



Companies House

— for the record —

Company Name

MAT BUREAU LIMITED

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
17th August 2002

Section 1: Company details



A44
COMPANIES HOUSE

0571
30/08/02

Ref: 3627808/03/10

	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>	101 Crow Green Road Pilgrims Hatch Brentwood Essex CM15 9RP	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>	Address where the Register is held At Registered Office	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>	Not Applicable	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>7499</td> <td>Non-trading company</td> </tr> </tbody> </table>	SIC Code	Description	7499	Non-trading company	<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> </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
<p>> Company Secretary <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></p> <p><i>Particulars of a new Company Secretary must be notified on form 288.</i></p>	<p>Name John Dudley STEVENSON</p> <p>Address Bleak House Farm Crow Green Road Pilgrims Hatch Brentwood Essex CM15 9RP</p>	<p>Name</p> <hr/> <p><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.</p> <p>Address</p> <hr/> <hr/> <hr/> <p>UK Postcode _ _ _ _ _</p> <p>Date of change _ _ / _ _ / _ _ _ _</p> <p>Date John Dudley STEVENSON ceased to be secretary (if applicable) _ _ / _ _ / _ _ _ _</p>
<p>> Director <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></p> <p><i>Particulars of a new Director must be notified on form 288.</i></p>	<p>Name Ian Barry SAYER</p> <p>Address 1 Roden Cottages Queen Street, Fyfield Ongar Essex CM5 0RZ</p> <p>Date of birth 18/02/1947</p> <p>Nationality British</p> <p>Occupation Senior Manager Local Authority</p>	<p>Name</p> <hr/> <p><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.</p> <p>Address</p> <hr/> <hr/> <hr/> <p>UK Postcode _ _ _ _ _</p> <p>Date of birth _ _ / _ _ / _ _ _ _</p> <p>Nationality _____</p> <p>Occupation _____</p> <p>Date of change _ _ / _ _ / _ _ _ _</p> <p>Date Ian Barry SAYER ceased to be director (if applicable) _ _ / _ _ / _ _ _ _</p>

Section 3: Share Capital

	Current details	Amended details
> Issued Share Capital <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>	Class of share Ordinary Nominal value of each share £1.00 Number of shares issued 100 Aggregate Nominal Value of issued shares £100.00	Class of share Nominal value of each share Number of shares issued Aggregate Nominal Value of issued shares
> Total shares issued and value <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	Total number of shares issued 100 Total Nominal value of shares issued £100.00	Total number of shares issued Total Nominal value of shares issued
> 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 www.companieshouse.gov.uk or by ringing 0870 3333636.		

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		
> Shareholder Name Ian Barry SAYER		Name <hr/>		Shares transferred by Ian Barry SAYER		
Address 1 Roden Cottages Queen Street Fyfield Ongar Essex CM5 0RZ		Address <hr/> <hr/>				
Shares held Class Ordinary		UK Postcode <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>				
Number 99		Shares held Class Number <hr/> <hr/>				
				Class	Number	Date of transfer <hr/> <hr/>
> Shareholder Name John Dudley STEVENSON		Name <hr/>		Shares transferred by John Dudley STEVENSON		
Address Bleak House Farm Crow Green Road Pilgrims Hatch, Brentwood Essex CM15 9RP		Address <hr/> <hr/>				
Shares held Class Ordinary		UK Postcode <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>				
Number 1		Shares held Class Number <hr/> <hr/>				
				Class	Number	Date of transfer <hr/> <hr/>

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 _ _ _ _ _			



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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

J. B. [Signature]
(Director / Secretary)

Date

07/09/2002

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 **7/9/2002** 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 2003** 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?**

Cheque



Postal Order



Cheque / Postal Order

Number 100002

(Please complete as appropriate)

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 & CO - ACCOUNTANTS

Telephone number inc code

01277 374448

Address

101 CROW GREEN ROAD

PILGRIMS HATCH

BRENTWOOD, ESSEX

DX number if applicable

DX exchange

Postcode

CM15 9RP