# RP04

## Second filing of a document previously delivered



#### ✓ What this form is for

You can only use this form to file a second filing of a document delivered under the Companies Act 2006 on or after 1 October 2009 that held inaccuracies

A second filing of a document must only be filed where it is providing corrected information that has been properly delivered but inaccuracies still appear on the register

## X What this form is NOT for

You cannot use this form to file a second filing of a document delivered under the Comp 1985 regardless of when delivered

A second filing of a docu cannot be filed where it information that was ori properly delivered Form be used in these circums. For further information, please refer to our guidance at www.companieshouse.gov.uk



A15 15/06/2013 COMPANIES HOUSE

#207

## Company details

Company number 0 8 0 5 6 9 0 5

Company name in full

MELVYN ROWBERRY SPECIALIST SERVICES LIMITED

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

All fields are mandatory unless specified or indicated by \*

#### Description of the original document

Document type •

AR01 - ANNUAL RETURN

Date of registration of d 1 d 4 m<sub>0</sub> m<sub>5</sub> y<sub>2</sub> y<sub>0</sub> y<sub>1</sub> y<sub>3</sub> the original document

O Description of the original document

Please enter the document type (e.g. a Return of allotment of shares—SH01) and any distinguishing information if more than one document of that type was filed on the same day

## Applicable documents

This form only applies to the following forms

AP01 Appointment of director

AP02 Appointment of corporate director

AP03 Appointment of secretary

AP04 Appointment of corporate secretary

CH01 Change of director's details

CH02 Change of corporate director's details

CH03 Change of secretary's details

CH04 Change of corporate secretary's details

TM01 Termination of appointment of director

TM02 Termination of appointment of secretary

SH01 Return of allotment of shares

AR01 Annual Return

### Section 243 Exemption®

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

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

If you are currently in the process of applying for or have been granted a Section 243 exemption, you may wish to check that you have not entered your usual residential address as the service address in the accompanying form (e.g. APO1 or CH01)

## **RP04**

Second filing of a document previously delivered

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 Oakley Secretarial Services Limited
The Oakley, Kidderminster Road
Post town Droitwich
County/Region Worcestershire
Postcode W R 9 9 A Y
Country
DX
Telephone 01905 777672
✓ 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 can only use this form to file a second filing of
a document delivered to the Registrar of Companies
under the Companies Act 2006 on or after 1 October 2009 that held inaccuracies
☐ If you are updating a document where you have
previously paid a fee, do not send a fee along with this form
☐ You have enclosed the second filed document(s)
If the company to which this document relates has

## Important information

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

## 

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 whole form 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

signed up to the PROOF (PROtected Online Filing) scheme, you must also deliver with this form, and

for paper filing

the second filed document(s), a PR03 form 'Consent

In accordance with Section 854 of the Companies Act 2006

# AR01

last page

## **Annual Return**

A fee is payable with this form

Please see 'How to pay' on the

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



You can use the WebFiling service to file this form online

Please go to www companieshouse gov uk

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Part 1	Co	mp	an	y c	let	ails	S												
	The	sect	ion n	nust	be c	ompl	eted	by	all co	mpa	nies						→ Filling in this Please comple bold black ca All fields are is specified or in	ete in typesci pitals mandatory u	nless
A1	Com	par	ny de	etai	ls														
Company number	0	8	0	5	6	9	0	5	_								O Company na		*h.
Company name in full	Mel	vyn	Row	vber	ry S	pecı	alıst	Se	rvice	s Lı	mite	d					If your compa changed its n the company this return	ame, please	provide
A2	Retu	ırn (	date	ì													<u>'</u>		
Date of this return <b>9</b>	If yo plea	The u wo	annu ould li	ial re <sup>.</sup> ke th	turn r e con	nust l npany	be de /'s ma oropri	livei ide iate	date red wi up da for ea	thin 2 te to l irlier r	28 day oe ear nade	ys of 1 rher ti	the da han 1	ite gi	ven b	elow	ODate of this Your company is usually the incorporation of the last ani Companies Hi an earlier retu be a later dat	r's return dat anniversary a or the anniv nual return fi puse You ma irn date but	of ersary led at ly choose
A3	Prin	cipa	al bu	sine	<u>'</u> 255 a	ictiv	<u>'</u>			<u>'</u>									
_	Plea	se sh		he tra	ide cl			n co	ode nu	mber	(s) for	the p	princi	 oal			Principal bus You must pro- classification	vide a trade	
Classification code 1	7	0	2	2	9												or a description	on of your co	mpany's
Classification code 2	$\lceil \rceil  vert$																A full list of the		
Classification code 3	$\lceil - \rceil$																codes are ava		
Classification code 4														_		_	l mm compani		
			nnot o activi			a coc	de, ple	ease	give	a brie	f desc	criptio	on of y	your					
Principal activity description											_						7 T T T T T T T T T T T T T T T T T T T		

