In accordance with Section 854 of the Companies Act 2006

AR01 2015
Annual Return

Companies House

Go online to file this information
www.gov.uk/companieshouse

A fee is payable with this form
Please see 'How to pay' on the last page

✓ What this form is for
You may use this form to confirm that the company information is correct as at the date of this return. You must file an Annual Return at least once every year

✗ What this form is NOT
You cannot use this form to give notice of changes to the officers, registered office, company type or information relating to the company

SATURDAY

A53L32IO
A31 26/03/2016 #337
COMPANIES HOUSE

Part 1 Company details

The section must be completed by all companies

→ **Filling in this form**
Please complete in typescript or in bold black capitals

All fields are mandatory unless specified or indicated by *

A1 Company details

Company number	0 4 8 9 5 3 8 7
Company name in full ❶	A Harvey Properties Limited

❶ **Company name change**
If your company has recently changed its name, please provide the company name as at the date of this return

A2 Return date

Please give the annual return made up date. The return date must not be a future date. The annual return must be delivered within 28 days of the date given below

Date of this return ❷ d 1 d 1 m 0 m 9 y 2 y 0 y 1 y 4

❷ **Date of this return**
Your company's return date is usually the anniversary of incorporation or the anniversary of the last annual return filed at Companies House. You may choose an earlier return date but it must not be a later date

A3 Principal business activity

Please show the trade classification code number(s) for the principal activity or activities. ❶

Classification code 1	6 8 2 0 9
Classification code 2	
Classification code 3	
Classification code 4	

If you cannot determine a code, please give a brief description of your business activity below

Principal activity description

❶ **Principal business activity**
You must provide a trade classification code (SIC code 2007) or a description of your company's main business in this section

A full list of the trade classification codes are available on our website www.gov.uk/companieshouse

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A4 Company type ❶

Please confirm your company type by ticking the appropriate box below (only one box must be ticked)

- ☐ Public limited company
- ☑ Private company limited by shares
- ☐ Private company limited by guarantee
- ☐ Private company limited by shares exempt under section 60
- ☐ Private company limited by guarantee exempt under section 60
- ☐ Private unlimited company with share capital
- ☐ Private unlimited company without share capital

❶ **Company type**
If you are unsure of your company type, please check your latest certificate of incorporation or our website www.gov.uk/companieshouse

A5 Registered office address ❷

Building name/number	160 Anyards Road
Street	
Post town	Cobham
County/Region	Surrey
Postcode	K T 1 1 2 L H

❷ **Change of registered office**
This must agree with the address that is held on the Companies House record at the date of this return

If the registered office address has changed, you should complete form **AD01** and submit it together with this annual return

A6 Single alternative inspection location (SAIL) of the company records (if applicable) ❸

Building name/number	
Street	
Post town	
County/Region	
Postcode	

❸ **SAIL address**
This must agree with the address that is held on the Companies House record at the date of this return

If the address has changed, you should complete form **AD02** and submit it together with this annual return

A7 Location of company records ❹

Please tick the appropriate box to indicate which records are kept at the SAIL address in **Section A6**

- ☐ Register of members
- ☐ Register of directors
- ☐ Directors' service contracts
- ☐ Directors' indemnities
- ☐ Register of secretaries.
- ☐ Records of resolutions etc
- ☐ Contracts relating to purchase of own shares
- ☐ Documents relating to redemption or purchase of own share out of capital by private company
- ☐ Register of debenture holders
- ☐ Report to members of outcome of investigation by public company into interests in its shares
- ☐ Register of interests in shares disclosed to public company
- ☐ Instruments creating charges and register of charges England and Wales or Northern Ireland
- ☐ Instruments creating charges and register of charges Scotland

❹ **Location of company records**
If the company records are held at the registered office address, **do not** tick any of the boxes in this section

Certain records must be kept by every company while other records are only kept by certain company types where appropriate

If the records are not kept at the SAIL address, they must be available at the registered office

If any of the company records have moved from the registered office to the address in Section A6 since the last annual return, you must complete form **AD03** and submit it together with this annual return

Part 2 Officers of the company

This section should include details of the company as at the made up date of this annual return All details must agree with those previously notified to Companies House

Corporate officers

- For a **corporate secretary**, go to **Section B1**
- For a **corporate director**, go to **Section C1**

