



*Companies House*

for the record

Company Name

**ELECTRONIC DOCUMENT  
MANAGEMENT SOLUTIONS  
LIMITED**

### Company Type

**Private Company Limited By  
Shares**

Company Number

4262147

Information extracted from  
Companies House records on  
**13th July 2002**

## 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 cursive.



**A37**  
**COMPANIES HOUSE**

**COMPANIES HOUSE**

0695  
14/09/02

30/08/02

## Section 1: Company details

Ref: 4262147/01/01

Ref: 4262147/01/01		Current details	Amended details
<div>&gt; Registered Office Address</div> <div>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</div>	Ashford House County Square Ashford Kent TN23 1YB	Address     UK Postcode    _ _ _ _ _	
<div>&gt; Register of Members</div> <div>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</div>	Address where the Register is held  At Registered Office	Address     UK Postcode    _ _ _ _ _	
<div>&gt; Register of Debenture Holders</div> <div>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</div>	Not Applicable	Address     UK Postcode    _ _ _ _ _	
<div>&gt; Principal Business Activities</div> <div>Please enter principal activity code(s) in "Amended details" column. See notes for guidance for list of activity codes. Please use the most appropriate code in the list, or write a short description of your company's activities.</div>	None held, please enter SIC code or description in the amended details column.  		

	Current details	Amended details
<p>&gt; <b>Company Secretary</b></p> <p>If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.</p>  <p>Particulars of a new Company Secretary must be notified on form 288.</p>	<p>Name</p> <p><b>Julia DIXEY</b></p>  <p>Address</p> <p><b>Highfield</b>  <b>Bower Road Smeeth</b>  <b>Ashford</b>  <b>Kent</b>  <b>TN25 6SZ</b></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 Julia DIXEY ceased to be secretary (if applicable)</p> <p style="text-align: right;">_ _ / _ _ / _ _ _ _</p>
<p>&gt; <b>Director</b></p> <p>If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.</p>  <p>Particulars of a new Director must be notified on form 288.</p>	<p>Name</p> <p><b>Richard DIXEY</b></p>  <p>Address</p> <p><b>Highfield</b>  <b>Bower Road, Smeeth</b>  <b>Ashford</b>  <b>Kent</b>  <b>TN25 6SZ</b></p>  <p>Date of birth    <b>24/10/1959</b></p> <p>Nationality     <b>British</b></p> <p>Occupation      <b>Company Director</b></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 Richard DIXEY ceased to be director (if applicable)</p> <p style="text-align: right;">_ _ / _ _ / _ _ _ _</p>

**Section 4B: Details of Former Shareholders**

- > Please fill in details of any persons or corporate bodies who have ceased to be shareholders at the date of this return. Also, please give the dates that their shares were transferred.
- > Please copy this page if there is not enough space to enter all the company's former shareholders.

Former shareholders details	Class and number of shares or amount of stock transferred	Date of registration of transfer
Name _____ Address _____ _____ _____ UK Postcode    _ _ _ _ _		
Name _____ Address _____ _____ _____ UK Postcode    _ _ _ _ _		
Name _____ Address _____ _____ _____ UK Postcode    _ _ _ _ _		
Name _____ Address _____ _____ _____ UK Postcode    _ _ _ _ _		
Name _____ Address _____ _____ _____ UK Postcode    _ _ _ _ _		

## Section 4: Details of Current Shareholders

(A)

- > Please fill in the details of any persons or corporate bodies who are shareholders at the date of this 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 use Section 4B to give details of any persons or corporate bodies who have ceased to be shareholders since the last annual return or, in the case of a first return, since the incorporation of the company.
- > Please copy this page if there is not enough space to enter all the company's current 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 <u>JULIA DIXEY</u> Address <u>Highfield Bower Road</u> <u>Smeth Ashford</u> <u>Kent</u> UK Postcode <u>TN25 6SZ</u>	50 Ordinary £1 shares	Share Issue 25 Share Issue 25 <u>50</u>	31-7-01 8-7-02
Name <u>RICHARD DIXEY</u> Address <u>Highfield Bower Road</u> <u>Smeth Ashford</u> <u>Kent</u> UK Postcode <u>TN25 6SZ</u>	50 Ordinary £1 shares	Share Issue 25 Share Issue 25 <u>50</u>	31-7-01 8-7-02
Name <u>COLIN KIBBLE</u> Address <u>3 Cranbrooks</u> <u>Blind Lane</u> <u>Mersham Kent</u> UK Postcode <u>TN25 7HB</u>	50 Ordinary £1 shares	Transfer Subscriber Share 1 Share Issue 24 Share Issue 25 <u>50</u>	31-7-01 31-7-01 8-7-02
Name _____ Address _____ _____ _____ UK Postcode    _ _ _ _ _			

**Section 3: Total Issued Share Capital**

(B)

- > Please enter the details of the company's total share capital in the space provided below.

**Issued share capital details**

- > Please fill in the details of total share capital by class (eg. ordinary, preference etc) that has been issued to the company's shareholders.

Class of Share

ORDINARY

Number of shares issued

£150

Aggregate Nominal Value of issued shares

£150

Class of Share

Number of shares issued

Aggregate Nominal Value of issued shares

Class of Share

Number of shares issued

Aggregate Nominal Value of issued shares

Class of Share

Number of shares issued

Aggregate Nominal Value of issued shares

- > Please fill in the total number of issued shares and their total nominal value.

Number of shares issued

150

Aggregate Nominal Value of issued shares

£150

- > Please send a full list of shareholders with this annual return. Use Sections 4A (and 4B if appropriate) to give the details. You must name all the shareholders.

## &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.

## Current details

Name  
Colin KIBBLE

Address  
3 Cranbrooks  
Blind Lane  
Mersham  
Kent  
TN25 7HB

Date of birth 27/08/1950

Nationality British

Occupation Company Director

## Amended details

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 birth \_ \_ / \_ \_ / \_ \_ \_ \_

Nationality \_ \_ \_ \_ \_

Occupation \_ \_ \_ \_ \_

Date of change \_ \_ / \_ \_ / \_ \_ \_ \_

Date Colin KIBBLE ceased to be director (if applicable)

\_ \_ / \_ \_ / \_ \_ \_ \_



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

*[Handwritten Signature]*  
(Director / Secretary)

Date

19/08/2002

*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 **31/7/2002** 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 **31st July 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 000125

*(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

Finn-Kelcey + Chapman

Telephone number inc code

01233 629255

Address

StowSide Place  
35-41 Station Rd  
Sturford Kent

DX number if applicable

\_\_\_\_\_

DX exchange

\_\_\_\_\_

Postcode

TN23 1PP