

AR01

Annual Return

(For returns made up to a date on or after 1 October 2011)



Companies House

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](http://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 for  
You cannot use this form to file a  
notice of changes to the company  
officers, registered office, company  
type or information relating to the company



A06 15/02/2014 #164  
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 5 1 3 4 8 2

Company name in full BISYS Fund Services 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. The return date must not be a future  
date. The annual return must be delivered within 28 days of the date given below.

If you would like the company's made up date to be earlier than 1 October 2011,  
please complete the AR01 appropriate for earlier made up dates.

Date of this return ② 1 3 0 2 2 0 1 4

② Date of this return  
Your company's return date  
is usually the anniversary of  
incorporation 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 ③

Classification code 1 8 2 9 9 0

Classification code 2

Classification code 3

Classification code 4

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

Principal activity  
description

③ Principal business activity  
You must provide a trade  
classification code (SIC code 2007)  
or a description of your company's  
main business in this section.

A full list of the trade classification  
codes are available on our website  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

AR01

## Annual Return

(For returns made up to a date on or after 1 October 2011)

A4

Company type<sup>①</sup>

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](http://www.companieshouse.gov.uk)

A5

Registered office address<sup>②</sup>

Building name/number	
Street	Citigroup Centre Canada Square, Canary Wharf
Post town	London
County/Region	
Postcode	E 1 4 5 L B

## 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)<sup>③</sup>

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<sup>④</sup>

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

AR01

Annual Return

(For returns made up to a date on or after 1 October 2011)

**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 <sup>①</sup>**

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

Title*	
Full forename(s)	Simon James
Surname	Cumming
Former name(s) <sup>②</sup>	

**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 <sup>③</sup>**

Building name/number									
Street	The Company's Registered Office								
Post town									
County/Region									
Postcode	<table border="1" style="display: inline-table;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>								
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.

AR01

Annual Return

(For returns made up to a date on or after 1 October 2011)

**Corporate secretary****C1****Corporate secretary's details <sup>1</sup>**

Please use this section to list all the corporate secretaries of the company

Corporate body/firm  
name

Building name/number

Street

Post town

County/Region

Postcode

Country

**<sup>1</sup> 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.

**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 <sup>2</sup>**

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 <sup>3</sup>

Registration number

**<sup>2</sup> EEA**

A full list of countries of the EEA can be found in our guidance [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

<sup>3</sup> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)

**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 <sup>4</sup>If applicable, the  
registration number**<sup>4</sup> 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.

AR01

## Annual Return

(For returns made up to a date on or after 1 October 2011)

## Director

D1

Director's details <sup>①</sup>

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

Title*	
Full forename(s)	Simon James
Surname	Cumming
Former name(s) <sup>②</sup>	
Country/State of residence	United Kingdom
Nationality	British
Date of birth	<div>d</div> 2 <div>d</div> 7 <div>m</div> 0 <div>m</div> 7 <div>y</div> 1 <div>y</div> 9 <div>y</div> 6 <div>y</div> 4
Business occupation (if any)	Chartered Secretary

<sup>①</sup> Director appointments

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

<sup>②</sup> 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 <sup>①</sup>

Building name/number	
Street	The Company's Registered Office
Post town	
County/Region	
Postcode	
Country	

<sup>①</sup> 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.

AR01

Annual Return

(For returns made up to a date on or after 1 October 2011)

**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)	Jill Denise															
Surname	Robson															
Former name(s) ②																
Country/State of residence	England															
Nationality	British															
Date of birth	d	2	d	8	m	0	m	5	y	1	y	9	y	6	y	5
Business occupation (if any)	Chartered Secretary															

**① Director appointments**

You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this 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	The Company's Registered Office												
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.

AR01

Annual Return

(For returns made up to a date on or after 1 October 2011)

**Corporate director****E1****Corporate director's details <sup>①</sup>**

Please use this section to list all the corporate director's of the company

Corporate body/firm  
name

Building name/number

Street

Post town

County/Region

Postcode

Country

**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.

**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 <sup>①</sup>**

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 <sup>①</sup>

Registration number

**① EEA**

A full list of countries of the EEA can be found in our guidance [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

**①** This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)

**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.

Legal form of the  
corporate body  
or firm

Governing law

If applicable, where  
the company/firm is  
registered <sup>①</sup>If applicable, the  
registration number**① 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.

