

# AR01

## Annual Return

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



Companies House

704476/40

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  
You cannot use this form  
notice of changes to the  
officers, registered office  
company type or informa  
relating to the company r

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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 06556007

Company name in full  
CITIZENS ADVICE MANAGEMENT SERVICES

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. 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 ① 04/04/2013

② 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 ①

Classification code 1 96090

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 DORMANT COMPANY

① 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](http://www.companieshouse.gov.uk)

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(For returns made up to a date on or **after 1 October 2011**)**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	MYDDELTON HOUSE
Street	115-123 PENTONVILLE ROAD
Post town	LONDON
County/Region	
Postcode	N 1 9 L Z

**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*	MS
Full forename(s)	SUSAN MARY
Surname	THEODORESON
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 ①**

Building name/number	MYDDELTON HOUSE
Street	115 -123 PENTONVILLE ROAD
Post town	LONDON
County/Region	
Postcode	N 1 9 L Z
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 secretary**

<b>C1</b>	<b>Corporate secretary's details ①</b>	
	Please use this section to list all the corporate secretaries of the company	
Corporate body/firm name		<b>① Corporate secretary appointments</b> 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.  <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 CH04.  This information will appear on the public record.
Building name/number		
Street		
Post town		
County/Region		
Postcode		
Country		
<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)? → Yes Complete <b>Section C3 only</b> → No Complete <b>Section C4 only</b>	
<b>C3</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 ②		<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)
Registration number		
<b>C4</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		<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.
Governing law		
If applicable, where the company/firm is registered ④		
If applicable, the registration number		

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**Director****D1****Director's details<sup>①</sup>**Please use this section to list all the directors of the company  
For a corporate director, complete Section E1-E4

Title*	MR
Full forename(s)	MICHAEL HENRY
Surname	DIXON
Former name(s) <sup>②</sup>	
Country/State of residence	ENGLAND
Nationality	BRITISH
Date of birth	d 01 m 12 y 1979
Business occupation (if any)	EXECUTIVE DIRECTOR

**① 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.

**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.

**D2****Director's service address<sup>③</sup>**

Building name/number	THE COMPANY'S
Street	REGISTERED OFFICE
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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**Director****D1****Director's details <sup>①</sup>**

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

Title*	MRS
Full forename(s)	SUSAN CAROL
Surname	WIGLEY
Former name(s) <sup>②</sup>	ARMÉ
Country/State of residence	ENGLAND
Nationality	
Date of birth	d 1 d 5 m 08 y 1960
Business occupation (if any)	EXECUTIVE DIRECTOR

**① 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.

**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.

**D2****Director's service address <sup>③</sup>**

Building name/number	THE COMPANY'S
Street	REGISTERED OFFICE
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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## Annual Return

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### Director

<b>D1</b>	<b>Director's details</b> <sup>①</sup>		<p><b>① Director appointments</b> You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.</p> <p><b>Corporate details</b> Please use Section E1-E4 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 CH01.</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 For a corporate director, complete Section E1-E4.			
Title*	MR		
Full forename(s)	ANDREW JOHN		
Surname	SEAGER		
Former name(s) <sup>②</sup>			
Country/State of residence	UNITED KINGDOM		
Nationality	BRITISH		
Date of birth	<sup>d</sup> 0 <sup>d</sup> 9 <sup>m</sup> 0 <sup>m</sup> 2 <sup>y</sup> 1 <sup>y</sup> 9 <sup>y</sup> 7 <sup>y</sup> 2		
Business occupation (if any)			

<b>D2</b>	<b>Director's service address</b> <sup>③</sup>		<p><b>③ 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			
Country			

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## Annual Return

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

### Director

**D1**

#### Director's details<sup>Ⓢ</sup>

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

Title*	MISS
Full forename(s)	LINDA MARGARET
Surname	CROPLEY
Former name(s) <sup>Ⓢ</sup>	
Country/State of residence	UNITED KINGDOM
Nationality	BRITISH
Date of birth	08 11 1960
Business occupation (if any)	MANAGER

#### Ⓢ 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

#### Ⓢ 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<sup>Ⓢ</sup>

Building name/number	THE COMPANIES REGISTERED OFFICE
Street	
Post town	
County/Region	
Postcode	
Country	

#### Ⓢ 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>	<p><b>① Corporate director appointments</b> 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.</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 CH02.</p> <p>This information will appear on the public record.</p>
	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		

<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)? → Yes Complete <b>Section E3 only</b> → No Complete <b>Section E4 only</b>

<b>E3</b>	<b>EEA companies <sup>②</sup></b>	<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>
	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		

<b>E4</b>	<b>Non-EEA companies</b>	<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>
	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		

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**Part 3****Statement of capital<sup>o</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	
Total aggregate nominal value <sup>5</sup>	

**5** Total aggregate nominal value  
Please list total aggregate values in different currencies separately For example £100 + €100 + \$10 etc<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 **Sections F1 and F2**

Class of share

Voting rights

Class of share

Voting rights

Class of share

Voting rights

Class of share

Voting rights

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## 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 recognised investment exchanges and regulated markets can be found at [www.fsa.gov.uk/register/exchanges.do](http://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 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)

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



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

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

→ Go to Part 5 (Signature)

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

[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



X

This form may be signed by  
Director<sup>1</sup>, Secretary, Person authorised<sup>2</sup>, 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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(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

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

- ☐ 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](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)