



100229/30

Companies House

— for the record —

Company Name

LEARNER SUPPORT SERVICES LTD

## 363s Annual Return

Company Type

Private Company Limited By Shares

Company Number

4541194

Information extracted from  
Companies House records on  
27th August 2005

- > 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.



## Section 1: Company details

Ref: 4541194/03/10

	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>	President Park President Way Sheffield S4 7UR	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>	<b>Address where the Register is held</b>  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>	<b>SIC Code    Description</b> <del>8042</del> Adult and other education	<b>SIC CODE    Description</b> 74.50 Recruitment and provision of personnel _____ _____ _____ _____
> Please enter additional principal activity code(s) in "Amended details" column. See notes for guidance for list of activity codes.		

## Section 2: Details of Officers of the Company

	Current details	Amended details
<b>&gt; Company Secretary</b> <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>    <i>Particulars of a new Company Secretary must be notified on form 288a.</i>	<b>Name</b> Susan GILES  <b>Address</b> 6 Beck Croft Hoyland Barnsley S74 0LR	<b>Name</b>  <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. <b>Address</b>    <b>UK Postcode</b> _ _ _ _ _ <b>Date of change</b> _ _ / _ _ / _ _ _ _ <b>Date Susan GILES</b> <b>ceased to be secretary (if applicable)</b> _ _ / _ _ / _ _ _ _
<b>&gt; Director</b> <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>    <i>Particulars of a new Director must be notified on form 288a.</i>	<b>Name</b> Matthew Adam COTTON  <b>Address</b> 65 Peveril Road Sheffield S11 7AQ   <b>Date of birth</b> 10/12/1972  <b>Nationality</b> British  <b>Occupation</b> Commercial Director	<b>Name</b>  <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. <b>Address</b>    <b>UK Postcode</b> _ _ _ _ _ <b>Date of birth</b> _ _ / _ _ / _ _ _ _ <b>Nationality</b> _____ <b>Occupation</b> _____ <b>Date of change</b> _ _ / _ _ / _ _ _ _ <b>Date Matthew Adam COTTON</b> <b>ceased to be director (if applicable)</b> _ _ / _ _ / _ _ _ _

	Current details	Amended details
<b>&gt; Director</b> <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>     <i>Particulars of a new Director must be notified on form 288a.</i>	<b>Name</b> Nicholas COTTON   <b>Address</b> 1 Pendeen Road Nether Green Sheffield South Yorkshire S11 7EN   <b>Date of birth</b> 29/10/1976  <b>Nationality</b> British  <b>Occupation</b> Marketing Director	<b>Name</b>   <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.  <b>Address</b>      <b>UK Postcode</b> _ _ _ _ _ <b>Date of birth</b> _ _ / _ _ / _ _ _ _ <b>Nationality</b> _____ <b>Occupation</b> _____ <b>Date of change</b> _ _ / _ _ / _ _ _ _ <b>Date</b> Nicholas COTTON ceased to be director (if applicable) _ _ / _ _ / _ _ _ _
<b>&gt; Director</b> <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>     <i>Particulars of a new Director must be notified on form 288a.</i>	<b>Name</b> Roger Howard COTTON   <b>Address</b> 33 King Edwards Rivelin Valley Road Sheffield S6 5SQ   <b>Date of birth</b> 23/03/1950  <b>Nationality</b> British  <b>Occupation</b> Director	<b>Name</b>   <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.  <b>Address</b>      <b>UK Postcode</b> _ _ _ _ _ <b>Date of birth</b> _ _ / _ _ / _ _ _ _ <b>Nationality</b> _____ <b>Occupation</b> _____ <b>Date of change</b> _ _ / _ _ / _ _ _ _ <b>Date</b> Roger Howard COTTON ceased to be director (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 288a.

## Current details

**Name**  
Marie NORRIS

**Address**  
19 Wigfull Road  
Sheffield  
S11 8RJ

**Date of birth** 23/10/1952

**Nationality** British

**Occupation** 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** Marie NORRIS ceased to be director (if applicable)

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

## Section 3: Share Capital

	Current details	Amended details
<b>&gt; Issued Share Capital</b> <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>	<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> <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	<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 3333636.</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> Roger Howard COTTON		<b>Name</b> _____		<b>Shares transferred by</b> Roger Howard COTTON		
		<b>Address</b> _____ _____ _____				
<b>Address</b> 33 King Edwards Rivelin Valley Road Sheffield S Yorks S6 5SQ		<b>UK Postcode</b> _ _ _ _ _				
<b>Shares held</b> Class Ordinary	Number 70	<b>Shares held</b> Class ORDINARY	Number 20			
<b>&gt; Shareholder Name</b> Marie NORRIS		<b>Name</b> _____		<b>Shares transferred by</b> Marie NORRIS		
		<b>Address</b> _____ _____ _____				
<b>Address</b> 19 Wigfull Road Sheffield S11 8RJ		<b>UK Postcode</b> _ _ _ _ _				
<b>Shares held</b> Class Ordinary	Number 10	<b>Shares held</b> Class ORDINARY	Number 20			
<b>&gt; Shareholder Name</b> Paul PROCTOR		<b>Name</b> _____		<b>Shares transferred by</b> Paul PROCTOR		
		<b>Address</b> _____ _____ _____				
<b>Address</b> 113 Swallow Wood Road Sheffield S Yorks S26 4SU		<b>UK Postcode</b> _ _ _ _ _				
<b>Shares held</b> Class Ordinary	Number 20	<b>Shares held</b> Class _____	Number _____			

**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 <u>MATTHEW ADAM COTTON</u> Address <u>65 PEVERIL ROAD</u> <u>STEFFIELD</u> UK Postcode <u>S11 7AQ</u>	ORDINARY  20		31.8.05
Name <u>NICHOLAS DAVID COTTON</u> Address <u>1 PENDEEN ROAD</u> <u>NETHER GREEN</u> <u>STEFFIELD</u> UK Postcode <u>S11 7EN</u>	ORDINARY  20		31.8.05
Name _____ Address _____ _____ _____ UK Postcode _____			
Name _____ Address _____ _____ _____ UK Postcode _____			



Companies House

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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 £30.

Signature

(Director / Secretary)

Date

3 / 10 / 2005

*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 20/9/2005
- 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 20th September 2006 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

ROGER COTTON

Telephone number inc code

0114-221-2000

Address

33 KING EDWARDS  
STAFFORD

DX number if applicable

\_\_\_\_\_

DX exchange

Postcode

56 5SQ.