## Annual Return

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

A4	Company type •								
	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	O 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 ®								
Building name/number	Eastfield Farm	Change of registered office This must agree with the address							
Street	Wadborough Road	that is held on the Companies House record at the date of this return							
	Kempsey	If the registered office address has							
Post town	Worcester	changed, you should complete form AD01 and submit it together with							
County/Region	Worcestershire	this annual return							
Postcode	W R 5 3 Q H								
A6	Single alternative inspection location (SAIL) of the company records (if applicable) •	<b>⊕</b> SAIL address							
Building name/number  Street		This must agree with the address that is held on the Companies House record at the date of this return							
Post town County/Region		If the address has changed, you should complete form AD02 and submit it together with this annual return							
Postcode									
A7	Location of company records o								
	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	O 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							
	☐ 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	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							
	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	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							
	Instruments creating charges and register of charges Scotland								

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 •								
	Please use this section to list all the secretaries of the company For a corporate secretary, complete Section C1-C4	• Secretary appointments  You may not use this form to appoint a secretary To do this,							
Title*		please complete form AP03 and submit it together with this annual							
Full forename(s)		return							
Surname		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  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    Output  Description:								
Building name/numbe	er	Service address  If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The							
Post town		<ul> <li>Company's Registered Office' in the address</li> </ul>							
County/Region		This information will appear on the public record							
Postcode		public record							
		<del>-</del>							

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

## **Corporate secretary**

C1	Corporate secretary's details •	
Corporate body/firm name	Please use this section to list all the corporate secretaries of the company	O Corporate secretary appointments You cannot use this form to appoint a corporate secretary To do this, please complete form APO4 and submit it together with this annual
Building name/number		return
Street		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
Post town		not notified us, please complete form CH04
County/Region		This information will appear on the
Postcode		public record
Country		
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 ®	
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register	<b>⊘</b> EEA  A full list of countries of the EEA can be found in our guidance
Where the company/ firm is registered €		www.companieshouse.gov.uk  This is the register mentioned in Article 3 of the First Company Law
Registration number		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.	O 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
Legal form of the corporate body or firm		that register
Governing law		
If applicable, where the company/firm is registered •		
If applicable, the registration number		

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

## Director

D1	Director's details <sup>10</sup>			
	Please use this section to list all the directors of the company For a corporate director, complete Section E1-E4	Director appointments     You cannot use this form to     appoint a director To do this, please		
Title*	Mr	complete form AP01 and submit it together with this annual return		
Full forename(s)	Melvyn	Corporate details		
Surname	Rowberry	Please use Section E1-E4 to enter corporate director details		
Former name(s) ❷		Director details  All details must agree with those previously notified to Companies		
Country/State of residence	England	House If you have made changes since the last annual return and have not notified us, please		
Nationality	British	complete form CH01		
Date of birth	$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$	Please provide any previous names		
Business occupation (if any)	Director	which have been used for busine purposes during the period of this return. Married women do not need to give former names unless previously used for busine purposes.		
D2	Director's service address €			
Building name/numbe	Eastfield Farm	Service address  If you have previously notified		
Street	Wadborough Road	Companies House that the service address is at 'The Company's		
	Littleworth, Kempsey	Registered Office', please state 'The		
Post town	Worcester	Company's Registered Office' in the address		
County/Region	Worcestershire	This information will appear on the public record		
Postcode	W R 5 3 Q H	public record		
Country	England			

## **Annual Return**

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

## Director

D1	Director's details •	
	Please use this section to list all the directors of the company For a corporate director, complete Section E1-E4	Director appointments     You cannot use this form to appoint a director To do this, please
Title*		complete form AP01 and submit it together with this annual return
Full forename(s)		Corporate details Please use Section E1-E4 to enter
Surname		corporate director details
Former name(s) 2		Director details  All details must agree with those previously notified to Companies
Country/State of residence		House If you have made changes since the last annual return and have not notified us, please
Nationality		complete form CH01
Date of birth	d d m m y y y	Please provide any previous names
Business occupation (if any)		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 •	
Building name/numbe	г	Service address  If you have previously notified
Street		Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the
Post town		address
County/Region		This information will appear on the public record
Postcode		
Country		
	· · · · · · · · · · · · · · · · · · ·	

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

# **Corporate director**

E1	Corporate director's details •	
	Please use this section to list all the corporate director's of the company	◆ Corporate director appointments You cannot use this form to appoint a corporate director To do this, please complete form APO2 and
Corporate body/firm name		submit it together with this annual return
Building name/number		Corporate director details  All details must agree with those
Street		previously notified to Companies House If you have made changes since the last annual return and have not notified us, please complete
Post town		form CH02
County/Region		This information will appear on the public record
Postcode		
Country		
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 💇	
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register	● EEA  A full list of countries of the EEA can be found in our guidance www.companieshouse.gov.uk
Where the company/ firm is registered €		This is the register mentioned in Article 3 of the First Company Law
Registration number		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.	O 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
Legal form of the corporate body or firm		that register
Governing law		
If applicable, where the company/firm is registered •		
If applicable, the registration number		