Individual officers

- For a **secretary** who is an individual, go to **Section D1**
- For a **director** who is an individual, go to **Section E1 and also complete Part 3**

New appointments

You cannot use this form to appoint new officers to the company To do this, please complete the appropriate form and submit it together with this annual return

- AP01 - for directors who are individuals
- AP02 - for a corporate director
- AP03 - for secretaries who are individuals
- AP04 - for a corporate secretary

Change to officer details

You cannot use this form to change any officer details To do this, please complete the appropriate form and submit it together with this annual return

- CH01 - for changes to details of directors who are individuals
- CH02 - for changes to details of a corporate director
- CH03 - for changes to details of secretary who are individuals
- CH04 - for changes to details of a corporate secretary

Continuation pages
Please use a continuation page if you need to enter more officer details.

Corporate secretary

B1 Corporate secretary's details ❶

Please use this section for corporate secretaries of the company
For a secretary who is an individual, complete Section D1-D2.

Corporate body/firm name	
Building name/number	
Street	
Post town	
County/Region	
Postcode	
Country	

❶ **Corporate secretary appointments**
You cannot use this form to appoint a corporate secretary To do this, please complete form **AP04** and submit it together with this annual return

Corporate secretary details
All details must agree with those previously notified to Companies House If you have made changes since the last annual return and have not notified us, please complete form **CH04**

This information will appear on the public record

Continuation pages
Please use a continuation page if you need to enter more officer details.

B2 Location of the registry of the corporate body or firm

Is the corporate secretary registered within the European Economic Area (EEA)?
→ **Yes** Complete **Section B3 only**
→ **No** Complete **Section B4 only**

B3 EEA companies ❷

Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register

Where the company/ firm is registered ❸	
Registration number	

❷ **EEA**
A full list of countries of the EEA can be found in our guidance www gov uk/companieshouse

❸ This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)

B4 Non-EEA companies

Please give details of the legal form of the corporate body or firm and the law by which it is governed If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register

Legal form of the corporate body or firm	
Governing law	
If applicable, where the company/firm is registered ❹	
If applicable, the registration number	

❹ **Non-EEA**
Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register

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Corporate director

C1 Corporate director's details ❶

Please use this section for corporate directors of the company
For a director who is an individual, complete Section E1-E2 and Part 3.

Corporate body/firm name	
Building name/number	
Street	
Post town	
County/Region	
Postcode	
Country	

❶ **Corporate director appointments**
You cannot use this form to appoint a corporate director To do this, please complete form AP02 and submit it together with this annual return

Corporate director details
All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form CH02

This information will appear on the public record

Continuation pages
Please use a continuation page if you need to enter more officer details

C2 Location of the registry of the corporate body or firm

Is the corporate director registered within the European Economic Area (EEA)?
→ Yes Complete **Section C3 only**
→ No Complete **Section C4 only**

C3 EEA companies ❷

Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register

Where the company/ firm is registered ❶	
Registration number	

❷ **EEA**
A full list of countries of the EEA can be found in our guidance www gov uk/companieshouse

❶ This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)

C4 Non-EEA companies

Please give details of the legal form of the corporate body or firm and the law by which it is governed If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register

Legal form of the corporate body or firm	
Governing law	
If applicable, where the company/firm is registered ❶	
If applicable, the registration number	

❶ **Non-EEA**
Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register

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Secretary

D1 Secretary's details ❶

Please use this section for individual secretaries of the company
For a corporate secretary, complete Section B1-B4.

Title*	Mrs
Full forename(s)	Janetta Audrey Joy
Surname	Bensouilah
Former name(s) ❷	

❶ **Secretary appointments**
You may not use this form to appoint a secretary To do this, please complete form **AP03** and submit it together with this annual return

Corporate details
Please use **Section B1-B4** to enter corporate secretary details.

Secretary details
All details must agree with those previously notified to Companies House If you have made changes since the last annual return and have not notified us, please complete form **CH03**

❷ **Former name(s)**
Please provide any previous names (including maiden or married names) which have been used for business purposes during the period of this return

Continuation pages
Please use a continuation page if you need to enter more officer details.

