

# AR01

## Annual Return



A fee is payable with this form  
Please see 'How to pay' on the  
last page.

You can use the WebF  
Please go to [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

WEDNESDAY



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A31 28/09/2011 141  
A33 COMPANIES HOUSE 197  
COMPANIES HOUSE

☒ 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 NO  
You cannot use this for  
notice of changes to th  
officers, registered offi  
company type or infor  
relating to the compan

### Part 1 Company details

The section must be completed by all companies.

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

All fields are mandatory unless  
specified or indicated by "

#### A1 Company details

Company number 02965571

Company name in full  
ST. RITA'S RESIDENTS ASSOCIATION  
(EASTBOURNE) Ltd.

① Company name change  
If your company has recently  
changed its name, please provide  
the company name as at the date of  
this return.

#### A2 Return date

Please give the annual return made up date. The return date must not be a future  
date. The annual return must be delivered within 28 days of the date given below.

Date of this return 07 09 2011

② Date of this return  
Your company's return date  
is usually the anniversary of  
incorporation or the anniversary  
of the last annual return filed at  
Companies House. You may choose  
an earlier return date but it must not  
be a later date.

#### A3 Principal business activity

Please show the trade classification code number(s) for the principal  
activity or activities. ①

Classification code 1 9800  
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 RESIDENTS PROPERTY MANAGEMENT

③ Principal business activity  
You must provide a trade  
classification code (SIC code) or a  
description of your company's main  
business in this section.

A full list of the trade classification  
codes are available on our website:  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

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Company type<sup>①</sup>

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

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

① Company type

If you are unsure of your company type, please check your latest certificate of incorporation or our website  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

A5

Registered office address<sup>②</sup>

Building name/number **ST. RITA'S 11**  
Street **PARADISE DRIVE**  
Post town **EASTBOURNE**  
County/Region **EAST SUSSEX**  
Postcode **BN 20 7SX**

② Change of registered office

This must agree with the address that is held on the Companies House record at the date of this return

If the registered office address has changed, you should complete form AD01 and submit it together with this annual return

A6

Single alternative inspection location (SAIL) of the company records (if applicable)<sup>③</sup>

Building name/number  
Street  
Post town  
County/Region  
Postcode

③ SAIL address

This must agree with the address that is held on the Companies House record at the date of this return.

If the address has changed, you should complete form AD02 and submit it together with this annual return

A7

Location of company records<sup>④</sup>

Please tick the appropriate box to indicate which records are kept at the SAIL address in Section A6:

- ☐ Register of members.
- ☐ Register of directors.
- ☐ Directors' service contracts
- ☐ Directors' indemnities.
- ☐ Register of secretaries.
- ☐ Records of resolutions etc.
- ☐ Contracts relating to purchase of own shares.
- ☐ Documents relating to redemption or purchase of own share out of capital by private company.
- ☐ Register of debenture holders.
- ☐ Report to members of outcome of investigation by public company into interests in its shares.
- ☐ Register of interests in shares disclosed to public company
- ☐ Instruments creating charges and register of charges England and Wales or Northern Ireland
- ☐ Instruments creating charges and register of charges Scotland.

④ Location of company records

If the company records are held at the registered office address, do not tick any of the boxes in this section

Certain records must be kept by every company while other records are only kept by certain company types where appropriate.

If the records are not kept at the SAIL address, they must be available at the registered office.

If any of the company records have moved from the registered office to the address in Section A6 since the last annual return, you must complete form AD03 and submit it together with this annual return

## 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 <sup>①</sup>

Please use this section to list all the secretaries of the company  
For a corporate secretary, complete Section C1-C4.

Title*	
Full forename(s)	
Surname	
Former name(s) <sup>②</sup>	

#### ① Secretary appointments

You may not use this form to appoint a secretary. To do this, please complete form AP03 and submit it together with this annual return.

#### Corporate details

Please use Section C1-C4 to enter corporate secretary details.

#### Secretary details

All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form CH03.

#### ② Former name(s)

Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.

