



**Companies House**  
— for the record —

**AR01** (ef)

**Annual Return**



XGTMNZN1

Received for filing in Electronic Format on the: **29/11/2011**

*Company Name:* **SMO SECRETARIAL SERVICES LIMITED**

*Company Number:* **04595183**

*Date of this return:* **19/11/2011**

*SIC codes:* **64209**  
**82990**

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

*Situation of Registered Office:* **MOOR COURT FARM WESTON ROAD**  
**LEWKNOR**  
**WATLINGTON**  
**OXFORDSHIRE**  
**OX49 5RU**

## Single Alternative Inspection Location (SAIL)

*The address for an alternative location to the company's registered office for the inspection of registers is:*

MOOR COURT FARM WESTON ROAD  
LEWKNOR  
WATLINGTON  
OXFORDSHIRE  
UNITED KINGDOM  
OX49 5RU

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*The following records have moved to the single alternative inspection location:*

Register of members (section 114)  
Register of directors (section 162)  
Register of secretaries (section 275)  
Records of resolutions and meetings (section 358)

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## Officers of the company

## *Company Secretary 1*

*Type:* **Person**  
*Full forename(s):* **MR. IAN MARK**

*Surname:* **HARGROVE**

*Former names:*

*Service Address:* **MOORCOURT FARM WESTON ROAD  
LEWKNOR  
WATLINGTON  
OXFORDSHIRE  
OX49 5RU**

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*Company Director*    ***I***

*Type:*                      **Person**

*Full forename(s):*        **IAIN MARK**

*Surname:*                **HARGROVE**

*Former names:*

*Service Address:*        **MOORCOURT FARM WESTON ROAD  
LEWKNOR  
WATLINGTON  
OXFORDSHIRE  
OX49 5RU**

*Country/State Usually Resident:*    **UNITED KINGDOM**

*Date of Birth:*    **14/04/1958**                      *Nationality:*    **BRITISH**

*Occupation:*    **ACCOUNTANT**

*Company Director* 2

*Type:* **Person**  
*Full forename(s):* **TARA DEIRDRE ELIZABETH**

*Surname:* **HYDE**

*Former names:*

*Service Address:* **MOOR COURT FARM  
WESTON ROAD  
LEWKNOR  
OXON  
OX49 5RU**

*Country/State Usually Resident:* **ENGLAND**

*Date of Birth:* **02/12/1963** *Nationality:* **IRISH**  
*Occupation:* **COMPANY DIRECTOR**

## Statement of Capital (Share Capital)

|                        |                   |                                |            |
|------------------------|-------------------|--------------------------------|------------|
| <b>Class of shares</b> | <b>A ORDINARY</b> | <i>Number allotted</i>         | <b>260</b> |
|                        |                   | <i>Aggregate nominal value</i> | <b>26</b>  |
| <i>Currency</i>        | <b>GBP</b>        | <i>Amount paid per share</i>   | <b>0.1</b> |
|                        |                   | <i>Amount unpaid per share</i> | <b>0</b>   |

### *Prescribed particulars*

**ORDINARY SHARES THAT RANK EQUALLY AS TO RIGHTS TO VOTING, DIVIDENDS AND CAPITAL.**

|                        |                   |                                |            |
|------------------------|-------------------|--------------------------------|------------|
| <b>Class of shares</b> | <b>B ORDINARY</b> | <i>Number allotted</i>         | <b>240</b> |
|                        |                   | <i>Aggregate nominal value</i> | <b>24</b>  |
| <i>Currency</i>        | <b>GBP</b>        | <i>Amount paid per share</i>   | <b>0.1</b> |
|                        |                   | <i>Amount unpaid per share</i> | <b>0</b>   |

### *Prescribed particulars*

**ORDINARY SHARES THAT RANK EQUALLY AS TO RIGHTS TO VOTING, DIVIDENDS AND CAPITAL.**

## Statement of Capital (Totals)

|                 |            |                                      |            |
|-----------------|------------|--------------------------------------|------------|
| <i>Currency</i> | <b>GBP</b> | <i>Total number of shares</i>        | <b>500</b> |
|                 |            | <i>Total aggregate nominal value</i> | <b>50</b>  |

## *Full Details of Shareholders*

The details below relate to individuals / corporate bodies that were shareholders as at 19/11/2011 or that had ceased to be shareholders since the made up date of the previous Annual Return

*A full list of shareholders for the company are shown below*

*Shareholding 1* : **234 B ORDINARY shares held as at the date of this return**  
**6 shares transferred on 2011-01-31**

*Name:* **TARA DEIRDRE ELIZABETH HYDE**

*Shareholding 2* : **214 A ORDINARY shares held as at the date of this return**  
**36 shares transferred on 2011-01-31**

*Name:* **IAN HARGROVE**

*Shareholding 3* : 10 A ORDINARY shares held as at the date of this return  
*Name:* TARA DEIRDRE ELIZABETH HYDE

*Shareholding 4* : 6 B ORDINARY shares held as at the date of this return  
*Name:* IAN HARGROVE (AS TRUSTEE)

*Shareholding 5* : 36 A ORDINARY shares held as at the date of this return  
*Name:* TARA DEIRDRE ELIZABETH HYDE (AS TRUSTEE)

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### *Authorisation*

*Authenticated*

*This form was authorised by one of the following:*

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