D2 Secretary's service address ❸

Building name/number	The Company's Registered Office
Street	
Post town	
County/Region	
Postcode	
Country	

❸ **Service address**
If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record

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Director

E1 Director's details ❶

Please use this section to list individual directors of the company
For a corporate director, complete Section C1-C4

Title*	Mrs
Full forename(s)	Janetta Audrey Joy
Surname	Bensouilah
Former name(s) ❷	
Country/State of residence	United Kingdom
Nationality	British
Month/year of birth ❸	X X m 1 m 0 y 1 y 9 y 6 y 7
Business occupation (if any)	Acupuncturist

❶ **Director appointments**
You cannot use this form to appoint a director To do this, please complete form **AP01** and submit it together with this annual return

Corporate details
Please use **Section C1-C4** to enter corporate director details

Director details
All details must agree with those previously notified to Companies House If you have made changes since the last annual return and have not notified us, please complete form **CH01**

❷ **Former name(s)**
Please provide any previous names (including maiden or married names) which have been used for business purposes during the period of this return

❸ **Month and year of birth**
Please provide month and year only Provide full date of birth in Part 3 only.

Continuation pages
Please use a continuation page if you need to enter more officer details.

E2 Director's service address ❹

Building name/number	The Company's Registered Office
Street	
Post town	
County/Region	
Postcode	
Country	

❹ **Service address**
If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address

This information will appear on the public record

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Director

E1 Director's details ❶

Please use this section to list individual directors of the company.
For a corporate director, complete Section C1-C4

Title*	Mr
Full forename(s)	David
Surname	Harvey
Former name(s) ❷	
Country/State of residence	United Kingdom
Nationality	British
Month/year of birth ❸	X X m 0 m 9 y 1 y 9 y 7 y 9
Business occupation (if any)	Estate Agent

❶ **Director appointments**
You cannot use this form to appoint a director. To do this, please complete form **AP01** and submit it together with this annual return

Corporate details
Please use **Section C1-C4** to enter corporate director details.

Director details
All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form **CH01**

❷ **Former name(s)**
Please provide any previous names (including maiden or married names) which have been used for business purposes during the period of this return.

❸ **Month and year of birth**
Please provide month and year only. Provide full date of birth in Part 3 only

Continuation pages
Please use a continuation page if you need to enter more officer details.

E2 Director's service address ❹

Building name/number	The Company's Registered Office
Street	
Post town	
County/Region	
Postcode	
Country	

❹ **Service address**
If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record

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Director

E1 Director's details ❶

Please use this section to list individual directors of the company
For a corporate director, complete Section C1-C4

Title*	Mr
Full forename(s)	Percy
Surname	Harvey
Former name(s) ❷	
Country/State of residence	United Kingdom
Nationality	British
Month/year of birth ❸	X X m 0 m 3 y 1 y 9 y 7 y 0
Business occupation (if any)	Builder

❶ Director appointments
You cannot use this form to appoint a director To do this, please complete form AP01 and submit it together with this annual return

Corporate details
Please use **Section C1-C4** to enter corporate director details.

Director details
All details must agree with those previously notified to Companies House If you have made changes since the last annual return and have not notified us, please complete form **CH01**

❷ Former name(s)
Please provide any previous names (including maiden or married names) which have been used for business purposes during the period of this return

❸ Month and year of birth
Please provide month and year only Provide full date of birth in Part 3 only

Continuation pages
Please use a continuation page if you need to enter more officer details.

E2 Director's service address ❹

Building name/number	51
Street	Cooper's Rise
Post town	Godalming
County/Region	Surrey
Postcode	G U 7 2 N H
Country	United Kingdom

❹ Service address
If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record

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Director

E1 Director's details ❶

Please use this section to list individual directors of the company
For a corporate director, complete Section C1-C4

Title*	Mrs
Full forename(s)	Eleanor
Surname	Thomason
Former name(s) ❷	
Country/State of residence	United Kingdom
Nationality	British
Month/year of birth ❸	X X m 0 m 1 y 1 y 9 y 7 y 7
Business occupation (if any)	Reflexologist

❶ Director appointments
You cannot use this form to appoint a director To do this, please complete form **AP01** and submit it together with this annual return

Corporate details
Please use **Section C1-C4** to enter corporate director details

Director details
All details must agree with those previously notified to Companies House If you have made changes since the last annual return and have not notified us, please complete form **CH01**

❷ Former name(s)
Please provide any previous names (including maiden or married names) which have been used for business purposes during the period of this return

❸ Month and year of birth
Please provide month and year only Provide full date of birth in Part 3 only

Continuation pages
Please use a continuation page if you need to enter more officer details.

