

003789-30

In accordance with
Section 854 of the
Companies Act 2006

AR01

Annual Return

form produced by

PC Share Register

Ver 14 02

A fee is payable with this form
Please see 'How to pay' on the
last page

You can use the WebFiling service to file this form online.
Please go to www.companieshouse.gov.uk

☒ **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**
You cannot use this form to
notice of changes to the co
officers, registered office or
company type or informatio
relating to the company rec

THURSDAY



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A36

19/08/2010

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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

0 3 1 9 0 8 5 8

Company name in full

Certquick Limited

① Company name change

If your company has recently
changed its name please
provide the company name as
at the date of this return

A2

Return date

Please give the annual return made up date. This must not be a
future date. The annual return must be delivered within 28 days of
the date of this return

Date of this return

d1 d7 m0 m4 y2 y0 y1 y0

② Date of this return

Your company's return date is
usually the anniversary of inc-
orporation 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

Classification code 1

9 8 0 0

Classification code 2

Classification code 3

Classification code 4

③ Principal business activity

You must provide a trade
classification code (SIC code)
or a description of your
company's main business in
this section

A full list of the trade class-
ification codes are available
on our website
www.companieshouse.gov.uk

Principal activity
description

If you cannot determine a code, please give a brief description of
your business activity below

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A4

Company type ^①

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

① 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 ^②

Building name/number	Suite D Global House
Street	Shrewsbury Business Park
Post town	Shrewsbury
County/Region	Shropshire
Postcode	S Y 2 6 L G

② Change of registered office

This must agree with the address that is held on the Companies House record at the date of this return

If the registered office address has changed you should complete form **AD01** and submit it together with this annual return

A6

Single alternative inspection location (SAIL) of the company records (if applicable) ^③

Building name/number	
Street	
Post town	
County/Region	
Postcode	

③ SAIL address

This must agree with the address that is held on the Companies House record at the date of this return

If the address has changed, you should complete form **AD02** and submit it together with this annual return

A7

Location of company records ^④

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
☐ Register of debenture holders
☐ Report to members of outcome of investigation by public company into interests in its shares
☐ Register of interests in shares disclosed to public company
☐ Instruments creating charges and register of charges England and Wales or Northern Ireland
☐ Instruments creating charges and register of charges Scotland

④ 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

Certain records must be kept by every company while other records are only kept by certain company types where appropriate

If the records are not kept at the SAIL address, they must be available at the registered office

If any of the company records have moved from the registered office to the address in Section A6 since the last annual return you must complete form **AD03** and submit it together with this annual return

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Part 2

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 ①

Please use this section to list all the secretaries of the company
For a corporate secretary, complete Section C1-C4.

Title *

Full forename(s)

Surname

Former name(s) ②

① Secretary appointments

You may not use this form to appoint a secretary. To do this, please complete form **AP03** and submit it together with this annual return.

Corporate details

Please use **Section C1-C4** to enter 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**.

② Former name(s)

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 ③

Building name/number

Street

Post town

County/Region

Postcode

Country

③ Service address

If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

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Corporate secretary

C1	Corporate secretary's details ①		① 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 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 CH04 . This information will appear on the public record.
	Please use this section to list all the corporate secretaries of the company.		
Corporate body/firm name	CoSec Management Services Ltd		
Building name/number	c/o HLM, Suite D		
Street	Global House Shrewsbury Business Park		
Post town	Shrewsbury		
County/Region	Shropshire		
Postcode	S Y 2 6 L G		
Country	United Kingdom		
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		
C3	EEA companies ②		② EEA A full list of countries of the EEA can be found in our guidance www.companieshouse.gov.uk ③ This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.		
Where the company/firm is registered ③	United Kingdom		
Registration number	5953318		
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.		
Legal form of the corporate body or firm			
Governing law			
If applicable, where the company/firm is registered ④			
If applicable, the registration number			
	④ 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 that register.		

