Registered number: 09242285

OUR PARKLIFE C.I.C.

(A company limited by guarantee)

UNAUDITED

DIRECTORS' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2019



COMPANY INFORMATION

DIRECTORS J Quinn

G Parry
A Kauffman
B Coles
J Hitchin
L Busfield
C Conroy
A Mitton
M Harris
P Phillips

COMPANY SECRETARY

S Gregory

REGISTERED NUMBER

09242285

REGISTERED OFFICE

ENGIE Q3 Office Quorum Business Park

Benton Lane

Newcastle-upon-Tyne Tyne and Wear NE12 8EX

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DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2019

The Directors present their report and the financial statements for the year ended 31 December 2019.

PRINCIPAL ACTIVITIES

The principal activity of Our Parklife C.I.C. ("the Company") is the delivery of the regeneration legacy commitments related to the management of the Queen Elizabeth Olympic Park estate and many of its venues.

DIRECTORS

The Directors who served during the year and up to the date of signing the financial statements were:

- J Quinn
- G Parry
- A Kauffman
- **B** Coles
- J Hitchin
- L Busfield
- C Conroy
- A Mitton
- M Harris
- P Phillips

FINANCIAL INSTRUMENTS

The Company monitors its exposure to risk on an ongoing basis. The Company's activities do not expose it to any material price risk, cash flow risk or foreign exchange risk. Owing to the nature of the Company's business and the assets and liabilities contained within the balance sheet, the financial risks the Directors consider relevant to the Company are credit risk and liquidity risk. The Company has not used financial instruments to manage its exposure to these risks.

Credit risk

Credit risk arises on the Company's principal financial assets, which are cash at bank. The credit risk associated with cash is limited, as the Company uses financial institutions with a high credit rating for banking requirements.

Liquidity risk

The Company is exposed to liquidity risk on its financial liabilities, including amounts owed to related parties. In order to maintain liquidity to ensure sufficient funds are available for ongoing operations and future developments, the Company has access to banking facilities and loans from related parties.

DIRECTORS' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

SMALL COMPANIES NOTE

In preparing this report, the Directors have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Board on 3 March 2020 and signed on its behalf.

J Quinn Director

DIRECTORS' RESPONSIBILITIES STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2019

The Directors are responsible for preparing the Directors' report and the financial statements in accordance with applicable law and regulations.

Company law requires the Directors to prepare financial statements for each financial year. Under that law the Directors have prepared the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'. Under company law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of the profit or loss of the Company for that period.

In preparing these financial statements, the Directors are required to:

- select suitable accounting policies for the Company's financial statements and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INCOME STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2019

	Note	2019 £000	2018 £000
Turnover		106	142
Cost of sales		(9)	(2)
Gross profit	_	97	140
Administrative expenses		(38)	(82)
Operating profit	3	59	58
Profit before tax		59	58
Tax on profit		(11)	(11)
Profit for the financial year	_	48	47
	=		

There were no recognised gains and losses for 2019 or 2018 other than those included in the income statement and therefore no statement of comprehensive income has been presented.

The notes on pages 7 to 10 form part of these financial statements.

OUR PARKLIFE C.I.C.

(A company limited by guarantee) REGISTERED NUMBER: 09242285

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2019

		2019	2018
	Note	£000	£000
Current assets			
Cash at bank and in hand		269	237
	_	269	237
Creditors: amounts falling due within one year	4	(137)	(153)
Net current assets	_	132	84
Total assets less current liabilities		132	84
Net assets		132	84
Capital and reserves			
Profit and loss account	6	132	84
Total equity		132	84

The Directors consider that the Company is entitled to exemption from audit under section 477 of the Companies Act 2006 and members have not required the Company to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

The Directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The Company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved and authorised for issue by the Board and were signed on its behalf on 3 March 2020.

J Quinn Director

The notes on pages 7 to 10 form part of these financial statements.

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 31 DECEMBER 2019

	Profit and	
	loss account	Total equity
	£000	£000
At 1 January 2018	37	37
Comprehensive income for the year		
Profit for the financial year	47	47
Total comprehensive income for the year	47	47
At 1 January 2019	84	84
Comprehensive income for the year		
Profit for the financial year	48	48
Total comprehensive income for the year	48	48
At 31 December 2019	132	132

The notes on pages 7 to 10 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

1. GENERAL INFORMATION

The financial statements of Our Parklife C.I.C. for the year ended 31 December 2019 were authorised for issue by the Board of Directors on 03 March 2020 and the statement of financial position was signed on the board's behalf by J Quinn.