E2 Director's service address ❹

Building name/number	The Company's Registered Office
Street	
Post town	
County/Region	
Postcode	
Country	

❹ Service address
If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record

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Part 4 Statement of capital ❶

Does your company have share capital?
→ **Yes** Complete the sections below and the following **Part 5**
→ **No** Go to **Part 6 (Signature)**

❶ This should reflect the company's capital status at the made up date of this annual return

F1 Share capital in pound sterling (£)

Please complete the table below to show each class of shares held in pound sterling
If all your issued capital is in sterling, only complete **Section F1** and then go to **Section F4**

Class of shares (E g Ordinary/Preference etc.)	Amount paid up on each share ❷	Amount (if any) unpaid on each share ❷	Number of shares ❸	Aggregate nominal value ❹
A Ordinary	1 00	0 00	200	£ 200.00
B Ordinary	1 00	0 00	400	£ 400 00
				£
				£
		Totals	600	£ 600 00

F2 Share capital in other currencies

Please complete the table below to show any class of shares held in other currencies
Please complete a separate table for each currency

Currency

Class of shares (E g Ordinary/Preference etc)	Amount paid up on each share ❷	Amount (if any) unpaid on each share ❷	Number of shares ❸	Aggregate nominal value ❹
		Totals		

Currency

Class of shares (E g Ordinary/Preference etc)	Amount paid up on each share ❷	Amount (if any) unpaid on each share ❷	Number of shares ❸	Aggregate nominal value ❹
		Totals		

F3 Totals

Please give the total number of shares and total aggregate nominal value of issued share capital

Total number of shares	600
Total aggregate nominal value ❺	£600 00

❺ **Total aggregate nominal value**
Please list total aggregate values in different currencies separately For example £100 + €100 + $10 etc

❷ Including both the nominal value and any share premium

❸ Total number of issued shares in this class.

❹ Number of shares issued multiplied by nominal value of each share

Continuation Pages
Please use a Statement of Capital continuation page if necessary

F4 Statement of capital (Voting rights)

Please give the prescribed particulars of rights attached to shares for each class of share shown in the statement of capital share tables in **Sections F1** and **F2**

Class of share	£1 00 A Ordinary
Voting rights	Pursuant to clause 14 of the Articles adopted on 6th December 2013, the A and B Shares shall rank pari passu save as set out in these Articles but shall constitute separate classes of shares The holders of the A Shares and the B Shares shall rank equally for voting purposes The shares have attached to them full voting rights, dividend and capital distribution (including on winding up) rights, they do not confer any rights of redemption
Class of share	£1 00 B Ordinary
Voting rights	Pursuant to clause 14 of the Articles adopted on 6th December 2013, the A and B Shares shall rank pari passu save as set out in these Articles but shall constitute separate classes of shares The holders of the A Shares and the B Shares shall rank equally for voting purposes The shares have attached to them full voting rights, dividend and capital distribution (including on winding up) rights, they do not confer any rights of redemption
Class of share	
Voting rights	
Class of share	
Voting rights	

Part 5 Shareholders

Does your company have share capital?
→ Yes go to **Section G1** 'Companies with share capital'
→ No Go to **Part 6 (Signature)**

G1 Companies with share capital

Question 1

Were any of the company's shares admitted to trading on a market at any time during this return period? Please tick the appropriate box below ❶

☑ **No** go to **Section G2** 'Past and present shareholders'
☐ **Yes** go to **Question 2**

Question 2

Please only refer to Question 2 below if you have answered 'Yes' to Question 1 If you answered 'No', please go to Section G2 'Past and present shareholders'

Did the company, throughout the return period, have any shares admitted to trading on a relevant market and was it, throughout the return period, an issuer to which DTR5 applies? Please tick the appropriate box below ❷

☐ **No** go to **Section G4** 'Shareholders who hold at least 5% of any class of shares of the company as at the made up date of the return'
☐ **Yes** go to **Part 6 'Signature'**

❶ A market is one established under the rules of a UK recognised investment exchange or any other regulated markets in or outside of the UK, or any other market outside of the UK The current UK recognized investment exchanges and regulated markets can be found at www.fsa gov uk/register/exchanges.do

❷ DTR5 refers to the Vote Holder and Issuer Notification Rules contained in Chapter 5 of the Disclosure and Transparency Rules source book issued by the Financial Services Authority Notification is required when the percentage acquisition of a shareholder in the company has reached a certain threshold (starting at 3%)

