

AR01  
Annual Return

003030 / 360

form produced by

PC Share Register

Ver 14 02

**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](http://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 NOT for**  
You cannot use this form  
to give notice of changes to the  
officers, registered office,  
company type or information  
relating to the company

WEDNESDAY



\*AF3Z6J5L\*

A23

14/04/2010

12

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 6 1 3 1 9 2 3

Company name in full

Friary Mews (Lichfield) Management Limited

**① 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. This must not be a  
future date. The annual return must be delivered within 28 days of  
the date of this return

Date of this return ②

2 8 0 2 2 0 1 0

**② Date of this return**

Your company's return date is  
usually the anniversary of inc-  
orporation 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 ③

Classification code 1

9 8 0 0

Classification code 2

Classification code 3

Classification code 4

Principal activity  
description

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

**③ Principal business activity**

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

A full list of the trade class-  
ification codes are available  
on our website  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

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**A4**

**Company type <sup>①</sup>**

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

**① Company type**

If you are unsure of your company type please check your latest certificate of incorporation or our website [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

**A5**

**Registered office address <sup>②</sup>**

Building name/number	Suite D Global House
Street	Shrewsbury Business Park
Post town	Shrewsbury
County/Region	Shropshire
Postcode	S Y 2 6 L G

**② 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) <sup>③</sup>**

Building name/number	
Street	
Post town	
County/Region	
Postcode	

**③ 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 <sup>④</sup>**

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

**④ 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 ①**

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

Title \*

Full forename(s)

Surname

Former name(s) ②

**① 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**

**② 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 ③**

Building name/number

Street

Post town

County/Region

Postcode

Country

**③ 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 <sup>①</sup>**

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

Corporate body/firm name

CoSec Management Services Ltd

Building name/number

c/o HLM, Suite D

Street

Global House

Shrewsbury Business Park

Post town

Shrewsbury

County/Region

Shropshire

Postcode

S Y 2 6 L G

Country

United Kingdom

**① 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 <sup>②</sup>**

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 <sup>③</sup>

Fareham, Hampshire PO16 8SS UNITED KINGDOM.

Registration number

5953318

**② EEA**

A full list of countries of the EEA can be found in our guidance [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

**③** 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 <sup>④</sup>

If applicable, the registration number

**④ 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**

<b>D1</b>	<b>Director's details ①</b>		<p><b>① Director appointments</b> You cannot use this form to appoint a director. To do this, please complete form <b>AP01</b> and submit it together with the annual return.</p> <p><b>Corporate details</b> Please use <b>Section E1-E4</b> to enter corporate director details.</p> <p><b>Director details</b> 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 <b>CH01</b>.</p> <p><b>② Former name(s)</b> 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.</p>
	Please use this section to list all the directors of the company <b>For a corporate director, complete Section E1-E4</b>		
Title *	Mr		
Full forename(s)	Jonathan		
Surname	Edwards		
Former name(s) ②			
Country/State of residence	United Kingdom		
Nationality	British		
Date of birth	<div> <div>d</div> <div>0</div> <div>1</div> <div>m</div> <div>1</div> <div>2</div> <div>y</div> <div>1</div> <div>9</div> <div>y</div> <div>7</div> <div>2</div> </div>		
Business occupation (if any)	Branch Manager		

<b>D2</b>	<b>Director's service address ①</b>		<p><b>① Service address</b> 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.</p> <p>This information will appear on the public record.</p>
Building name/number	The Company's Registered Office		
Street			
Post town			
County/Region			
Postcode	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>		
Country			

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Director

**D1**

**Director's details ①**

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

- ① Director appointments**  
You cannot use this form to appoint a director. To do this, please complete form **AP01** and submit it together with the 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**.
- ② 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.