The Company is a private company limited by guarantee and a community interest company, incorporated and domiciled in the United Kingdom. The address of its registered office is ENGIE Q3 Office, Quorum Business Park, Benton Lane, Newcastle-upon-Tyne, Tyne and Wear, NE12 8EX.

2. ACCOUNTING POLICIES

2.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared under the historical cost convention unless otherwise specified within these accounting policies and in accordance with Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland and the Companies Act 2006.

The functional and presentation currency of the Company is Pounds Sterling ("£") and all values in these financial statements are rounded to the nearest thousand pounds ("£'000") except when otherwise indicated.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgment in applying the Company's accounting policies. However, there are no areas involving a higher degree of judgment or complexity, or areas where assumptions and estimates are significant to the financial statements.

The following principal accounting policies have been applied:

2.2 GOING CONCERN

The Directors have reviewed the future prospects of the Company and have concluded that it is appropriate to adopt the going concern basis in preparing the financial statements.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

2. ACCOUNTING POLICIES (CONTINUED)

2.3 REVENUE

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Company and the revenue can be reliably measured. Revenue is measured as the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes. The following criteria must also be met before revenue is recognised:

Sale of goods

Revenue from the sale of goods is recognised when all of the following conditions are satisfied:

- the Company has transferred the significant risks and rewards of ownership to the buyer;
- the Company retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold;
- the amount of revenue can be measured reliably;
- it is probable that the Company will receive the consideration due under the transaction; and
- the costs incurred or to be incurred in respect of the transaction can be measured reliably.

Rendering of services

Revenue from a contract to provide services is recognised in the period in which the services are provided in accordance with the stage of completion of the contract when all of the following conditions are satisfied:

- the amount of revenue can be measured reliably;
- it is probable that the Company will receive the consideration due under the contract;
- the stage of completion of the contract at the end of the reporting period can be measured reliably; and
- the costs incurred and the costs to complete the contract can be measured reliably.

2.4 GOVERNMENT GRANTS

Grants are accounted under the accruals model as permitted by FRS 102. Grants relating to expenditure on tangible fixed assets are credited to the income statement at the same rate as the depreciation on the assets to which the grant relates. The deferred element of grants is included in creditors as deferred income.

Grants of a revenue nature are recognised in the income statement in the same period as the related expenditure.

2.5 TAXATION

The tax for the year comprises current tax. Tax is recognised in the income statement, except that an expense attributable to an item of income and expense recognised as other comprehensive income or to an item recognised directly in equity is also recognised in other comprehensive income or directly in equity respectively.

The current income tax is calculated on the basis of tax rates and laws that have been enacted or substantively enacted by the reporting date.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

2. ACCOUNTING POLICIES (CONTINUED)

2.6 CASH AND CASH EQUIVALENTS

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

2.7 CREDITORS

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

2.8 FINANCIAL INSTRUMENTS

The Company only enters into basic financial instruments transactions, which in the case of this company, results only in the recognition of amounts owed to related parties.

Debt instruments that are payable within one year are measured, initially and subsequently, at the undiscounted amount of the cash or other consideration, expected to be paid.

3. OPERATING PROFIT

The Company has no employees (2018: none). The Company does not directly employ any staff. All employees hold contracts of employment with other related parties, with the costs allocated to the Company via an overhead recharge. The Directors received no remuneration for their services to the Company during the year (2018: £nil).

4. CREDITORS: Amounts falling due within one year

	2019 £000	2018 £000
Amounts owed to related parties	64	93
Corporation tax	31	20
Accruals and deferred income	42	40
	137	153

Included within 'accruals and deferred income' are two grants, the funds of which are restricted and allocated to investment activities that contribute to the long term viability and sustainability of the Company.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

5.

FINANCIAL INSTRUMENTS		
	2019 £000	2018 £000
FINANCIAL ASSETS		
Financial assets measured at amortised cost	<u> 269</u>	237
FINANCIAL LIABILITIES		
Financial liabilities measured at amortised cost	64	93

Financial assets measured at amortised cost comprise cash and cash equivalents.

Financial liabilities measured at amortised cost comprise amounts owed to related parties.

6. **RESERVES**

Profit and loss account

The profit and loss account records the cumulative amount of profits and losses.

7. **COMPANY STATUS**

The Company is a private company limited by guarantee and a community interest company and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the Company in the event of liquidation.

