In accordance with Section 854 of the Companies Act 2006

# AR01

## Annual Return

(For returns made up to a date on or **after 1 October 2011**)

Companies House

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

**You can use the WebFiling service to file this form online.**
Please go to www companieshouse gov uk

✓ **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 N**
You cannot use this fo notice of changes to t officers, registered off company type or infor relating to the compa

SATURDAY

*A1KXD6C8*
A15 03/11/2012 #300
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: 5 8 5 2 3 7 7

Company name in full ❶: PARTNERSHIPS IN CARE PROPERTY 25 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

If you would like the company's made up date to be earlier than 1 October 2011, please complete the AR01 appropriate for earlier made up dates

Date of this return ❷: d 2 d 0 m 0 m 6 y 2 y 0 y 1 y 2

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 ❸

| | | |
|---|---|---|
| Classification code 1 | 8 6 1 0 1 | Hospital activities |
| 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:

❸ **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 companieshouse gov uk

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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 companieshouse gov uk

## A5 Registered office address ❷

| | |
|---|---|
| Building name/number | 2 |
| Street | IMPERIAL PLACE<br>MAXWELL ROAD |
| Post town | BOREHAMWOOD |
| County/Region | HERTFORDSHIRE |
| Postcode | WD6 1JN |

**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 | 2 |
| Street | IMPERIAL PLACE<br>MAXWELL ROAD |
| Post town | BOREHAMWOOD |
| County/Region | HERTFORDSHIRE |
| Postcode | WD6 1JN |

**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

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# Part 2 Officers of the company

This section should include details of the company at the date to which this annual return is made up

- For a **secretary** who is an individual, go to **Section B1**
- For a **corporate secretary**, go to **Section C1**
- For a **director** who is an individual, go to **Section D1**
- For a **corporate director**, go to **Section E1**

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

## Secretary

### B1 Secretary's details ❶

Please use this section to list all the secretaries of the company
**For a corporate secretary, complete Section C1-C4**

| | |
|---|---|
| Title* | MR |
| Full forename(s) | TONY |
| Surname | ROOK |
| 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 C1-C4** 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 which have been used for business purposes during the period of this return Married women do not need to give former names unless previously used for business purposes

### B2 Secretary's service address ❸

| | |
|---|---|
| Building name/number | 2 |
| Street | IMPERIAL PLACE<br>MAXWELL ROAD |
| Post town | BOREHAMWOOD |
| County/Region | HERTFORDSHIRE |
| Postcode | WD6 1JN |
| Country | UNITED KINGDOM |

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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## Corporate secretary

### C1 Corporate secretary's details ❶

Please use this section to list all the corporate secretaries of the company

| | |
|---|---|
| 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

### C2 Location of the registry of the corporate body or firm

Is the corporate secretary 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 ❸ | |
| Registration number | |

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

❸ 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 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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## Director

### D1 Director's details ❶

Please use this section to list all the directors of the company
**For a corporate director, complete Section E1-E4**

| | |
|---|---|
| Title* | MS |
| Full forename(s) | LESLEY JOY |
| Surname | CHAMBERLAIN |
| Former name(s)❷ | |
| Country/State of residence | UNITED KINGDOM |
| Nationality | BRITISH |
| Date of birth | d 0 d 9 m 1 m 0 y 1 y 9 y 6 y 3 |
| Business occupation (if any) | CHARTERED ACCOUNTANT |

**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 E1-E4** 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 which have been used for business purposes during the period of this return Married women do not need to give former names unless previously used for business purposes

### D2 Director's service address ❸

| | |
|---|---|
| Building name/number | 2 |
| Street | IMPERIAL PLACE<br>MAXWELL ROAD |
| Post town | BOREHAMWOOD |
| County/Region | HERTFORDSHIRE |
| Postcode | WD6 1JN |
| Country | UNITED KINGDOM |

**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

### D1 Director's details ❶

Please use this section to list all the directors of the company
**For a corporate director, complete Section E1-E4**

| | |
|---|---|
| Title* | DR |
| Full forename(s) | QUAZI |
| Surname | HAQUE |
| Former name(s) ❷ | |
| Country/State of residence | UNITED KINGDOM |
| Nationality | BRITISH |
| Date of birth | d 0 d 6 m 1 m 2 y 1 y 9 y 6 y 8 |
| Business occupation (if any) | GROUP MEDICAL DIRECTOR |

**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 E1-E4** 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 which have been used for business purposes during the period of this return Married women do not need to give former names unless previously used for business purposes