Title *	Mr																
Full forename(s)	James William Sinclair																
Surname	Lawrence																
Former name(s) ②																	
Country/State of residence	United Kingdom																
Nationality	British																
Date of birth	<table border="1"> <tr> <td>d</td><td>0</td><td>d</td><td>4</td> <td>m</td><td>0</td><td>m</td><td>9</td> <td>y</td><td>1</td><td>y</td><td>9</td> <td>y</td><td>4</td><td>y</td><td>6</td> </tr> </table>	d	0	d	4	m	0	m	9	y	1	y	9	y	4	y	6
d	0	d	4	m	0	m	9	y	1	y	9	y	4	y	6		
Business occupation (if any)	Company Secretary																

**D2**

**Director's service address ③**

- ③ 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.

Building name/number	6 Burway Close							
Street								
Post town	Lichfield							
County/Region								
Postcode	<table border="1"> <tr> <td>W</td><td>S</td><td>1</td><td>3</td><td>6</td><td>N</td><td>Z</td> </tr> </table>	W	S	1	3	6	N	Z
W	S	1	3	6	N	Z		
Country	United Kingdom							

# AR01 - continuation page Annual Return

## Director

<b>D1</b>	<b>Director's details ①</b>		<p><b>① Director appointments</b> You cannot use this form to appoint a director. To do this, please complete form <b>AP01</b> and submit it together with the annual return.</p> <p><b>Corporate details</b> Please use <b>Section E1-E4</b> to enter corporate director details.</p> <p><b>Director details</b> 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 <b>CH01</b>.</p> <p><b>② Former name(s)</b> 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.</p>
	Please use this section to list all the directors of the company <b>For a corporate director, complete Section E1-E4.</b>		
Title *	Mrs		
Full forename(s)	Christine Elizabeth		
Surname	Winter		
Former name(s) ②			
Country/State of residence	United Kingdom		
Nationality	British		
Date of birth	<div> <div>d</div> <div>0</div> <div>d</div> <div>1</div> <div>m</div> <div>1</div> <div>m</div> <div>2</div> <div>y</div> <div>1</div> <div>y</div> <div>9</div> <div>y</div> <div>5</div> <div>y</div> <div>5</div> </div>		
Business occupation (if any)	Primary School Teacher		

<b>D2</b>	<b>Director's service address ①</b>		<p><b>① Service address</b> 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.</p> <p>This information will appear on the public record.</p>
Building name/number	3 Allington Avenue		
Street			
Post town	Lichfield		
County/Region	Staffordshire		
Postcode	<div> <div>W</div> <div>S</div> <div>1</div> <div>3</div> <div>6</div> <div>P</div> <div>F</div> </div>		
Country	United Kingdom		

## Corporate director

<b>E1</b>	<b>Corporate director's details ①</b>	
	Please use this section to list all the corporate directors of the company	
Corporate body/firm name		
Building name/number		
Street		
Post town		
County/Region		
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Country		
	<p><b>① Corporate director appointments</b> You cannot use this form to appoint a corporate director. To do this, please complete form <b>AP02</b> and submit it together with this annual return.</p> <p><b>Corporate director details</b> 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 <b>CH02</b>.</p> <p>This information will appear on the public record.</p>	
<b>E2</b>	<b>Location of the registry of the corporate body or firm</b>	
	Is the corporate director registered within the European Economic Area (EEA)? → <b>Yes</b> Complete <b>Section E3 only</b> → <b>No</b> Complete <b>Section E4 only</b>	
<b>E3</b>	<b>EEA companies ②</b>	
	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 ③		
Registration number		
	<p><b>② EEA</b> A full list of countries of the EEA can be found in our guidance <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a></p> <p><b>③</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)</p>	
<b>E4</b>	<b>Non-EEA companies</b>	
	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 ④		
If applicable, the registration number		
	<p><b>④ Non-EEA</b> 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.</p>	



**Part 3**

**Statement of Capital <sup>1</sup>**

Does your company have share capital?

→ **Yes** Complete the sections below and the following **Part 4**.

→ **No** Go to **Part 5 (Signature)**.

