

# AR01

## Annual Return

COMPANIES HOUSE  
FREE PAID  
EDINBURGH

# RSM Tenon

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 company  
officers, registered office address  
company type or information relating  
to the company records.

TUESDAY



SCT \*S5CFTKAB\* 25/05/2010 976  
COMPANIES HOUSE

## Part 1 Company details

The section must be completed by all companies.

### Filing 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 S C O 1 7 8 7 0

Company name in full Saul Bercott Limited

### 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.

Date of this return 3 1 0 1 2 0 1 0

### 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.

Classification code 1 5 2 4 8

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 Jewellers

### 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 classification  
codes are available on our website:  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part outlines the specific procedures for recording and reporting data. It details the steps involved in data collection, analysis, and the frequency of reporting to the relevant stakeholders.

3. The third part addresses the challenges associated with data management and provides strategies to overcome them. It highlights the need for robust security measures to protect sensitive information and the importance of regular data audits.

4. The final part of the document concludes with a summary of the key points and a call to action for all staff members to adhere to the established protocols and maintain the highest standards of data integrity.

5. In addition to the procedural guidelines, the document also includes a section on the roles and responsibilities of different departments. It clarifies the specific tasks assigned to each team and how they contribute to the overall data management process.

6. The document further elaborates on the importance of communication and collaboration between departments. It stresses that effective data management requires a shared understanding of the goals and a willingness to work together to address any issues that arise.

7. A dedicated section is also provided for the review and update of the document. It outlines the process for identifying areas for improvement and the timeline for revising the guidelines to ensure they remain relevant and effective.

8. The document concludes with a statement of commitment from the management to support the implementation of these guidelines and to ensure that the organization's data management practices are continuously improved.

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**A4** **Company type <sup>1</sup>**

Please confirm your company type by ticking the appropriate box below (only one box must be ticked):

- ☐ Public limited company  
☒ Private company limited by shares  
☐ Private company limited by guarantee  
☐ Private company limited by shares exempt under section 60  
☐ Private company limited by guarantee exempt under section 60  
☐ Private unlimited company with share capital  
☐ Private unlimited company without share capital

**<sup>1</sup> 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	56/57
Street	Argyll Arcade
Post town	Glasgow
County/Region	Lanarkshire
Postcode	G 2 8 B G

**<sup>2</sup> 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	

**<sup>3</sup> 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.

**<sup>4</sup> 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.

[illegible]

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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*	Mrs
Full forename(s)	Monica Iris
Surname	Walton
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**.

**Former name(s)**

- ② 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	Rings End
Street	Sandmoor Avenue
Post town	Leeds
County/Region	West Yorkshire
Postcode	L S 1 7 7 D W
Country	Great Britain

**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.

Date	Description	Amount
1912	Jan 1 Balance	100.00
1913	Jan 1 Balance	150.00
1914	Jan 1 Balance	200.00
1915	Jan 1 Balance	250.00
1916	Jan 1 Balance	300.00
1917	Jan 1 Balance	350.00
1918	Jan 1 Balance	400.00
1919	Jan 1 Balance	450.00
1920	Jan 1 Balance	500.00

Date	Description	Amount
1921	Jan 1 Balance	550.00
1922	Jan 1 Balance	600.00
1923	Jan 1 Balance	650.00
1924	Jan 1 Balance	700.00
1925	Jan 1 Balance	750.00
1926	Jan 1 Balance	800.00
1927	Jan 1 Balance	850.00
1928	Jan 1 Balance	900.00
1929	Jan 1 Balance	950.00
1930	Jan 1 Balance	1000.00
1931	Jan 1 Balance	1050.00
1932	Jan 1 Balance	1100.00
1933	Jan 1 Balance	1150.00

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**Corporate secretary****C1 Corporate secretary's details** ①

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

Corporate body/firm  
name

Building name/number

Street

Post town

County/Region

Postcode

Country

**① Corporate secretary appointments**

You cannot use this form to appoint a corporate secretary. To do this, please complete form **AP04** and submit it together with this annual return.

**Corporate secretary details**

All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form **CH04**.

This information will appear on the public record.

**C2 Location of the registry of the corporate body or firm**

Is the corporate secretary registered within the European Economic Area (EEA)?

→ Yes Complete **Section C3 only**→ No Complete **Section C4 only****C3 EEA companies** ②

Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.

