



Companies House
— for the record —

AR01 (ef)

Annual Return



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Company Name: **CEP SECRETARIES LIMITED**

Company Number: **03675186**

Date of this return: **23/11/2010**

SIC codes: **7487**

Company Type: **Private company limited by shares**

Situation of Registered Office: **C/O CUMBERLAND ELLIS
ATRIUM COURT
15 JOCKEYS FIELDS
LONDON
WC1R 4QR**

Officers of the company

Company Secretary 1

Type: **Person**
Full forename(s): **MS SUZANNE MARY**

Surname: **EVA**

Former names:

Service Address: **25A TUNSTALL ROAD
LONDON
SW9 8BZ**

Company Director **1**

Type: **Person**

Full forename(s): **MR THOMAS ADAM**

Surname: **EDWARDS**

Former names:

Service Address: **24 LEASIDE AVENUE
LONDON
N10 3BU**

Country/State Usually Resident: **ENGLAND**

Date of Birth: **16/07/1969**

Nationality: **BRITISH**

Occupation: **SOLICITOR**

Company Director **2**

Type: **Person**

Full forename(s): **MS SUZANNE MARY**

Surname: **EVA**

Former names:

Service Address: **25A TUNSTALL ROAD
LONDON
SW9 8BZ**

Country/State Usually Resident: **ENGLAND**

Date of Birth: **02/05/1959** *Nationality:* **BRITISH**

Occupation: **SOLICITOR**

Company Director **3**

Type: **Person**
Full forename(s): **HELEN MARY**

Surname: **ROBINSON**

Former names:

Service Address: **117 GREEN LANE
ST ALBANS
HERTFORDSHIRE
UNITED KINGDOM
AL3 6HG**

Country/State Usually Resident: **ENGLAND**

Date of Birth: **20/08/1970** *Nationality:* **BRITISH**
Occupation: **SOLICITOR**

Statement of Capital (Share Capital)

Class of shares	ORDINARY	<i>Number allotted</i>	4
		<i>Aggregate nominal value</i>	4
<i>Currency</i>	GBP	<i>Amount paid per share</i>	1
		<i>Amount unpaid per share</i>	0

Prescribed particulars

MEMBERS ARE ENTITLED TO ATTEND, SPEAK AND VOTE AT GENERAL MEETINGS. UNLESS A POLL IS DEMANDED, A RESOLUTION PUT TO THE VOTE AT A GENERAL MEETING MUST BE DECIDED ON A SHOW OF HANDS WITH EACH MEMBER HAVING ONE VOTE. ON A POLL EVERY MEMBER HAS ONE VOTE FOR EVERY ORDINARY SHARE HELD.

Statement of Capital (Totals)

<i>Currency</i>	GBP	<i>Total number of shares</i>	4
		<i>Total aggregate nominal value</i>	4

Full Details of Shareholders

The details below relate to individuals / corporate bodies that were shareholders as at 23/11/2010 or that had ceased to be shareholders since the made up date of the previous Annual Return

A full list of shareholders for a private or non-traded public company are shown below

Shareholding 1 : 1 ORDINARY shares held as at 2010-11-23
Name: SUZANNE MARY EVA

Shareholding 2 : 2 ORDINARY shares held as at 2010-11-23
Name: THOMAS ADAM EDWARDS

Shareholding 3 : 0 ORDINARY shares held as at 2010-11-23
Name: RICHARD CHARLES LESTER

Shareholding 4 : 0 ORDINARY shares held as at 2010-11-23
Name: NICOLA WALDMAN

Shareholding 5 : 1 ORDINARY shares held as at 2010-11-23
Name: HELEN ROBINSON

Shareholding 6 : 0 ORDINARY shares held as at 2010-11-23
1 shares transferred on 2010-09-09
Name: JAMES LAMONT

Authorisation

Authenticated

This form was authorised by one of the following:

Director, Secretary, Person Authorised, Charity Commission Receiver and Manager, CIC Manager, Judicial Factor.