AR01

Annual Return

(For returns made up to a date on or after 1 October 2011)

**Part 3 Statement of capital<sup>o</sup>**

Does your company have share capital?

→ Yes Complete the sections below and the following Part 4

→ No Go to Part 5 (Signature)

<sup>1</sup> 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 <sup>2</sup>	Amount (if any) unpaid on each share <sup>2</sup>	Number of shares <sup>3</sup>	Aggregate nominal value <sup>4</sup>
Ord £1 share	1 00	0 00	2,000,000 00	£ 2,000,000 00
				£
				£
				£
<b>Totals</b>			2,000,000 00	£ 2,000,000 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

Total number of shares	2,000,000 00
Total aggregate nominal value <sup>5</sup>	£2,000,000 00

<sup>5</sup> Total aggregate nominal value  
Please list total aggregate values in different currencies separately For example £100 + €100 + \$10 etc<sup>2</sup> Including both the nominal value and any share premium<sup>3</sup> Number of shares issued multiplied by nominal value of each share

Continuation Pages

Please use a Statement of Capital continuation page if necessary

<sup>4</sup> Total number of issued shares in this class.



AR01

Annual Return

(For returns made up to a date on or after 1 October 2011)

**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 Sections F1 and F2

Class of share	Ord £1 share
Voting rights	<p>Votes of Members</p> <p>27 Subject to any rights or restrictions attached to any shares, on a vote on a resolution</p> <p>(a) on a show of hands at a meeting, every member present (not being present by proxy) and entitled to vote on the resolution has one vote and every proxy present who has been duly appointed by a member entitled to vote on the resolution has one vote, except where</p> <p>(i) that proxy has been duly appointed by more than one member entitled to vote on the resolution, and</p>
Class of share	
Voting rights	
Class of share	
Voting rights	
Class of share	
Voting rights	

# AR01 - continuation page

## Annual Return

(For returns made up to a date on or **after 1 October 2011**)

**F4**

### Statement of capital (Voting rights)

Class of share	Ord £1 share
Voting rights	<p>(ii) the proxy has been instructed</p> <p>(A) by one or more of those members to vote for the resolution and by one or more of those members to vote against the resolution, or</p> <p>(B) by one or more of those members to vote in the same way on the resolution (whether for or against) and one or more of those members has permitted the proxy discretion as to how to vote,</p> <p>in which case, the proxy has one vote for and one vote against the resolution, and</p> <p>(b) on a poll taken at a meeting, every member present and entitled to vote on the resolution has one vote in respect of each share held by him</p> <p>28 In the case of joint holders of a share, only the vote of the senior holder who votes (and any proxy duly authorised by him) may be counted by the Company For the purposes of this Article 28, the senior holder of a share is determined by the order in which the names of the joint holders appear in the register of members Regulation 55 of Table A shall not apply</p>

AR01

Annual Return

(For returns made up to a date on or after 1 October 2011)

**Part 4****Shareholders**

Does your company have share capital?

→ Yes go to **Section G1** 'Companies with share capital'→ No Go to **Part 5** (Signature)**G1****Companies with share capital**

Question 1

Were any of the company's shares admitted to trading on a market at any time during this return period? Please tick the appropriate box below ①

☒ No go to **Section G2** 'Past and present shareholders'☐ Yes go to **Question 2**

Question 2

Please only refer to Question 2 below if you have answered 'Yes' to Question 1. If you answered 'No', please go to **Section G2** 'Past and present shareholders'

Did the company, throughout the return period, have any shares admitted to trading on a relevant market and was it, throughout the return period, an issuer to which DTR5 applies?(3) Please tick the appropriate box below ②

☐ No go to **Section G4** 'Shareholders who hold at least 5% of any class of shares of the company as at the made up date of the return'☐ Yes go to **Part 5** 'Signature'① A market is one established under the rules of a UK recognised investment exchange or any other regulated markets in or outside of the UK, or any other market outside of the UK. The current UK recognized investment exchanges and regulated markets can be found at [www.fsa.gov.uk/register/exchanges.do](http://www.fsa.gov.uk/register/exchanges.do)

② DTR5 refers to the Vote Holder and Issuer Notification Rules contained in Chapter 5 of the Disclosure and Transparency Rules source book issued by the Financial Services Authority. Notification is required when the percentage acquisition of a shareholder in the company has reached a certain threshold (starting at 3%).