Where the company/  
firm is registered ③

Registration number

**② EEA**

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

③ This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).

**C4 Non-EEA companies**

Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.

Legal form of the  
corporate body  
or firm

Governing law

If applicable, where  
the company/firm is  
registered ④If applicable, the  
registration number**④ Non-EEA**

Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register.





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## Director

<b>D1</b>	<b>Director's details</b> ①	
	Please use this section to list all the directors of the company. <i>For a corporate director, complete Section E1-E4.</i>	
Title*	Mr	
Full forename(s)	Jeffrey Harold	
Surname	Walton	
Former name(s) ②		
Country/State of residence	Great Britain	
Nationality	British	
Date of birth	<div> <div>d</div> <div>2</div> <div>a</div> <div>1</div> <div>m</div> <div>0</div> <div>m</div> <div>9</div> <div>y</div> <div>1</div> <div>y</div> <div>9</div> <div>y</div> <div>4</div> <div>y</div> <div>2</div> </div>	
Business occupation (if any)	Jeweller	

**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.

<b>D2</b>	<b>Director's service address</b> ①	
Building name/number	Rings End	
Street	Sandmoor Avenue	
Post town	Leeds	
County/Region	West Yorkshire	
Postcode	<div> <div>L</div> <div>S</div> <div>1</div> <div>7</div> <div></div> <div>7</div> <div>D</div> <div>W</div> </div>	
Country	Great Britain	

**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.

1. The first part of the document is a list of names and addresses of the members of the committee. The names are listed in alphabetical order, and the addresses are given in full. The list is as follows:

Name	Address
Mr. A. B. C.	123 Main St., New York, N. Y.
Mr. D. E. F.	456 Elm St., New York, N. Y.
Mr. G. H. I.	789 Broadway, New York, N. Y.
Mr. J. K. L.	1010 Fifth Ave., New York, N. Y.
Mr. M. N. O.	1111 Third St., New York, N. Y.
Mr. P. Q. R.	1212 Second St., New York, N. Y.
Mr. S. T. U.	1313 First St., New York, N. Y.
Mr. V. W. X.	1414 West St., New York, N. Y.
Mr. Y. Z. A.	1515 East St., New York, N. Y.
Mr. B. C. D.	1616 North St., New York, N. Y.
Mr. E. F. G.	1717 South St., New York, N. Y.
Mr. H. I. J.	1818 Central St., New York, N. Y.
Mr. K. L. M.	1919 Union St., New York, N. Y.
Mr. N. O. P.	2020 Madison St., New York, N. Y.
Mr. Q. R. S.	2121 Park St., New York, N. Y.
Mr. T. U. V.	2222 Madison St., New York, N. Y.
Mr. W. X. Y.	2323 Park St., New York, N. Y.
Mr. Z. A. B.	2424 Madison St., New York, N. Y.
Mr. C. D. E.	2525 Park St., New York, N. Y.
Mr. F. G. H.	2626 Madison St., New York, N. Y.
Mr. I. J. K.	2727 Park St., New York, N. Y.
Mr. L. M. N.	2828 Madison St., New York, N. Y.
Mr. O. P. Q.	2929 Park St., New York, N. Y.
Mr. R. S. T.	3030 Madison St., New York, N. Y.
Mr. U. V. W.	3131 Park St., New York, N. Y.
Mr. X. Y. Z.	3232 Madison St., New York, N. Y.
Mr. A. B. C.	3333 Park St., New York, N. Y.
Mr. D. E. F.	3434 Madison St., New York, N. Y.
Mr. G. H. I.	3535 Park St., New York, N. Y.
Mr. J. K. L.	3636 Madison St., New York, N. Y.
Mr. M. N. O.	3737 Park St., New York, N. Y.
Mr. P. Q. R.	3838 Madison St., New York, N. Y.
Mr. S. T. U.	3939 Park St., New York, N. Y.
Mr. V. W. X.	4040 Madison St., New York, N. Y.
Mr. Y. Z. A.	4141 Park St., New York, N. Y.
Mr. B. C. D.	4242 Madison St., New York, N. Y.
Mr. E. F. G.	4343 Park St., New York, N. Y.
Mr. H. I. J.	4444 Madison St., New York, N. Y.
Mr. K. L. M.	4545 Park St., New York, N. Y.
Mr. N. O. P.	4646 Madison St., New York, N. Y.
Mr. Q. R. S.	4747 Park St., New York, N. Y.
Mr. T. U. V.	4848 Madison St., New York, N. Y.
Mr. W. X. Y.	4949 Park St., New York, N. Y.
Mr. Z. A. B.	5050 Madison St., New York, N. Y.

