



**Companies House**

— for the record —

Company Name

**MAIT BUREAU LIMITED**

106011/15

## 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.

Company Type

**Private Company Limited By Shares**

Company Number

**3627808**

Information extracted from  
Companies House records on  
**10th August 2003**

### Section 1: Company details



Ref: 3627808/03/10

#### Current details

#### Amended details

- > Registered Office Address  
*If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.*

**101 Crow Green Road  
Pilgrims Hatch  
Brentwood  
Essex CM15 9RP**

Address

UK Postcode

- > Register of Members  
*If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.*

**Address where the Register is held  
At Registered Office**

Address

UK Postcode

- > Register of Debenture Holders  
*If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.*

**Not Applicable**

Address

UK Postcode

- > Principal Business Activities  
*If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.*

SIC Code	Description
<b>7499</b>	<b>Non-trading company</b>

SIC CODE	Description

- > Please enter additional principal activity code(s) in "Amended details" column. See notes for guidance for list of activity codes.

## Current details

## Amended details

## &gt; 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.

Particulars of a new Company Secretary must be notified on form 288.

## Name

John Dudley STEVENSON

## Address

Bleak House Farm Crow Green  
Road  
Pilgrims Hatch  
Brentwood  
Essex  
CM15 9RP

## 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 John Dudley STEVENSON  
ceased to be secretary (if applicable)

## &gt; 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.

## Name

Ian Barry SAYER

## Address

~~1 Roden Cottages~~  
~~Queen Street, Fyfield~~  
~~Ongar~~  
~~Essex~~  
~~CM5 0RZ~~

Date of birth 18/02/1947

Nationality British

Occupation Senior Manager Local  
Authority

## 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

7 STEVENS ROAD

WITHAM

ESSEX

UK Postcode CM 8 1NB

Date of birth

Nationality

Occupation

Date of change 01/11/2002

Date Ian Barry SAYER ceased to be  
director (if applicable)

## Section 3: Share Capital

	Current details	Amended details
<b>&gt; Issued Share Capital</b> 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.	<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> If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.	<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 333636.</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>&gt; Shareholder Name</b> <b>Ian Barry SAYER</b>		<b>Name</b> <hr/>		<b>Shares transferred by</b> <b>Ian Barry SAYER</b>								
<b>Address</b> <b>1 Roden Cottages</b> <b>Queen Street Fyfield</b> <b>Ongar</b> <b>Essex</b> <b>CM5 0RZ</b>		<b>Address</b> <hr/> <hr/> <hr/>										
<b>Shares held</b> <b>Class</b> <b>Ordinary</b>		<b>UK Postcode</b> _ _ _ _ _ <b>Shares held</b> <b>Class</b> <b>Number</b>										
<b>Number</b> <b>99</b>		<table border="1"> <thead> <tr> <th>Class</th> <th>Number</th> <th>Date of transfer</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>__/__/____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>__/__/____</td> </tr> </tbody> </table>					Class	Number	Date of transfer	_____	_____	__/__/____
Class	Number	Date of transfer										
_____	_____	__/__/____										
_____	_____	__/__/____										
<b>&gt; Shareholder Name</b> <b>John Dudley STEVENSON</b>		<b>Name</b> <hr/>		<b>Shares transferred by</b> <b>John Dudley STEVENSON</b>								
<b>Address</b> <b>Bleak House Farm</b> <b>Crow Green Road Pilgrims</b> <b>Hatch, Brentwood</b> <b>Essex</b> <b>CM15 9RP</b>		<b>Address</b> <hr/> <hr/> <hr/>										
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_____	_____	__/__/____										
_____	_____	__/__/____										

**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 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

07 / 09 / 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  
7/9/2003

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 **7th September 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

STEVENSON &amp; CO - ACCOUNTANTS

Telephone number inc code

01277 3374448

Address

101 CROW GREEN ROAD

PILGRIMS HATCH

BRENTWOOD, ESSEX

DX number if applicable

DX exchange

Postcode

CM15 9AP