**G2****List of past and present shareholders ③**

The company is required to provide a full list of past and present shareholders if one was not included with either of the last two returns. Please tick the appropriate box below

☐ There were no shareholder changes in this period. Go to **Part 5** (Signature)☒ A full list of shareholders is enclosed☐ A list of shareholder changes is enclosed

How is the list of shareholders enclosed? Please tick the appropriate box below

☒ The list of shareholders is enclosed on paper. Go to **Section G3** 'List of past and present shareholders'☐ The list of shareholders is enclosed in another format. Go to **Part 5** (Signature)③ This section only applies to companies answering 'No' in **Section G1**

## AR01

## Annual Return

(For returns made up to a date on or after 1 October 2011)

**G3****List of past and present shareholders<sup>1</sup>**

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

<sup>1</sup> Please list the company shareholders in alphabetical order

Joint shareholders should be listed consecutively

**Further shareholders**

Please use a 'List of past and present shareholders' continuation page if necessary

This section only applies to companies answering 'No' to Question 1 in Section G1

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
BGH International Holdings, LLC	Ord £1 share	1,560,000 00		/ /
BISYS Global Holdings, Inc	Ord £1 share	0 00	1,560,000 00	02 / 01 / 2008
BISYS Offshore Holdings, Ltd	Ord £1 share	440,000 00		/ /
Citi Investor Services, Inc	Ord £1 share	0 00	1,560,000 00	31 / 12 / 2007
Concord Holding Corporation	Ord £1 share	0 00	440,000 00	27 / 06 / 2005
Concord Holding Corporation			1,560,000 00	26 / 12 / 2007
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /

# AR01

## Annual Return

(For returns made up to a date on or after 1 October 2011)

**G4**

### Shareholders who hold at least 5% of any class of share(s) of the company as at the made up date of this return

This section should show only the shareholders that hold at least 5% of any class of share(s) of the company at the date of this return

It should only be completed by companies that have answered 'Yes' to Question 1 in Section G1, and 'No' to Question 2 in Section G1

If there were no shareholders holding at least 5% of any class of share(s) at the date of this return, this section may be left blank

→ Go to Part 5 (Signature)

This section only applies to companies answering 'No' to Question 2 in Section G1

Please list the company shareholders in alphabetical order

Joint shareholders should be listed consecutively

#### Further shareholders

Please use a 'Shareholders who hold at least 5% of any class of share(s) of the company as at the made up date of this return' continuation page if necessary

		Shares or stock currently held	
Shareholder's name	Shareholder's address	Class of share	Number of shares or amount of stock


AR01

Annual Return

(For returns made up to a date on or after 1 October 2011)

## Part 5

## Signature

	This must be completed by all companies.		
	I am signing this form on behalf of the company		
Signature	<div>Signature</div> <div>X  X</div>		<p><b>❶ Societas Europaea</b> 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</p> <p><b>❷ Person authorised</b> Under either section 270 or 274 of the Companies Act 2006</p>
	This form may be signed by Director <sup>❶</sup> , Secretary, Person authorised <sup>❷</sup> , Charity commission receiver and manager, CIC manager, Judicial factor		

# AR01

## Annual Return

(For returns made up to a date on or after 1 October 2011)



### 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 **Company Secretary's Department**

Address

**Citigroup Centre**

**Canada Square, Canary Wharf**

Post town **London**

County/Region

Postcode **E 1 4 5 L B**

Country **England**

DX

Telephone



### Checklist

**We may return forms completed incorrectly or with information missing**

**Please make sure you have remembered the following.**

- ☐ That if the made up date of the return is any earlier than 1 October 2011, you must complete the appropriate form AR01
- ☐ 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 is payable on this form**

Make cheques or postal orders payable to 'Companies House'. For information on fees, go to [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)



### 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,  
Second Floor, The Linenhall, 32-38 Linenhall Street,  
Belfast, Northern Ireland, BT2 8BG  
DX 481 N R Belfast 1



### Further information

For further information, please see the guidance notes on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.companieshouse.gov.uk)**