8. **RELATED PARTY TRANSACTIONS**

ENGIE Services Limited as one of the founding partners of Our Parklife C.I.C. has provided a range of core company functions such as financial, procurement, HR, commercial, premises and office overheads. This is estimated at approximately £34,620. ENGIE Services Limited has provided this value in kind in order to support Our Parklife C.I.C. develop into a sustainable organisation. In addition to this the leadership and management of Our Parklife C.I.C. totals £56,200 and is not directly captured in the Company's financial statements.

The Company had an outstanding creditor balance of £64,000 (2018: £93,000) with ENGIE Services Limited. This is included in note 4.

9. **CONTROLLING PARTY**

The Company has been established under a joint venture agreement between ENGIE Services Limited, Groundwork London, Renaisi Limited and idverde UK Limited and therefore there is no one controlling party.

Community Interest Company Report

022019 / 4.15.00

	For official use (Please leave blank)			,
Please complete	Company Name in full	Our Parklif	e CIC	
in typescript, or in bold black capitals.	Company Number	9242285		
	Year Ending	2019	31	DECEMBER 2019

This template illustrates what the Regulator of Community Interest Companies considers to be best practice for completing a simplified community interest company report. All such reports must be delivered in accordance with section 34 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and contain the information required by Part 7 of the Community Interest Company Regulations 2005. For further guidance see chapter 8 of the Regulator's guidance notes and the alternate example provided for a more complex company with more detailed notes.

(N.B. A Filing Fee of £15 is payable on this document. Please enclose a cheque or postal order payable to Companies House)

PART 1 - GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES AND IMPACT

Within its fourth full year of operation Our Parklife has continued to deliver a range of services and programmes on and around Queen Elizabeth Olympic Park which have directly benefitted the local community. From an extensive volunteer programme to supporting educational activities, facilitating employment services and running a tour programme, Our Parklife is deeply committed to ensuring local communities benefit from the opportunities available to them on the Park.

2019 highlights include

- 17,700 Hours of volunteering
- Over £5.6 million1 of Social Value created through delivery and support of a range of volunteering, employment, training and educational activities
- 46,300 visitors welcomed and supported at the Information Point
- 3,000 mobility service customers assisted through the buggy, scooter and wheelchair
- Delivered Corporate Volunteering opportunities on the Park, further engaging businesses in the Park with a financial contribution going to the CIC to be reinvested in its activities generating social value of over £24,120²
- Supported 10 apprentices
- Facilitated 15 Education and Careers visits.
- Facilitated local employment with an average of 62% of ENGIE and idverde's workforce living locally, 30% female, 8% with a declared disability and 61% from a BAME background
- In 2019, 7 of the Park's workforce were previously unemployed. We calculate that this has created a Social Value of £71,6503

¹ Calculated using National TOMs - Social Value Framework associated with Employment, training and skills programmes combined with the Social Value of our Volunteer Programme calculated based on the New Economy Manchester Study (2014)

² Calculated using National TOMS – Social Value Framework

³ Calculated using National TOMs - Social Value Framework

Further Development of revenue generating proposals which will be reinvested back into the
 Social purpose of the CIC – supporting volunteering, training and employment of local people

The Park Champion Volunteer Programme

Our Parklife delivers the Park Champion Volunteer Programme on the Queen Elizabeth Olympic Park on behalf of the London Legacy Development Corporation and other stakeholders on and around Queen Elizabeth Olympic Park. Now entering its fifth year the Park Champion Programme has evolved and developed with the Park into an extensive and inclusive programme, benefiting over 620 volunteers from all walks of life. The volunteers are a valued and dynamic team, engaging in over 7 different roles, supporting all aspects of the Park's day to day life. This includes delivering customer and mobility services to over 52,550 visitors, tending to the iconic Parklands, energising visitors at events and delivering tours for private groups and members of the public. Volunteers also support on a range of educational activities involving schools, colleges, universities and special interest groups. We have also worked with the LLDC to develop a dedicated 'School Chaperone' Role in order to further support schools in visiting the Park.

Corporate Volunteering

During 2019 we saw a number of businesses wishing the volunteer on the Park and give back to the local community. In 2019 we welcomed over 300 volunteers from 15 different businesses. Collectively they cleared over 100 tonne bags of green waste, improved over 21,700m² of parkland and provided a financial contribution to Our Parklife.

Employment and Training

Our Parklife oversees the delivery of Employment and Skills targets and programmes on the Park on behalf of ENGIE and idverde. In 2019 this included the support of 6 local people who were long term unemployed and living with a long-term health condition or disability which led into the long-term employment of 4 in our teams

Education and Careers

Our Parklife delivered 15 Education Visits for schools or colleges. These focussed on Energy and Sustainability, Conservation and Biodiversity or Careers. These engaging and dynamic sessions bring topics to life such as renewable and decentralised energy systems, the Park's sustainability story, and a range of other environmental topics.

