



**Companies House**

— for the record —

Company Name

**THE BUSINESS CONTINUITY  
INSTITUTE LIMITED**

Company Type

**Private Company Limited By  
Shares**

Company Number

**2922104**

Information extracted from  
Companies House records on  
**4th May 2000**

B of S. 15 010032

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## 363s Annual Return

- > Please check the details printed in blue on this statement.
- > If any details are wrong, strike them through and write the correct details in the "Amended details" column.
- > Please use black pen and write in capitals.



A21  
COMPANIES HOUSE

0201  
30/06/00

### Section 1: Company details

Ref: 2922104/03/10

	Current details	Amended details
> Registered Office Address <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	<b>Kiln House Brockamin Leigh Worcester WR6 5JZ</b>	Address _____ _____ _____ UK Postcode    _ _ _ _ _
> Register of Members <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	<b>Address where the Register is held  At Registered Office</b>	Address _____ _____ _____ UK Postcode    _ _ _ _ _
> Register of Debenture Holders <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	<b>Not Applicable</b>	Address _____ _____ _____ UK Postcode    _ _ _ _ _
> Principal Business Activities <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	<b>SIC Code    Description</b>  <b>9112       Professional organisations</b>	<b>SIC CODE    Description</b> _ _ _ _    _____ _____ _ _ _ _    _____ _____ _ _ _ _    _____ _____ _ _ _ _    _____ _____
> <i>If no entries are shown, please enter principal activity code(s) in "Amended details" column. See notes for guidance for list of activity codes.</i>		

	Current details	Amended details
<b>&gt; Company Secretary</b> <i>If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>  <i>Particulars of a new Company Secretary must be notified on form 288.</i>	<b>Name</b> <b>Anthony Carson SHEPHERD</b>  <b>Address</b> <b>Old London House High Street</b> <b>Stoke Row</b> <b>Henley On Thames</b> <b>Oxon</b> <b>RG9 5QL</b>	<b>Name</b>  <b>Address</b>    <b>UK Postcode</b> _ _ _ _ _ <b>Date of change</b> _ _ / _ _ / _ _ _ _ <b>Date Anthony Carson SHEPHERD</b> <b>ceased to be secretary (if applicable)</b> _ _ / _ _ / _ _ _ _
<b>&gt; Director</b> <i>If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>  <i>Particulars of a new Director must be notified on form 288.</i>	<b>Name</b> <b>William CRICHTON</b>  <b>Address</b> <b>24 Lowlands Road</b> <b>Blackwater</b> <b>Camberley</b> <b>Surrey</b> <b>GU17 0AL</b>  <b>Date of birth</b> 03/05/1954  <b>Nationality</b> British  <b>Occupation</b> Assistant Director Business Co	<b>Name</b>  <b>Address</b>    <b>UK Postcode</b> _ _ _ _ _ <b>Date of birth</b> _ _ / _ _ / _ _ _ _ <b>Nationality</b> _____ <b>Occupation</b> _____ <b>Date of change</b> _ _ / _ _ / _ _ _ _ <b>Date William CRICHTON</b> ceased to be <b>director (if applicable)</b> _ _ / _ _ / _ _ _ _
<b>&gt; Director</b> <i>If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>  <i>Particulars of a new Director must be notified on form 288.</i>	<b>Name</b> <b>William John MEREDITH</b>  <b>Address</b> <b>5 The Maltings</b> <b>Kings Langley</b> <b>Hertfordshire</b> <b>WD4 8QL</b>  <b>Date of birth</b> 16/01/1942  <b>Nationality</b> British  <b>Occupation</b> Cons	<b>Name</b>  <b>Address</b>    <b>UK Postcode</b> _ _ _ _ _ <b>Date of birth</b> _ _ / _ _ / _ _ _ _ <b>Nationality</b> _____ <b>Occupation</b> _____ <b>Date of change</b> _ _ / _ _ / _ _ _ _ <b>Date William John MEREDITH</b> ceased <b>to be director (if applicable)</b> _ _ / _ _ / _ _ _ _

## Amended details

*Particulars of a new Director must be notified on form 288.*

**Occupation Chartered Accountant**

Date Anthony Carson SHEPHERD  
ceased to be director (if applicable)

	Current details	Amended details
<b>&gt; Issued Share Capital</b> <i>This table shows the total number of shares that have been issued by your company and their Nominal Value. If any of the details are wrong, please fill in the correct details.</i>	<b>Class of share</b> <b>Ordinary</b> <b>Nominal value of each share</b> <b>£1.00</b> <b>Number of shares issued</b> <b>4</b> <b>Aggregate Nominal Value of issued shares</b> <b>£4.00</b>	<b>Class of share</b>  <b>Nominal value of each share</b>  <b>Number of shares issued</b>  <b>Aggregate Nominal Value of issued shares</b>  
<b>&gt; Total shares issued and value</b> <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	<b>Total number of shares issued</b> <b>4</b> <b>Total Nominal value of shares issued</b> <b>£4.00</b>	<b>Total number of shares issued</b>  <b>Total Nominal value of shares issued</b>  
<b>&gt; At the date of this Annual Return, if the company has altered or changed its share capital in any way or allotted new shares, please refer to the guidance notes for details of the appropriate form that should be sent with this Annual Return. Annual return guidance notes are available on the Companies House web site at <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a> or by ringing 029 2038 0801.</b>		

**Section 4: Details of Shareholders**

- > The details we hold on your company's shareholders and their shareholdings are printed below. These are based on your last Annual Return.
- > If any details have changed, or if any shares have been transferred, please fill in the details in the "Amended details" or "Shares transferred" column.
- > Please give details of any other shareholders in Section 5.