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Director

D1	Director's details ①		<p>① Director appointments You cannot use this form to appoint a director. To do this please complete form AP01 and submit it together with the annual return.</p> <p>Corporate details Please use Section E1-E4 to enter corporate director details.</p> <p>Director 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 CH01.</p> <p>② Former name(s) 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.</p>
Please use this section to list all the directors of the company For a corporate director, complete Section E1-E4			
Title *	Mr		
Full forename(s)	Andrew		
Surname	Hayes		
Former name(s) ②			
Country/State of residence	United Kingdom		
Nationality	British		
Date of birth	<div>d</div> 0 <div>d</div> 6 <div>m</div> 1 <div>m</div> 2 <div>y</div> 1 <div>y</div> 9 <div>y</div> 6 <div>y</div> 9		
Business occupation (if any)	Accountant		
D2	Director's service address ③		<p>③ Service address If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.</p> <p>This information will appear on the public record.</p>
Building name/number	4 Park View Court		
Street	Chilwell		
	Bramcote		
Post town			
County/Region	Nottinghamshire		
Postcode	<div>N</div> <div>G</div> <div>9</div> <div></div> <div>4</div> <div>E</div> <div>F</div> <div></div>		
Country	United Kingdom		

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Director

D1

Director's details ①

Please use this section to list all the directors of the company
For a corporate director, complete Section E1-E4

Title *	
Full forename(s)	
Surname	
Former name(s) ②	
Country/State of residence	
Nationality	
Date of birth	<div>d</div> <div>d</div> <div>m</div> <div>m</div> <div>y</div> <div>y</div> <div>y</div> <div>y</div>
Business occupation (if any)	

① Director appointments

You cannot use this form to appoint a director. To do this please complete form **AP01** and submit it together with the annual return.

Corporate details

Please use **Section E1-E4** to enter corporate director details.

Director 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 **CH01**.

② Former name(s)

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.

D2

Director's service address ③

Building name/number	
Street	
Post town	
County/Region	
Postcode	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Country	

③ Service address

If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

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Corporate director

E1	Corporate director's details ①	
	Please use this section to list all the corporate directors of the company	① Corporate director appointments You cannot use this form to appoint a corporate director. To do this, please complete form AP02 and submit it together with this annual return. Corporate director 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 CH02 . This information will appear on the public record.
Corporate body/firm name		
Building name/number		
Street		
Post town		
County/Region		
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 ②	
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register	② EEA A full list of countries of the EEA can be found in our guidance www.companieshouse.gov.uk ③ This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)
Where the company/firm is registered ③		
Registration number		
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	④ 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 that register.
Legal form of the corporate body or firm		
Governing law		
If applicable, where the company/firm is registered ④		
If applicable, the registration number		

Part 3

Statement of Capital ^①

Does your company have share capital?

→ **Yes** Complete the sections below and the following **Part 4**.

→ **No** Go to **Part 5 (Signature)**

① This should reflect the company's capital status at the made up date of this annual return

F1

Share capital in pound sterling (£)

Please complete the table below to show each class of shares held in pound sterling

If all your issued capital is in sterling, only complete **Section F1** and then go to **Section F4**.

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 shares ^③	Aggregate nominal value ^④
Ordinary £1 Shares	1 0000000	0 0000000	17	£ 17 00
				£
				£
				£
Totals			17	£ 17 00

F2

Share capital in other currencies

Please complete the table below to show any class of shares held in other currencies

Please complete a separate table for each currency

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 shares ^③	Aggregate nominal value ^④
Totals				

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 shares ^③	Aggregate nominal value ^④
Totals				

F3

Totals

Please give the total number of shares and total aggregate nominal value of issued share capital

⑤ Total aggregate nominal value

Please list total aggregate values in different currencies separately For example
GBP 100 + EUR 100
+ USD 10 etc

Total number of shares

17

Total aggregate nominal value ^⑤

GBP 17 00

② Including both the nominal value and any share premium

③ Number of shares issued multiplied by nominal value of each share

Continuation Pages

Please use a Statement of Capital continuation page if necessary

④ Total number of issued shares in this class

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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 **Section F1** and **F2**.

Class of share

Voting rights

See continuations sheet(s)

Class of share

Voting rights

Class of share

Voting rights

Class of share

Voting rights

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F4

Statement of Capital (Voting rights)

Class of share

Ordinary £1 Shares

Voting rights

A Member entitled to attend and vote is entitled to appoint a proxy to attend and vote instead of him and that a proxy need not be a Member of the Company

Any Member present in person or by proxy at a General Meeting shall have one vote Where no Dwellingholder exists in respect of any Dwelling those members who were subscribers to the Memorandum of Association of the Company or who were admitted to membership in accordance with the provision of Article 4 shall jointly have one vote in respect of each such Dwelling in addition to their own votes as members

Part 4

Shareholders

Does your company have share capital? ❶
→ **Yes** Complete the sections below
→ **No** Go to **Part 5 (Signature)**

❶ This should reflect the shareholder details at the made up date of this annual return