Tour Delivery

Throughout 2019 Our Parklife has developed its touring services providing tours for members of the public and groups. With a team of 41 guides Our Parklife has delivered over 75 tours, attended by over 1,040 people.

Customer and Mobility Services

The Our Parklife team provides dedicated Customer and Mobility Services from the Park's Information Point. Duty Managers are supported by a passionate team of volunteers who, in 2019, provided over 6,800 hours of their time – welcoming visitors both local and international to the Park every day of the week. Their extensive knowledge about their Park exudes along with pride and enthusiasm ensuring that all visitors get the most out of their visit. In 2019 the team supported over 46,300 visitors, which includes (day to day) visitors from all over the world, event goers, football supporters, school trips, contractors, those working on the Park, art and nature lovers, Olympic legacy enthusiasts, students and many more.

Social value is an important outcome for any business, particularly for a Social Enterprise like Our Parklife. Our activities are founded on a mission to improve the livelihoods of the communities in and around the Park and the environment. Our Parklife creates social value for people in different ways and is focussed on four key areas. These are:

- Social Impact
- Environmental Impact
- Economic Impact
- Community Regeneration impact

During 2019 we continued to find new ways to help us measure the social impact of our volunteer programme by creating a bi-annual survey for volunteers with questions directly related to well-being and health improvement. All data collected was useful to understand the Social Impact of the CIC.

Our Impact Report can be found as an appendix to this form.

Subjective wellbeing and value created through volunteering

We calculate that over £2,511,000 of value has been created through subjective wellbeing as part of our volunteer programme⁴ and that over £190,200 of value has been created through volunteering⁵

(If applicable, please just state "A social audit report covering these points is attached").

PART 2 – CONSULTATION WITH STAKEHOLDERS – Please indicate who the company's stakeholders are; how the stakeholders have been consulted and what action, if any, has the company taken in response to feedback from its consultations? If there has been no consultation, this should be made clear.

Our Parklife engages with a range of stakeholders as part of its diverse activities. Aligning with its core mission and purpose as a CIC it listens to and involves its stakeholders in decision making in a range of ways. These include the following groups and methods:

1. Key Groups

1.1 Volunteers

We currently have over 900 volunteers registered on our database and 700 people on our mailing list who have registered an interest in receiving updates from us about our volunteering activities. Bimonthly 'meet the manager' sessions enable volunteers to provide feedback on our programme as well as targeted meetups for groups of volunteers trained and committed to certain areas such as Community Guiding and Conservation. Volunteers can also provide feedback on every shift via our online system as well as contacting the staff team directly. We complete an annual survey with our volunteers, getting their feedback on the programme and capturing their ideas.

1.2 Employees both existing and prospective

Our Parklife supports a range of employers in the Park. It coordinates the ILM (Intermediate Labour Market) programme on behalf of ENGIE and ensures that employment opportunities are targeted on underrepresented groups in the local area. Our Parklife also supports in the delivery of Apprenticeships, sharing of employment opportunities, delivery of training and development activities as well as supporting key employee engagement events such as Town Hall Forums with ENGIE.

 $^{^4}$ 186 volunteers have done over 20 hours in 2019 186 x £13,500 = £2,133,000. We consider a volunteer who has completed over 20 hours as a regular volunteer

⁵ This is calculated by taking the total number of volunteer hours delivered (17,697 and multiplying it by the London Living Wage in 2019 (£10.75)

The Intermediate Labour Market (ILM) and ACE (Able Capable Employed) programme

In 2019 six participants took part in the Intermediate Labour Market (ILM) Programme and part of the ACE (Able Capable Employed) programme, with four progressing into employment with ENGIE on a long-term basis. This programme focussed on supporting motivated and enthusiastic job seekers with a long-term health condition or disability back into work.

1.3 Representation at local forums and panels

The Park Panel consultation (led by LLDC)

The Park Champion volunteers are a key stakeholder group and are represented on the Park Panel. This group is composed of representatives from local organisations, interest groups and businesses and provide feedback on a range of issues associated with the Park's development. The Park Panel representative acts as a conduit for issues that concern the Park Champions as well as feeding back from the LLDC.

The Park Engagement Group (led by LLDC)

Our Parklife continues to attend and input into monthly Park Engagement group meetings where operators, developers, organisations, institutions and local authority representatives with a Community development remit meet to discuss their activities, share ideas and collaborate on projects.

