
*Full forename(s):* **MRS JULIA TRACEY**

*Surname:* **RATCLIFFE**

*Former names:*

*Service Address:* **WARE FARM HOUSE  
DOWLISH LANE CUDWORTH  
ILMINSTER  
SOMERSET  
TA19 0PS**

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*Company Director*    ***1***

*Type:*                                **Person**  
*Full forename(s):*                **MRS JULIA TRACEY**

*Surname:*                                **RATCLIFFE**

*Former names:*

*Service Address:*                        **WARE FARM HOUSE  
DOWLISH LANE CUDWORTH  
ILMINSTER  
SOMERSET  
TA19 0PS**

*Country/State Usually Resident:*    **ENGLAND**

*Date of Birth:*    **06/06/1964**                                *Nationality:*    **BRITISH**  
*Occupation:*    **OFFICE MANAGER**

*Company Director* 2

*Type:* **Person**  
*Full forename(s):* **MR MARK JEREMY**

*Surname:* **RATCLIFFE**

*Former names:*

*Service Address:* **WARE FARM HOUSE  
DOWLISH LANE CUDWORTH  
ILMINSTER  
SOMERSET  
TA19 0PS**

*Country/State Usually Resident:* **ENGLAND**

*Date of Birth:* **04/07/1960** *Nationality:* **BRITISH**  
*Occupation:* **COMPANY DIRECTOR**

## Statement of Capital (Share Capital)

|                        |                 |                                |            |
|------------------------|-----------------|--------------------------------|------------|
| <b>Class of shares</b> | <b>ORDINARY</b> | <i>Number allotted</i>         | <b>100</b> |
|                        |                 | <i>Aggregate nominal value</i> | <b>100</b> |
| <i>Currency</i>        | <b>GBP</b>      | <i>Amount paid per share</i>   | <b>0</b>   |
|                        |                 | <i>Amount unpaid per share</i> | <b>0</b>   |

### *Prescribed particulars*

**FULL RIGHTS TO VOTING. FULL RIGHTS TO DIVIDENDS AND DISTRIBUTIONS. FULL RIGHTS TO DISTRIBUTIONS (INCLUDING ON WINDING UP). SHARES NOT REDEEMABLE.**

## Statement of Capital (Totals)

|                 |            |                                      |            |
|-----------------|------------|--------------------------------------|------------|
| <i>Currency</i> | <b>GBP</b> | <i>Total number of shares</i>        | <b>100</b> |
|                 |            | <i>Total aggregate nominal value</i> | <b>100</b> |

## *Full Details of Shareholders*

The details below relate to individuals / corporate bodies that were shareholders as at 31/12/2012 or that had ceased to be shareholders since the made up date of the previous Annual Return

*A full list of shareholders for the company are shown below*

*Shareholding 1* : **1 ORDINARY shares held as at the date of this return**  
*Name:* **P.J. RATCLIFFE**

*Shareholding 2* : **99 ORDINARY shares held as at the date of this return**  
*Name:* **M.J. RATCLIFFE**

## *Authorisation*

*Authenticated*

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

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