G1

Traded public companies ❷

☐ Please tick the box if your company was a traded public company at any time during the period of this return

❷ **Traded company definition**
A traded company means a company any of whose shares are admitted to trading on a regulated market

G2

List of past and present shareholders

Private and non-traded public companies are required to provide a 'full list' if one was not included with either of the last two returns

Traded public companies are required to provide a list of shareholders who held at least 5% of the issued shares of any share class if a list was not provided with either of the last two returns

Please tick the appropriate box below

- ☒ A full list of shareholders for a private or non-traded public company is enclosed Please complete **Section G3**, or
- ☐ A list of shareholders holding at least 5% of the issued shares of any share class for a traded public company is enclosed Please complete **Section G4**
- ☐ A list of shareholder changes is enclosed
- For private or non-traded public companies, please complete **Section G3**.
- For traded public companies, please complete **Section G4**
- ☐ There were no shareholder changes in this period
- Go to **Part 5 (Signature)**

Please tick the appropriate box below to indicate the format of your shareholder details

- ☒ The list of shareholders is enclosed on paper
- ☐ The list of shareholders is enclosed in another format

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Full List

G3

Private or non-traded public companies - list of past and present shareholders

This section should only be completed by companies that have not traded on a regulated market at any time during the period of this return

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 'Private or non-traded public companies - list of past and present shareholders' continuation page if necessary

Shareholder's Name (Address not required)	Class of share	Shares or stock currently held	Shares or stock transferred (if appropriate)	
		Number of shares or amount of stock	Number of shares or amount of stock	Date of registration of transfer
Mr R W Adams & Mrs Adams	Ordinary £1 Shares	1		
Mr A Banadaki & Mrs Banadaki	Ordinary £1 Shares	1		
Mr P L Beck	Ordinary £1 Shares	1		
Mr I T Bowden & Mr J T Bowden	Ordinary £1 Shares	1		
Mr Buckley	Ordinary £1 Shares	1		
Mr Davison & Mrs Davison	Ordinary £1 Shares	1		
Mr J M Gaynor & Mrs Gaynor	Ordinary £1 Shares	1		
Mr J Gooday	Ordinary £1 Shares	1		
Ms L Hamilton	Ordinary £1 Shares	1		
Mr Andrew Hayes	Ordinary £1 Shares	1		
Miss E C M Hodgers	Ordinary £1 Shares	1		
Mrs F L Ilett	Ordinary £1 Shares	1		
Ms B McCourtney	Ordinary £1 Shares	1		

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Full List

G3

Private or non-traded public companies - list of past and present shareholders

This section should only be completed by companies that have not traded on a regulated market at any time during the period of this return

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 'Private or non-traded public companies - list of past and present shareholders' continuation page if necessary

Shareholder's Name (Address not required)	Class of share	Shares or stock currently held	Shares or stock transferred (if appropriate)	
		Number of shares or amount of stock	Number of shares or amount of stock	Date of registration of transfer
Ms B McCourtney	Ordinary £1 Shares	1		
Mr I C Stewart	Ordinary £1 Shares	1		
Mr Taylor	Ordinary £1 Shares	1		
Miss C A Walker	Ordinary £1 Shares	1		

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Traded public companies - list of past and present shareholders

This section should show the shareholders that held at least 5% of the issued shares of any class of the company at any time during the period

It should only be completed by public companies that have traded on a regulated market at any time during the period of this return

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 'Traded public companies - list of past and present shareholders' continuation page if necessary

[illegible]

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Part 5

Signature

This must be completed by all companies

I am signing this form on behalf of the company

Signature

Signature

X

Cosec Management
Services Ltd.

X

This form may be signed by

Director ❶, Secretary, Person Authorised ❷, Charity commission
receiver and manager, CIC manager, Judicial factor

❶ Societas Europaea

If the form is being filed on
behalf of a Societas Europaea
(SE) please delete 'director' and
insert details of which organ of
the SE the person signing has
membership

❷ Person authorised

Under either section 270 or 274
of the Companies Act 2006

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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

Company name

HLM Property Management

Address

Suite D Global House,
Shrewsbury Business Park

Post town

Shrewsbury

County/Region

Shropshire

Postcode

S Y 2 6 L G

Country

United Kingdom

DX

Telephone

01743 271432



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following

- ☐ 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 £30 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,
First Floor, Waterfront Plaza, 8 Laganbank Road,
Belfast, Northern Ireland, BT1 3BS
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