Hackney Wick and Fish Island Cultural Interest Group (HWFI CIG)

Our Parklife attends monthly meetings hosted by the HWFI CIG - a local interest group representing the diverse interests of the Hackney Wick and Fish Island Community. Being a key local group directly adjacent to the Park it represents a key community that Our Parklife has an interest in serving.

Our founding Partners

Our Parklife Community Interest Company (CIC) is a truly innovative joint venture being the first CIC to bring together skills and experience from the private, charitable and social enterprise sectors in one organisation. Our four founding partners are:

- ENGIE, the principal contractor for estates and facilities management
- idverde, the parklands management sub-contractor to ENGIE
- Renaisi, a local social enterprise specialising in regeneration
- Groundwork London, an environmental and social regeneration charity

A board of directors met quarterly to discuss issues effecting the company and progress services and programmes that allow it to fulfil its mission and Community purpose.

1.4 Collaboration and partnership working with other Park stakeholders

During 2019 Our Parklife collaborated with a range of Park stakeholders to ensure that it's programmes and services were meeting their needs and the needs of local communities and volunteers. Our Parklife was involved in the development of the following groups and volunteer roles:

1.5 Key partnerships with Park Partners

LS185 offered a continued opportunity to Park Champions to volunteer during the MUSE concert hosted in the Stadium. Park Champions gave up over 370 hours of their time to enhance the customers' experience.

Major League Baseball (MLB)

A key partnership in 2019 involved providing volunteers with the unique opportunity to support the MLB London Series. Across the weekend, volunteers from all backgrounds, with all types of skills and from all ages (11 to 73!) gave up over 4,400 hours of their time to enhance the customers journey and provide the unique American baseball experience.

GLL

The London Aquatics Centre involved volunteers in a range of their events including swimming galas and triathlons.

Loughborough University London

Loughborough University London and Our Parklife have continued to work together to promote the benefits of volunteering to students and make them feel part of the Park by becoming Park Champions.

2 Methods of consultation

2.1 Annual feedback survey results from our volunteers

The Annual Feedback Survey completed by Park Champions show that volunteering on the Park has helped build their confidence, gain new skills and experience, meet new people and for 10% it has even allowed them to get back into employment. Volunteers tell us that the programme has helped them gain experience and increase their confidence as well as developing key skills such as teamwork, communication, self-management and problem solving.

Our volunteers actively shape the programme that we deliver. This was reflected in our Investing in Volunteers Assessment which showed that our volunteers recognise that we take value their ideas, views and opinions on the programme and how it is shaped.

2.2 Events

Throughout the year we organise and attend a range of events that help us engage with local stakeholders. As part of the volunteer programme we organise a range of get-togethers that provide the volunteers with the opportunity to meet the Our Parklife team and each other. We also attend a range of careers days, volunteer fairs and consultation events held by other park partners.

2.3 Social Media

Our Parklife continues to promote its activities and achievements on its website, through social media channels such as Twitter and Instagram. We currently have over 1030 followers on Twitter and 232 followers on Instagram.

2.4 Visitor Feedback

The team running our customer and mobility services receive regular feedback about the Park and its activities and events. Our team receives regular feedback about our mobility services which ensures that visitors can access the entire Park.

PART 3 – DIRECTORS' REMUNERATION – if you have provided full details in your accounts you need not reproduce it here. Please clearly identify the information within the accounts and confirm that, "There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director's loss of office, which require to be disclosed" (See example with full notes). If no remuneration was received you must state that "no remuneration was received" below.

No Remuneration was received.

PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION – Please insert full details of any transfers of assets other than for full consideration e.g. Donations to outside bodies. <u>If this does not apply you must state that "no transfer of assets other than for full consideration has been made" below.</u>

No transfer of assets other than for full consideration has been made.

PART 5 - SIGNATORY

The original report must be signed by a director or secretary of the company Signed Date 20 07.20

Office held (delete as appropriate) Director/Secretary

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

	Tel	
DX Number	DX Exchange	

When you have completed and signed the form, please attach it to the accounts and send both forms by post to the Registrar of Companies at:

For companies registered in England and Wales: Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff

For companies registered in Scotland: Companies House, 4th Floor, Edinburgh Quay 2, 139 Fountainbridge, Edinburgh, EH3 9FF DX 235 Edinburgh or LP – 4 Edinburgh 2

For companies registered in Northern Ireland: Companies House, 2nd Floor, The Linenhall, 32-38 Linenhall Street, Belfast, BT2 8BG

The accounts and CIC34 cannot be filed online

(N.B. Please enclose a cheque for £15 payable to Companies House)