## **Annual Return**

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

Part 3	Statement of capital o									
	→ Yes Cor	y have share capital? nplete the sections belo to Part 5 (Signature)	This should reflect the company's capital status at the made up date of this annual return							
F1	Share capital in	n pound sterling (	(£)							
Please complete the tall fall your issued capit			ld in pound sterling and then go to Section F4							
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 sha	res 🖸	Aggregate nominal value •				
Ordinary A		1	0	100		£ 100				
Ordinary B		1	0	1		£ 1				
						£				
						£				
		<del></del> '-	Totals	101		£ 101				
F2	Share capital ir	other currencies	•	,						
Please complete the ta Please complete a sep			d in other currencies	······································						
Currency										
Class of shares (E.g. Ordinary/Preference etc	)	Amount paid up on each share •	Amount (if any) unpaid on each share	Number of sha	res <b>0</b>	Aggregate nominal value •				
		_								
			Totals							
<del></del>				<del></del>						
Currency										
Class of shares (E.g. Ordinary/Preference etc	)	Amount paid up on each share	Amount (if any) unpaid on each share	Number of sha	res <b>0</b>	Aggregate nominal value O				
			Totals							
F3	Totals									
	Please give the tot issued share capita	al number of shares an I	Total aggregate nominal value Please list total aggregate values in							
Total number of shares						currencies separately For £100 + €100 + \$10 etc				
Total aggregate nominal value <b>⊙</b>				·						
<ul> <li>Including both the noming share premium</li> <li>Total number of issued s</li> </ul>		• Number of shares issue nominal value of each	share Plea	tinuation Pag se use a Staten e if necessary		al continuation				

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 <b>Sections F1</b> and <b>F2</b>								
Class of share	Ordinary A								
Voting rights	Ordinary A shares have the right to receive notice of and to attend and vote at general meetings of the Company. To participate in the profits of the Company available for distribution in such amounts and in such manner as the Company may resolve in general meeting, and in the event of a winding-up, participate in the distribution of any assets of the Company (including uncalled shares at the commencement of the winding-up) remaining after paying and discharging the debts and liabilities of the Company and the costs of the winding-up.								
Class of share	Ordinary B								
Voting rights	The holders of B shares shall not be entitled to attend or vote at any General Meeting of the Company. Unless agreed by the holders of the A shares, the holders of B shares shall not be entitled to any dividends in respect of their holdings of B shares. In a winding up or disposal of the assets of the company, they shall first be employed in paying the holders of B shares at par value and the remainder of the assets of the Company shall be distributed among the holders of A shares in proportion to their holdings in A shares.								
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 No go to Section G2 'Past and present shareholders'  Yes go to Question 2	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								
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'	of the UK The current UK recognized investment exchanges and regulated markets can be found at www fsa gov uk/register/exchanges do								
	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?(3) Please tick the appropriate box below   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'	● 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 ©									
	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).	This section only applies to companies answering 'No' in Section G1								

#### **Annual Return**

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

### G3

## List of past and present shareholders o

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 'List of past and present shareholders' continuation page if necessary

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

l		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		
Mr John Evans	Ordinary A	20		1 1		
Mr John Evans - continued	Ordinary B	1		1 1		
Mr Melvyn Rowberry	Ordinary A	80	20	30 03 2013		
				1 1		
				1 1		
				1 1		
				1 1		
				1 1		
				1 1		
				1 1		
				1 1		
				1 1		

#### Annual Return

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

#### 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

Part 5	Signature		
	This must be completed by all companies	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 Person authorised Under either section 270 or 274 of the Companies Act 2006	
	I am signing this form on behalf of the company		
Signature	X Mef Muleux		
	This form may be signed by Director ••, Secretary, Person authorised ••, Charity commission receiver and manager, CIC manager, Judicial factor		

Presenter information	1 Important 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.	Please note that all information on this form will appear on the public record	
visible to searchers of the public record	<b>£</b> How to pay	
Contact name	A fee of E40 is payable to Companies House	
Company name Ormerod Rutter Limited	in respect of an Annual Return	
Address	Make cheques or postal orders payable to 'Companies House'	
The Oakley	☑ Where to send	
Kıddermınster Road		
Post town Droitwich	You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below	
County/Region Worcestershire  Postcode W R 9 9 A Y  Country United Kingdom	For companies registered in England and Wales The Registrar of Companies, Companies House, Crown Way, Cardiff, Wales, CF14 3UZ DX 33050 Cardiff	
DX	For companies registered in Scotland	
Telephone 01905 777600	The Registrar of Companies, Companies House,	
	Fourth floor, Edinburgh Quay 2, 139 Fountainbridge, Edinburgh, Scotland, EH3 9FF	
✓ Checklist	DX ED235 Edinburgh 1	
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	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	
appropriate form AR01	Further Information	
☐ 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	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	
(If applicable)  ☐ You have signed the form	forms page on the website at	
☐ You have enclosed the correct fee	www.companieshouse.gov.uk	