



**Companies House**

— for the record —

Company Name

**RICHMOND LETTINGS LIMITED**

## 363s Annual Return

003396/15

Company Type

**Private Company Limited By Shares**

Company Number

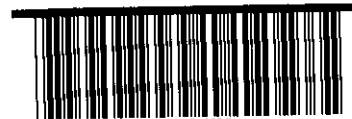
**2992000**

Information extracted from

Companies House records on

**25th October 2003**

- > 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 capital letters.



A44 0155  
COMPANIES HOUSE 28/11/03  
A43 0273  
COMPANIES HOUSE 21/11/03

### Section 1: Company details

Ref: 2992000/03/10

	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>97 High Road</b> <b>Byfleet</b> <b>Surrey</b> <b>KT14 7QT</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</b>  <b>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>	<table border="1"> <thead> <tr> <th>SIC Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>7031</td> <td>Real estate agencies</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	SIC Code	Description	7031	Real estate agencies													<table border="1"> <thead> <tr> <th>SIC CODE</th> <th>Description</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	SIC CODE	Description														
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> <i>Please enter additional principal activity code(s) in "Amended details" column. See notes for guidance for list of activity codes.</i>																																		

## Section 2: Details of Officers of the Company

## Current details

## Amended details

> **Company Secretary**

If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.

## Name

Paul Andre RICHMOND

## Address

White Friars  
Crossfield Place  
Weybridge  
Surrey  
KT13 0RG

## Name

☐ Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.

## Address

UK Postcode \_ \_ \_ \_ \_

Date of change \_ \_ / \_ \_ / \_ \_ \_ \_

Date Paul Andre RICHMOND  
ceased to be secretary (if applicable)

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

> **Director**

If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.

## Name

Jacqueline Sarah RICHMOND

## Address

152 Brox Road  
Otteshaway  
Surrey  
KT16 0LQ

## Name

☐ Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.

## Address

UK Postcode \_ \_ \_ \_ \_

Date of birth \_ \_ / \_ \_ / \_ \_ \_ \_

Nationality \_ \_ \_ \_ \_

Occupation \_ \_ \_ \_ \_

Date of change \_ \_ / \_ \_ / \_ \_ \_ \_

Date Jacqueline Sarah RICHMOND  
ceased to be director (if applicable)

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

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

Date of birth 01/11/1970

Nationality British

Occupation Chartered Taxation  
Consultant

**> Director**  
*If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.*

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

Current details	
<b>Name</b>	Mark Andre RICHMOND
<b>Address</b>	The Old Baliffs House 152 Brox Road Ottershaw Chertsey Surrey KT16 0LQ
<b>Date of birth</b>	01/01/1968
<b>Nationality</b>	British
<b>Occupation</b>	Estate Agent

Amended details
<b>Name</b>
<input type="checkbox"/> Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.
<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</b> Mark Andre RICHMOND ceased to be director (if applicable)

**> Director**  
*If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.*

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

<b>Name</b>	Paul Andre RICHMOND
<b>Address</b>	White Friars Crossfield Place Weybridge Surrey KT13 0RG
<b>Date of birth</b>	20/08/1943
<b>Nationality</b>	British
<b>Occupation</b>	Director

<b>Name</b>
<input type="checkbox"/> Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.
<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</b> Paul Andre RICHMOND ceased to be director (if applicable)

## Section 3: Share Capital

	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> Ordinary <b>Nominal value of each share</b> £1.00 <b>Number of shares issued</b> 100 <b>Aggregate Nominal Value of issued shares</b> £100.00	<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> 100 <b>Total Nominal value of shares issued</b> £100.00	<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 0870 3333636.</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> Mark RICHMOND		<b>Name</b>  			
<b>Address</b> 152 Brox Rd Ottershaw Surrey KT16 0LQ		<b>Address</b>    		<b>Shares transferred by</b> Mark RICHMOND	
<b>Shares held</b> Class Ordinary		<b>Shares held</b> Class  		<b>Number</b> <b>Class</b> <b>Number</b> <b>Date of transfer</b>	
Number 70		 		 	
		UK Postcode   - - - - -		 	

<b>Shareholder Name</b> Mr Paul RICHMOND		<b>Name</b>  			
<b>Address</b> Whitefriars Crossfield Place Weybridge Surrey KT13 0RG		<b>Address</b>    		<b>Shares transferred by</b> Mr Paul RICHMOND	
<b>Shares held</b> Class Ordinary		<b>Shares held</b> Class  		<b>Number</b> <b>Class</b> <b>Number</b> <b>Date of transfer</b>	
Number 30		 		 	
		UK Postcode   - - - - -		 	

**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 <u>Deborah Richmond</u> Address <u>40 WHITEFRIARS CROSSFIELD PLACE</u> <u>WEYBRIDGE</u> <u>SURREY</u> <u>KT13 0RG</u> UK Postcode <u>TEL: 01932 855129</u> <u>FAX: 01932 820488</u>	15	15 ORDINARY	14.3.03
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 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

*[Handwritten Signature]*  
(Director / Secretary)

Date

20 / 11 / 2003

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

#### What to do now

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 18/11/2003
- 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 **18th November 2004** please give the new date here:

— / — / —

### 4. Where to send this form

- ☐ Please return this form to:

Registrar of Companies  
Companies House  
Crown Way  
Cardiff CF14 3UZ

OR

For members of the Hays Document  
Exchange service  
DX 33050 Cardiff

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

### Contact Address

You do not have to give any contact information below, but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Contact Name

*[Handwritten: P. Richmond]*  
WHITEFRIARS

Telephone number inc code

Address

CROSSFIELD PLACE

WEYBRIDGE

SURREY

KT13 0RG

DX number if applicable

DX exchange

TEL: 01932 855129

FAX: 01932 820488

Postcode