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### Director

#### D1 Director's details <sup>①</sup>

Please use this section to list all the directors of the company. <i>For a corporate director, complete Section E1-E4.</i>	
Title*	Mr
Full forename(s)	Simon Bennett
Surname	Walton
Former name(s) <sup>②</sup>	
Country/State of residence	Great Britain
Nationality	British
Date of birth	d <sup>0</sup> d <sup>1</sup> m <sup>0</sup> m <sup>5</sup> y <sup>1</sup> y <sup>9</sup> y <sup>6</sup> y <sup>7</sup>
Business occupation (if any)	Jeweller

#### 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>①</sup>

Building name/number	32
Street	Sandmoor Drive
	Alwoodley
Post town	LEEDS
County/Region	West Yorkshire
Postcode	L S 1 7 7 D G
Country	Great Britain

#### 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.

Date		Description		Amount	
1911	Jan 1	Balance		100.00	
	Feb 1	Interest		5.00	
	Mar 1	Interest		5.00	
	Apr 1	Interest		5.00	
	May 1	Interest		5.00	
	Jun 1	Interest		5.00	
	Jul 1	Interest		5.00	
	Aug 1	Interest		5.00	
	Sep 1	Interest		5.00	
	Oct 1	Interest		5.00	
	Nov 1	Interest		5.00	
	Dec 1	Interest		5.00	
1912	Jan 1	Balance		100.00	
	Feb 1	Interest		5.00	
	Mar 1	Interest		5.00	
	Apr 1	Interest		5.00	
	May 1	Interest		5.00	
	Jun 1	Interest		5.00	
	Jul 1	Interest		5.00	
	Aug 1	Interest		5.00	
	Sep 1	Interest		5.00	
	Oct 1	Interest		5.00	
	Nov 1	Interest		5.00	
	Dec 1	Interest		5.00	

Date		Description		Amount	
1913	Jan 1	Balance		100.00	
	Feb 1	Interest		5.00	
	Mar 1	Interest		5.00	
	Apr 1	Interest		5.00	
	May 1	Interest		5.00	
	Jun 1	Interest		5.00	
	Jul 1	Interest		5.00	
	Aug 1	Interest		5.00	
	Sep 1	Interest		5.00	
	Oct 1	Interest		5.00	
	Nov 1	Interest		5.00	
	Dec 1	Interest		5.00	
1914	Jan 1	Balance		100.00	
	Feb 1	Interest		5.00	
	Mar 1	Interest		5.00	
	Apr 1	Interest		5.00	
	May 1	Interest		5.00	
	Jun 1	Interest		5.00	
	Jul 1	Interest		5.00	
	Aug 1	Interest		5.00	
	Sep 1	Interest		5.00	
	Oct 1	Interest		5.00	
	Nov 1	Interest		5.00	
	Dec 1	Interest		5.00	

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**Corporate director****E1 Corporate director's details** ①

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

**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.

**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** ②

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

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)

② This is the register mentioned in Article 3 of the First Company Law 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.

Legal form of the  
corporate body  
or firm

Governing law

If applicable, where  
the company/firm is  
registered ③If applicable, the  
registration number**③ 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

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 3, 1862. It is a very long letter, and it contains a great deal of information about the state of the country at that time. It is a very important document, and it is one of the most interesting documents in the collection.

2. The second part of the document is a letter from the Secretary of the Treasury to the Congress, dated January 3, 1862. It is a very long letter, and it contains a great deal of information about the state of the country at that time. It is a very important document, and it is one of the most interesting documents in the collection.

3. The third part of the document is a letter from the Secretary of the Navy to the Congress, dated January 3, 1862. It is a very long letter, and it contains a great deal of information about the state of the country at that time. It is a very important document, and it is one of the most interesting documents in the collection.

4. The fourth part of the document is a letter from the Secretary of the War to the Congress, dated January 3, 1862. It is a very long letter, and it contains a great deal of information about the state of the country at that time. It is a very important document, and it is one of the most interesting documents in the collection.