<sup>1</sup> 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 <sup>2</sup>	Amount (if any) unpaid on each share <sup>2</sup>	Number of shares <sup>3</sup>	Aggregate nominal value <sup>4</sup>
				£
				£
				£
				£
<b>Totals</b>				£

**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 <sup>2</sup>	Amount (if any) unpaid on each share <sup>2</sup>	Number of shares <sup>3</sup>	Aggregate nominal value <sup>4</sup>
<b>Totals</b>				

Currency

Class of shares (E g Ordinary/Preference etc )	Amount paid up on each share <sup>2</sup>	Amount (if any) unpaid on each share <sup>2</sup>	Number of shares <sup>3</sup>	Aggregate nominal value <sup>4</sup>
<b>Totals</b>				

**F3**

**Totals**

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

<sup>5</sup> **Total aggregate nominal value**

Please list total aggregate values in different currencies separately For example  
GBP 100 + EUR 100  
+ USD 10 etc

Total number of shares

0

Total aggregate nominal value <sup>5</sup>

<sup>2</sup> Including both the nominal value and any share premium

<sup>3</sup> Number of shares issued multiplied by nominal value of each share

<sup>4</sup> Total number of issued shares in this class

**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 **Section F1** and **F2**.

Class of share

Voting rights

See continuations sheet(s)

Class of share

Voting rights

Class of share

Voting rights

Class of share

Voting rights

## Part 4 Shareholders

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

❶ This should reflect the shareholder details at the made up date of this annual return

### G1 Traded public companies ❷

☐ Please tick the box if your company was a traded public company at any time during the period of this return

❷ **Traded company definition**  
A traded company means a company any of whose shares are admitted to trading on a regulated market

### G2 List of past and present shareholders

Private and non-traded public companies are required to provide a 'full list' if one was not included with either of the last two returns

Traded public companies are required to provide a list of shareholders who held at least 5% of the issued shares of any share class if a list was not provided with either of the last two returns

Please tick the appropriate box below

- ☐ A full list of shareholders for a private or non-traded public company is enclosed Please complete **Section G3**, or
- ☐ A list of shareholders holding at least 5% of the issued shares of any share class for a traded public company is enclosed Please complete **Section G4**
- ☐ A list of shareholder changes is enclosed  
→ For private or non-traded public companies, please complete **Section G3**.  
→ For traded public companies, please complete **Section G4**
- ☐ There were no shareholder changes in this period  
→ Go to **Part 5 (Signature)**

Please tick the appropriate box below to indicate the format of your shareholder details

- ☐ The list of shareholders is enclosed on paper
- ☐ The list of shareholders is enclosed in another format

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**G3**

**Private or non-traded public companies - list of past and present shareholders**

This section should only be completed by companies that have not traded on a regulated market at any time during the period of this return

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

Please list the company shareholders in alphabetical order

Joint shareholders should be listed consecutively

**Further shareholders**

Please use a 'Private or non-traded public companies - list of past and present shareholders' continuation page if necessary

Shareholder's Name (Address not required)	Class of share	Shares or stock currently held	Shares or stock transferred (if appropriate)	
		Number of shares or amount of stock	Number of shares or amount of stock	Date of registration of transfer



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**Part 5**

**Signature**

This must be completed by all companies

I am signing this form on behalf of the company

Signature

Signature

X

Cosec Management  
Services Ltd.

X

This form may be signed by

Director ①, Secretary, Person Authorised ②, Charity commission  
receiver and manager, CIC manager, Judicial factor

**① 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

**② Person authorised**

Under either section 270 or 274  
of the Companies Act 2006

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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

HLM Property Management

Address

Suite D Global House,  
Shrewsbury Business Park

Post town

Shrewsbury

County/Region

Shropshire

Postcode

S	Y	2		6	L	G
---	---	---	--	---	---	---

Country

United Kingdom

DX

Telephone

01743 271432



### 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 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 £30 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,  
First Floor, Waterfront Plaza, 8 Laganbank Road,  
Belfast, Northern Ireland, BT1 3BS  
DX 481 N R Belfast 1



### Further information

For further information please see the guidance notes on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.companieshouse.gov.uk)**