### D2 Director's service address ❸

| | |
|---|---|
| Building name/number | 2 |
| Street | IMPERIAL PLACE<br>MAXWELL ROAD |
| Post town | BOREHAMWOOD |
| County/Region | HERTFORDSHIRE |
| Postcode | WD6 1JN |
| Country | UNITED KINGDOM |

**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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## Corporate director

### E1 Corporate director's details ❶

Please use this section to list all the corporate director's of the company

| | |
|---|---|
| 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

### E2 Location of the registry of the corporate body or firm

Is the corporate director registered within the European Economic Area (EEA)?
→ **Yes** Complete **Section E3 only**
→ **No** Complete **Section E4 only**

### E3 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 companieshouse gov uk

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

### E4 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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# Part 3 Statement of capital ❶

Does your company have share capital?
→ **Yes** Complete the sections below and the following **Part 4**
→ **No** Go to **Part 5 (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 |
|---|---|---|---|---|
| ORDINARY | 0 | 0 | 3 | £ 3 |
| | | | | £ |
| | | | | £ |
| | | | | £ |
| | | Totals | 3 | £ 3 |

## 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 | |
| Total aggregate nominal value ❺ | |

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

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**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 | ORDINARY SHARES |
| Voting rights | VOTING RIGHTS: ALL SHARES RANK EQUALLY FOR VOTING PURPOSES. ON A SHOW OF HANDS EACH MEMBER HAS ONE VOTE AND ON A POLL EACH MEMBER HAS ONE VOTE PER SHARE HELD. DIVIDEND RIGHTS: EACH SHARE RANKS EQUALLY. |
| Class of share | |
| Voting rights | |
| Class of share | |
| Voting rights | |
| Class of share | |
| Voting rights | |

# Part 4 Shareholders

Does your company have share capital?
→ **Yes** go to **Section G1** 'Companies with share capital'
→ **No** Go to **Part 5 (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 5 '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 ❸

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 5 (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 5 (Signature)**

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

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## G3 List of past and present shareholders [1]

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

[1] 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 |
| PARTNERSHIPS IN CARE INVESTMENTS 2 LIMITED | ORDINARY | 3 | | / / |
| | | | | / / |
| | | | | / / |
| | | | | / / |
| | | | | / / |
| | | | | / / |
| | | | | / / |
| | | | | / / |
| | | | | / / |
| | | | | / / |
| | | | | / / |
| | | | | / / |

## 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 5 (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 5 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 | |
| Signature | Signature X X | ❷ **Person authorised** Under either section 270 or 274 of the Companies Act 2006 |
| | This form may be signed by Director❶, Secretary, Person authorised❷, Charity commission receiver and manager, CIC manager, Judicial factor | |

# AR01

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(For returns made up to a date on or **after 1 October 2011**)

## 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: TONY ROOK

Company name: PARTNERSHIPS IN CARE

Address: 2 IMPERIAL PLACE
MAXWELL ROAD

Post town: BOREHAMWOOD

County/Region: HERTFORDSHIRE

Postcode: WD6 1JN

Country: UK

DX:

Telephone: 0208 327 1800

## Checklist

**We may return forms completed incorrectly or with information missing**

**Please make sure you have remembered the following.**

- ☐ That if the made up date of the return is any earlier than 1 October 2011, you must complete the appropriate form AR01
- ☐ 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 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 an 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 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

In accordance with Section 1076 of the Companies Act 2006

# RP01

## Replacement of document not meeting requirements for proper delivery

Companies House — for the record —

✓ **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** [illegible]
You cannot use thi[illegible] information in a pr[illegible] document, or to re[illegible] delivered under Se[illegible] Companies Act 20[illegible] Charges

For further information, please [illegible] uk

SA A15 *A1KXD6CG* 03/11/2012 #301 COMPANIES HOUSE

### 1 Company details

Company number: 5 8 5 2 3 7 7

Company name in full: PARTNERSHIPS IN CARE PROPERTY 25 LIMITED

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

### 2 Description of the original document

Document type ❶: AR01 Annual Return

Date of registration of the original document: d 0 d 4 m 0 m 7 y 2 y 0 y 1 y 2

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 ✗ [signature] ✗

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

RP01

Replacement of document not meeting requirements for proper delivery

## 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

# RP01

Replacement of document not meeting requirements for proper delivery

## 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: TONY ROOK

Company name: PARTNERSHIPS IN CARE

Address: 2 IMPERIAL PLACE
MAXWELL ROAD

Post town: BOREHAMWOOD

County/Region: HERTFORDSHIRE

Postcode: WD6 1JN

Country: UK

DX:

Telephone: 0208 327 1800

## 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