5. The fifth part of the document is a letter from the Secretary of the Interior to the Congress, dated January 3, 1862. It is a very long letter, and it contains a great deal of information about the state of the country at that time. It is a very important document, and it is one of the most interesting documents in the collection.

THE SECRETARY OF THE TREASURY

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**Part 3****Statement of capital** ①

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 ②	Amount (if any) unpaid on each share ②	Number of shares ③	Aggregate nominal value ④
ORDINARY A £1	6.41	0.00	645	£ 645.00
ORDINARY B £1	6.41	0.00	8,152	£ 8,152.00
				£
				£
<b>Totals</b>			8,797	£ 8,797.00

**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 ⑤

⑤ **Total aggregate nominal value**  
Please list total aggregate values in different currencies separately. For example: £100 + €100 + \$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.

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 1, 1861. It is a very important document, as it sets out the President's policy for the new year. The President states that he is pleased to see the Congress assembled, and that he is confident that the country is in a state of peace and prosperity. He also mentions that he has received a letter from the President of Mexico, and that he is pleased to hear that the two countries are on friendly terms. The President then goes on to discuss the state of the Union, and mentions that he has received a report from the Secretary of the Interior, which states that the country is in a state of peace and prosperity. The President then goes on to discuss the state of the Union, and mentions that he has received a report from the Secretary of the Interior, which states that the country is in a state of peace and prosperity.



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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	£1.00 ORDINARY A £1
----------------	---------------------

Voting rights	The shares have attached to them full voting, dividend and capital distribution (including on winding up) rights; they do not confer any rights of redemption.
---------------	--

Class of share	£1.00 ORDINARY B £1
----------------	---------------------

Voting rights	The shares have attached to them full voting, dividend and capital distribution (including on winding up) rights; they do not confer any rights of redemption.
---------------	--

Class of share	
----------------	--

Voting rights	
---------------	--

Class of share	
----------------	--

Voting rights	
---------------	--



## Part 4

## Shareholders

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

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

**G1**

### Traded public companies ●

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

● **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.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the company's financial health and for providing reliable information to stakeholders. The document then outlines the specific procedures for recording transactions, including the use of standardized forms and the requirement for double-checking entries.

The second part of the document addresses the issue of data security. It highlights the need to protect sensitive information from unauthorized access and to implement robust security measures. The document provides a list of recommended security practices, such as using strong passwords, encrypting data, and regularly updating software.

The third part of the document discusses the importance of regular audits. It explains that audits are necessary to ensure the accuracy and integrity of the company's financial records. The document outlines the process for conducting audits, including the selection of auditors and the preparation of audit reports.

The fourth part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the company's financial health and for providing reliable information to stakeholders. The document then outlines the specific procedures for recording transactions, including the use of standardized forms and the requirement for double-checking entries.

The fifth part of the document addresses the issue of data security. It highlights the need to protect sensitive information from unauthorized access and to implement robust security measures. The document provides a list of recommended security practices, such as using strong passwords, encrypting data, and regularly updating software.

The sixth part of the document discusses the importance of regular audits. It explains that audits are necessary to ensure the accuracy and integrity of the company's financial records. The document outlines the process for conducting audits, including the selection of auditors and the preparation of audit reports.

## AR01

## Annual Return

G3

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

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

Changes during this period to shareholders' particulars or details of the amount of stock or shares transferred must be completed each year.

You must provide a 'full list' of all company shareholders on:

- The company's first annual return following incorporation;
- Every third annual return after a full list has been provided.

Please list the company shareholders in alphabetical order.

Joint shareholders should be listed consecutively.

**Further shareholders**

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

Shareholder's Name (Address not required)	Class of share	Shares or stock currently held	Shares or stock transferred (if appropriate)	
		Number of shares or amount of stock	Number of shares or amount of stock	Date of registration of transfer
Berens & Company Limited	£1.00 ORDINARY A £1	645		/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
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				/ /

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 1, 1861. It is a very important document, as it sets out the President's policy for the new year. The President states that he is pleased to see the Congress assembled, and that he is confident that the country is in a good position to meet the challenges of the future. He also mentions the recent election of Abraham Lincoln as President, and expresses his confidence in the new administration.

2. The second part of the document is a report from the Secretary of the Treasury, dated January 1, 1861. It provides a detailed account of the financial state of the country at the beginning of the year. The report states that the country is in a sound financial position, with a strong and stable currency. It also mentions the recent increase in the national debt, and expresses confidence that the country will be able to manage the debt effectively.

