

# AR01

## Annual Return

form produced by

**PC Share Register**

Ver 14 02

003030 / 360

**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 com  
officers, registered office add  
company type or information  
relating to the company reco

For further information, please



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14/04/2010

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COMPANIES HOUSE

WEDNESDAY

### 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 7 5 2 5 3

Company name in full  
①

Castle Keep (Stafford) 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 1 0 3 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

#### 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)

Principal activity  
description

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

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<b>A4</b>	<b>Company type <sup>①</sup></b>  Please confirm your company type by ticking the appropriate box below (only one box must be ticked) <input type="checkbox"/> Public limited company <input type="checkbox"/> Private company limited by shares <input checked="" type="checkbox"/> Private company limited by guarantee <input type="checkbox"/> Private company limited by shares exempt under section 60 <input type="checkbox"/> Private company limited by guarantee exempt under section 60 <input type="checkbox"/> Private unlimited company with share capital <input type="checkbox"/> Private unlimited company without share capital	<b>① Company type</b> If you are unsure of your company type, please check your latest certificate of incorporation or our website <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a>
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<b>A5</b>	<b>Registered office address <sup>②</sup></b>  Building name/number Suite D Global House Street Post town Shrewsbury Business Park County/Region Shropshire Postcode S Y 2 6 L G	<b>② Change of registered office</b> 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 <b>AD01</b> and submit it together with this annual return
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<b>A6</b>	<b>Single alternative inspection location (SAIL) of the company records (if applicable) <sup>③</sup></b>  Building name/number Street Post town County/Region Postcode	<b>③ SAIL address</b> 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 <b>AD02</b> and submit it together with this annual return
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<b>A7</b>	<b>Location of company records <sup>④</sup></b>  Please tick the appropriate box to indicate which records are kept at the SAIL address in <b>Section A6</b> : <input type="checkbox"/> Register of members <input type="checkbox"/> Register of directors <input type="checkbox"/> Directors' service contracts <input type="checkbox"/> Directors' indemnities <input type="checkbox"/> Register of secretaries <input type="checkbox"/> Records of resolutions etc <input type="checkbox"/> Contracts relating to purchase of own shares <input type="checkbox"/> Documents relating to redemption or purchase of own share out of capital by private company <input type="checkbox"/> Register of debenture holders <input type="checkbox"/> Report to members of outcome of investigation by public company into interests in its shares <input type="checkbox"/> Register of interests in shares disclosed to public company <input type="checkbox"/> Instruments creating charges and register of charges England and Wales or Northern Ireland <input type="checkbox"/> Instruments creating charges and register of charges Scotland	<b>④ Location of company records</b> If the company records are held at the registered office address, <b>do not</b> 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 <b>AD03</b> 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**

<b>C1</b>	<b>Corporate secretary's details <sup>①</sup></b>		<b>① Corporate secretary appointments</b> You cannot use this form to appoint a corporate secretary. To do this, please complete form <b>AP04</b> and submit it together with this annual return.  <b>Corporate secretary 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>CH04</b> .  This information will appear on the public record.
	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		
<b>C2</b>	<b>Location of the registry of the corporate body or firm</b>		
	Is the corporate secretary registered within the European Economic Area (EEA)?		
	→ <b>Yes</b> Complete <b>Section C3 only</b>		
	→ <b>No</b> Complete <b>Section C4 only</b>		
<b>C3</b>	<b>EEA companies <sup>②</sup></b>		<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>  <b>③</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)
	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		
<b>C4</b>	<b>Non-EEA companies</b>		<b>① 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.
	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>①</sup>			
If applicable, the registration number			

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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>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>7</div> <div>y</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></div> </div>		
Country			

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Director

<b>D1</b>		<b>Director's details ①</b>
		Please use this section to list all the directors of the company <b>For a corporate director, complete Section E1-E4.</b>
Title *		
Full forename(s)		
Surname		
Former name(s) ②		
Country/State of residence		
Nationality		
Date of birth	d d m m y y y y	
Business occupation (if any)		

**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.

<b>D2</b>		<b>Director's service address ①</b>
Building name/number		
Street		
Post town		
County/Region		
Postcode		
Country		

**① 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**

<b>E1</b>	<b>Corporate director's details <sup>①</sup></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	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	
Country		

**① 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.

<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 <sup>②</sup></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 <sup>③</sup>		
Registration number		

**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)

<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 <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.

**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)**.

**①** 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 ②	Amount (if any) unpaid on each share ②	Number of shares ③	Aggregate nominal value ④
Totals				

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

**F3**

**Totals**

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

Total number of shares

0

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

**⑤ Total aggregate nominal value**

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

**②** Including both the nominal value and any share premium

**③** Number of shares issued multiplied by nominal value of each share

**④** 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

[illegible]

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**G4**

### Traded public companies - list of past and present shareholders

**This section should show the shareholders that held at least 5% of the issued shares of any class of the company at any time during the period**

It should only be completed by public companies that have 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 'Traded public companies - list of past and present shareholders' continuation page if necessary

[illegible]

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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 ❶, Secretary, Person Authorised ❷, Charity commission  
receiver and manager, CIC manager, Judicial factor

**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

**❷ 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

Suide 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)**