Current details		Amended details		Shares transferred			
>	<b>Shareholder Name</b> <b>Janet Stetson GRANT</b>  <b>Address</b> <b>65 Whitelands House</b> <b>London</b> <b>SW3 4QZ</b>  <b>Shares held</b> Class <b>Ordinary</b>	<b>Number</b> <b>1</b>	<b>Name</b>  <b>Address</b>   <b>UK Postcode</b> _ _ _ _ _ <b>Shares held</b> Class <b>THE BCI FORUM LTD</b>	<b>Number</b> <b>1</b>	<b>Class</b> <b>ORDINARY</b>	<b>Number</b> <b>ONE</b>	<b>Date of transfer</b> <b>07/05/1997</b>
				<b>Shares transferred by</b> <b>Janet Stetson GRANT</b> to			
>	<b>Shareholder Name</b> <b>Andrew Nash HILES</b>  <b>Address</b> <b>37 Fields Gardens</b> <b>Stevenson Oxon</b> <b>OX13 6TE</b>  <b>Shares held</b> Class <b>Ordinary</b>	<b>Number</b> <b>1</b>	<b>Name</b>  <b>Address</b>   <b>UK Postcode</b> _ _ _ _ _ <b>Shares held</b> Class <b>THE BCI FORUM LTD</b>	<b>Number</b> <b>1</b>	<b>Class</b> <b>ORDINARY</b>	<b>Number</b> <b>ONE</b>	<b>Date of transfer</b> <b>07/05/1997</b>
				<b>Shares transferred by</b> <b>Andrew Nash HILES</b> to			
>	<b>Shareholder Name</b> <b>Anthony Carson SHEPHERD</b>  <b>Address</b> <b>Old London House</b> <b>Highst Stoke Row</b> <b>Henley-In-Thames</b> <b>LG9 5QL</b>  <b>Shares held</b> Class <b>Ordinary</b>	<b>Number</b> <b>1</b>	<b>Name</b>  <b>Address</b>   <b>UK Postcode</b> _ _ _ _ _ <b>Shares held</b> Class <b>THE BCI FORUM LTD</b> <b>and A.C. SHEPHERD</b>	<b>Number</b> <b>1</b>	<b>Class</b> <b>ORDINARY</b>	<b>Number</b> <b>ONE</b>	<b>Date of transfer</b> <b>07/05/1997</b>
				<b>Shares transferred by</b> <b>Anthony Carson SHEPHERD</b> to			

Current details		Amended details		Shares transferred		
> Shareholder Name		Name				
Christopher Robert WHITE						
Address		Address				
15 Eland Road						
London						
SW11 5JX						
		UK Postcode		Shares transferred by Christopher Robert WHITE <i>to</i>		
Shares held		Shares held				
Class		Class	Number	Class	Number	Date of transfer
Ordinary	Number 1	THE BCI FORUM LTD	1	ORDINARY	ONE	07/05/1997
						__/__/__

**Section 5: Details of Other Shareholders**

- > Please fill in details of any persons or corporate bodies who are shareholders of the company at the date of this return, but whose details are not printed in Section 4.
- > Also, provide the details of any persons who became but have ceased to be shareholders of the company since the date of the last annual return.
- > For jointly held shares please list those joint shareholders consecutively on the form. If a joint shareholder also holds shares in their own right, list that holding separately.
- > Please copy this page if there is not enough space to enter all the company's other shareholders.

Shareholders details	Class and number of shares or amount of stock held	Class and number of shares or amount of stock transferred (If appropriate)	Date of registration of transfer (If appropriate)
Name _____ Address _____ _____ _____ UK Postcode    _ _ _ _ _			
Name _____ Address _____ _____ _____ UK Postcode    _ _ _ _ _			
Name _____ Address _____ _____ _____ UK Postcode    _ _ _ _ _			
Name _____ Address _____ _____ _____ UK Postcode    _ _ _ _ _			



Companies House

— for the record —

## 363s Annual Return Declaration

- > When you have checked all the sections of this form, please complete this page and tick and sign the declaration below.
- > If you want to change the made up date of this annual return, please complete 2 below.

## 1. Declaration

- ☐ I confirm that the details in this annual return are correct as at the made-up-date (shown at 2 below). I enclose the filing fee of £15.

Signature

(Director / Secretary)

Date

20, 06, 2000

*This date must not be earlier than the return date at 2 below*

**What to do now**

*Please detach and retain the covering letter, complete this page then send the whole of the Annual Return and the declaration to the address shown at 4 below.*

## 2. Date of this return

- ☐ This AR is made up to **25/4/2000** If you are making this return up to an earlier date, please give the date here

\_ \_ / \_ \_ / \_ \_

*Note: The form must be delivered to CH within 28 days of this date*

## 3. Date of next return

- ☐ If you wish to change your next return to a date earlier than **25th April 2001** please give the new date here:

18, 02, 2001

## 4. Where to send this form

- ☐ Please return this form to:  
Registrar of Companies  
Companies House  
Crown Way  
Cardiff CF14 3UZ

**Have you enclosed the filing fee with the company number written on the reverse of the cheque?**

Cheque ☒ Postal Order ☐ Cheque / Postal Order Number \_\_\_\_\_

*(Please complete as appropriate)*

## Contact Address

Please give the name and address of the person who should be contacted if there are any queries about this form.

Contact Name

A. C. SHARMA

Telephone number inc code

01491 - 681200

Address

82 LONDON NOUE

STOKE ROW

HENVEY ON THAMES

DX number if applicable

\_ \_ \_ \_ \_

DX exchange

Postcode

RG9 5PL