3. The third part of the document is a report from the Secretary of the Interior, dated January 1, 1861. It provides a detailed account of the state of the interior of the country at the beginning of the year. The report states that the country is in a good position to meet the challenges of the future, with a strong and stable economy. It also mentions the recent increase in the national debt, and expresses confidence that the country will be able to manage the debt effectively.

4. The fourth part of the document is a report from the Secretary of the Navy, dated January 1, 1861. It provides a detailed account of the state of the Navy at the beginning of the year. The report states that the Navy is in a good position to meet the challenges of the future, with a strong and stable fleet. It also mentions the recent increase in the national debt, and expresses confidence that the country will be able to manage the debt effectively.

5. The fifth part of the document is a report from the Secretary of the War, dated January 1, 1861. It provides a detailed account of the state of the War at the beginning of the year. The report states that the War is in a good position to meet the challenges of the future, with a strong and stable army. It also mentions the recent increase in the national debt, and expresses confidence that the country will be able to manage the debt effectively.

AR01

Annual Return

G3

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

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

Changes during this period to shareholders' particulars or details of the amount of stock or shares transferred must be completed each year.

You must provide a 'full list' of all company shareholders on:

- The company's first annual return following incorporation;
- Every third annual return after a full list has been provided.

Please list the company shareholders in alphabetical order.

Joint shareholders should be listed consecutively.

**Further shareholders**

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

Shareholder's Name (Address not required)	Class of share	Shares or stock currently held	Shares or stock transferred (if appropriate)	
		Number of shares or amount of stock	Number of shares or amount of stock	Date of registration of transfer
Berens & Company Limited	£1.00 ORDINARY B £1	8,152		/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
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### Section 1: Introduction

The purpose of this document is to provide a comprehensive overview of the project's objectives, scope, and timeline. This section will outline the key goals and deliverables, as well as the roles and responsibilities of the project team.

The project is designed to address the current challenges faced by the organization and to implement a new system that will improve efficiency and reduce costs. The timeline for the project is as follows:

The project will be completed by the end of the fiscal year. The timeline is subject to change based on the progress of the project and any unforeseen circumstances.

The project team consists of the following members:

The project manager will be responsible for overseeing the project and ensuring that it is completed on time and within budget. The team members will be responsible for their respective tasks and for reporting progress to the project manager.

The project will be managed using the following methodology:

The project will be managed using a combination of agile and waterfall methodologies. This will allow for flexibility in the project plan while ensuring that the project is completed on time and within budget.

The project will be completed by the end of the fiscal year. The timeline is subject to change based on the progress of the project and any unforeseen circumstances.

The project team consists of the following members:

The project manager will be responsible for overseeing the project and ensuring that it is completed on time and within budget. The team members will be responsible for their respective tasks and for reporting progress to the project manager.

The project will be managed using the following methodology:

The project will be managed using a combination of agile and waterfall methodologies. This will allow for flexibility in the project plan while ensuring that the project is completed on time and within budget.

The project will be completed by the end of the fiscal year. The timeline is subject to change based on the progress of the project and any unforeseen circumstances.



## AR01

## Annual Return

## G4

**Traded public companies – list of past and present shareholders**

**This section should show 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 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 a 'Traded public companies – list of past and present shareholders' continuation page if necessary.

Shareholder's details	Class of share	Shares or stock currently held	Shares or stock transferred (if appropriate)	
		Number of shares or amount of stock	Number of shares or amount of stock	Date of registration of transfer
Name				/ /
Address				/ /
				/ /
Name				/ /
Address				/ /
				/ /
Name				/ /
Address				/ /
				/ /
Name				/ /
Address				/ /
				/ /

AR01

Annual Return

**Part 5**

**Signature**

*This must be completed by all companies.*

I am signing this form on behalf of the company.

Signature

Signature

X

*Signature*

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.

**<sup>1</sup> 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.

**<sup>2</sup> Person authorised**

Under either section 270 or 274 of the Companies Act 2006.

**AR01**

Annual Return

**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

Bentley Jennison

Address

2 Wellington Place

Post town

Leeds

Country/Region

West Yorkshire

Postcode

L S 1 4 A P

Country

United Kingdom

DX

14071 Leeds Park Square

Telephone

**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)