G2 List of past and present shareholders ❶

The company is required to provide a full list of past and present shareholders if one was not included with either of the last two returns Please tick the appropriate box below

☐ There were no shareholder changes in this period Go to **Part 6 (Signature)**
☑ A full list of shareholders is enclosed
☐ A list of shareholder changes is enclosed

How is the list of shareholders enclosed. Please tick the appropriate box below

☑ The list of shareholders is enclosed on paper Go to **Section G3** 'List of past and present shareholders'
☐ The list of shareholders is enclosed in another format Go to **Part 6 (Signature)**

❶ This section only applies to companies answering 'No' in Section G1

G3 List of past and present shareholders ❶

Changes during this period to shareholders' particulars or details of the amount of stock or shares transferred must be completed each year

You must provide a 'full list' of all company shareholders on
- The company's first annual return following incorporation,
- Every third annual return after a full list has been provided

❶ Please list the company shareholders in alphabetical order

Joint shareholders should be listed consecutively

Further shareholders
Please use a 'List of past and present shareholders' continuation page if necessary

This section only applies to companies answering 'No' to Question 1 in Section G1

		Shares or stock currently held	Shares or stock transferred (if appropriate)	
Shareholder's Name (Address not required)	Class of share	Number of shares or amount of stock	Number of shares or amount of stock	Date of registration of transfer
Louise Aline Alexander	£1 00 A Ordinary	0	100	06 / 12 / 2013
Liberty Future Limited	£1 00 A Ordinary	0	200	29 / 01 / 2014
Percy Harvey Properties Limited	£1 00 A Ordinary	200		/ /
Ann Margaret Smalley	£1 00 A Ordinary	0	100	06 / 12 / 2013
Janetta Audrey Joy Bensouilah	£1 00 B Ordinary	0	100	06 / 12 / 2013
David Harvey	£1 00 B Ordinary	0	100	06 / 12 / 2013
Percy Harvey	£1 00 B Ordinary	0	100	06 / 12 / 2013
Eleanor Thomason	£1 00 B Ordinary	0	100	06 / 12 / 2013
Liberty Future Limited	£1 00 B Ordinary	0	400	29 / 01 / 2014
Percy Harvey Properties Limited	£1 00 B Ordinary	400		/ /
				/ /
				/ /

G4 Shareholders who hold at least 5% of any class of share(s) of the company as at the made up date of this return

This section should show only the shareholders that hold at least 5% of any class of share(s) of the company at the date of this return

It should only be completed by companies that have answered 'Yes' to Question 1 in Section G1, and 'No' to Question 2 in Section G1

If there were no shareholders holding at least 5% of any class of share(s) at the date of this return, this section may be left blank

→ Go to **Part 6 (Signature)**

This section only applies to companies answering 'No' to Question 2 in Section G1

Please list the company shareholders in alphabetical order

Joint shareholders should be listed consecutively

Further shareholders
Please use a 'Shareholders who hold at least 5% of any class of share(s) of the company as at the made up date of this return' continuation page if necessary

		Shares or stock currently held	
Shareholder's name	Shareholder's address	Class of share	Number of shares or amount of stock

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Part 6 Signature

	This must be completed by all companies	❶ **Societas Europaea** If the form is being filed on behalf of a Societas Europaea (SE) please delete 'director' and insert details of which organ of the SE the person signing has membership.
	I am signing this form on behalf of the company	❷ **Person authorised** Under either section 270 or 274 of the Companies Act 2006
Signature	Signature X X	
	This form may be signed by: Director ❶, Secretary, Person authorised ❷, Charity commission receiver and manager, CIC manager, Judicial factor	

Do not cover this barcode

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Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form The contact information you give will be visible to searchers of the public record

Contact name

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone

Checklist

We may return forms completed incorrectly or with information missing

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register
- ☐ You have completed your principal business activity
- ☐ You have not used this form to make changes to the registered office address
- ☐ You have not used this form to make changes to secretary and director details
- ☐ You have provided the full date of birth for all individual directors in Part 3
- ☐ You have fully completed the Statement of capital (if applicable)
- ☐ You have signed the form
- ☐ You have enclosed the correct fee

Important information

Please note that all information on this form will appear on the public record

How to pay

A fee of £40 is payable to Companies House in respect of a paper Annual Return

Make cheques or postal orders payable to 'Companies House'

Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below

For companies registered in England and Wales:
The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ
DX 33050 Cardiff

For companies registered in Scotland
The Registrar of Companies, Companies House,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF
DX ED235 Edinburgh 1
or LP - 4 Edinburgh 2 (Legal Post)

For companies registered in Northern Ireland
The Registrar of Companies, Companies House,
Second Floor, The Linenhall, 32-38 Linenhall Street,
Belfast, Northern Ireland, BT2 8BG
DX 481 N R Belfast 1

Further information

For further information, please see the guidance notes on the website at www gov uk/companieshouse or email enquiries@companieshouse gov uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

In accordance with Section 1076 of the Companies Act 2006

RP01

Replacement of document not meeting requirements for proper delivery

Companies House

✓ **What this form is for**
You can only use this form to file a replacement of a document that was previously delivered to the Registrar of Companies under the Companies Act 2006 on or after 1 October 2009 and was either not properly delivered or contained unnecessary material

✗ **What this form is NOT for**
You cannot use this form to [redacted] information in a previously [redacted] document, or to replace a [redacted] delivered under Section 25[redacted] Companies Act 2006 - Co[redacted] Charges

For further information, please [redacted]

COMPANIES HOUSE

1 Company details

Company number	0 4 8 9 5 3 8 7
Company name in full	A Harvey Properties Limited

→ **Filling in this form**
Please complete in typescript or in bold black capitals.

2 Description of the original document

Document type ❶	AR01
Date of registration of the original document	d 0 d 3 m 1 m 1 y 2 y 0 y 1 y 4

❶ **Description of the original document**
Please enter the document type (e g articles of association) and any distinguishing information if more than one document of that type was filed on the same day

3 Signature

A replacement document must only be filed where (i) a document has previously been delivered and either (ii) that document was not properly delivered or (iii) that document contained unnecessary material

Please sign either **Section 3a** or **Section 3b**

3a The company to which the original document relates

Please complete this section if you are signing on behalf of the company to which the original document relates

I am signing this form on behalf of the company.

Signature

Signature
X X

This form may be signed by
Director❷, Secretary, Person authorised❸, Permanent representative on behalf of an overseas company, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

❷ **Societas Europaea**
If the form is being filed on behalf of a Societas Europaea (SE), please delete 'director' and insert details of which organ of the SE the person signing has membership.

❸ **Person authorised**
Under either section 270 or 274 of the Companies Act 2006

3b The person who delivered the original document

Please complete this section if you are the person who delivered the original document.

Signature

Signature

X X

4 Notes

Please note:
If you are applying for, or have been granted, exemption under Section 243 of the Companies Act 2006 and the document(s) you are replacing contain(s) your usual residential address, please post this form along with the replacement document to the address below

The Registrar of Companies, PO BOX 4082, Cardiff, CF14 3WE

Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form The contact information you give will be visible to searchers of the public record

Contact name

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone

Checklist

Please make sure you have remembered the following:

- ☐ You have fully completed Section 2 'Description of the original document'.
- ☐ The correct person has signed the form in **either** Section 3a **or** Section 3b.
- ☐ If you are replacing a document where you have previously paid a fee, do not send a fee along with this form.
- ☐ You have enclosed the replacement document.
- ☐ If the company to which this document relates has signed up to the PROOF (PROtected Online Filing) scheme, you **must** also deliver with this form and the replacement document a PR03 form 'Consent for paper filing'

Important information

Please note that all information on this form will appear on the public record.

Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below

For companies registered in England and Wales
The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ
DX 33050 Cardiff

For companies registered in Scotland.
The Registrar of Companies, Companies House,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF
DX ED235 Edinburgh 1
or LP - 4 Edinburgh 2 (Legal Post)

For companies registered in Northern Ireland:
The Registrar of Companies, Companies House,
Second Floor, The Linenhall, 32-38 Linenhall Street,
Belfast, Northern Ireland, BT2 8BG
DX 481 N R Belfast 1

Section 243 exemption
If you are applying for, or have been granted, a section 243 exemption, please post this form along with the replacement document to the different postal address below
The Registrar of Companies, PO Box 4082,
Cardiff, CF14 3WE

Further information

For further information, please see the guidance notes on the website at www.companieshouse.gov.uk
or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.companieshouse.gov.uk