**B2**

### Secretary's service address <sup>③</sup>

Building name/number	
Street	
Post town	
County/Region	
Postcode	
Country	

#### ③ Service address

If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

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**Corporate secretary**

<b>C1</b>	<b>Corporate secretary's details</b>		
		Please use this section to list all the corporate secretaries of the company.	
Corporate body/firm name			<p><b>Corporate secretary appointments</b> You cannot use this form to appoint a corporate secretary. To do this, please complete form AP04 and submit it together with this annual return.</p> <p><b>Corporate secretary details</b> All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form CH04.</p> <p>This information will appear on the public record</p>
Building name/number			
Street			
Post town			
County/Region			
Postcode			
Country			
<b>C2</b>	<b>Location of the registry of the corporate body or firm</b>		
		Is the corporate secretary registered within the European Economic Area (EEA)? → Yes Complete <b>Section C3 only</b> → No Complete <b>Section C4 only</b>	
<b>C3</b>	<b>EEA companies</b>		
		Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.	
Where the company/firm is registered			<p><b>EEA</b> A full list of countries of the EEA can be found in our guidance: <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a></p> <p>This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)</p>
Registration number			
<b>C4</b>	<b>Non-EEA companies</b>		
		Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.	
Legal form of the corporate body or firm			<p><b>Non-EEA</b> Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register.</p>
Governing law			
If applicable, where the company/firm is registered			
If applicable, the registration number			

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Director

<b>D1</b>	<b>Director's details <sup>o</sup></b>	
	Please use this section to list all the directors of the company. For a corporate director, complete Section E1-E4.	
Title*	MAJOR	
Full forename(s)	FRANCIS	
Surname	SMITH	
Former name(s) <sup>o</sup>		
Country/State of residence	UNITED KINGDOM	
Nationality	BRITISH	
Date of birth	08 08 1934	
Business occupation (if any)	RETIRED	

**o 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

**o 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 <sup>o</sup></b>	
Building name/number	THE COMPANY'S REGISTERED OFFICE	
Street		
Post town		
County/Region		
Postcode		
Country		

**o Service address**  
If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

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Director

<b>D1</b>	<b>Director's details <sup>⓪</sup></b>	
	Please use this section to list all the directors of the company. For a corporate director, complete Section E1-E4.	
Title*	MISS	
Full forename(s)	JACQUELINE CAROL	
Surname	SEXTON	
Former name(s) <sup>⓪</sup>		
Country/State of residence	UNITED KINGDOM	
Nationality	BRITISH	
Date of birth	1 3 1 2 1 9 5 9	
Business occupation (if any)	ACCOUNTANT	

**⓪ 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

**⓪ 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 <sup>⓪</sup></b>	
Building name/number	16	
Street	CLARENDON ROAD	
Post town	WALLINGTON	
County/Region	SURREY	
Postcode	SM6 8 QX	
Country		

**⓪ Service address**  
If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

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

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

**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**

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

Registration number

**EEA**

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

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  
registeredIf applicable, the  
registration number**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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**Part 3 Statement of capital<sup>①</sup>**

Does your company have share capital?

- Yes Complete the sections below and the following Part 4.  
→ No Go to Part 5 (Signature).

<sup>①</sup> This should reflect the company's capital status at the made up date of this annual return.

**F1 Share capital in pound sterling (£)**

Please complete the table below to show each class of shares held in pound sterling  
If all your issued capital is in sterling, only complete Section F1 and then go to Section F4.

Class of shares (E.g Ordinary/Preference etc.)	Amount paid up on each share <sup>②</sup>	Amount (if any) unpaid on each share <sup>②</sup>	Number of shares <sup>③</sup>	Aggregate nominal value <sup>④</sup>
ORDINARY	£1		4	£4
				£
				£
				£
Totals			4	£4

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

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

**F3 Totals**

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

Total number of shares

4

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

£4

<sup>④</sup> Total aggregate nominal value  
Please list total aggregate values in  
different currencies separately. For  
example: £100 + €100 + \$10 etc.

<sup>②</sup> Including both the nominal value and any  
share premium.

<sup>③</sup> Number of shares issued multiplied by  
nominal value of each share.

<sup>⑤</sup> Total number of issued shares in this class.

**Continuation Pages**  
Please use a Statement of Capital continuation  
page if necessary



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F4

Statement of capital (Voting rights)

Please give the prescribed particulars of rights attached to shares for each class of share shown in the statement of capital share tables in Sections F1 and F2.

Class of share

ORDINARY

Voting rights

1 VOTE PER SHAREHOLDER(S)

Class of share

Voting rights

Class of share

Voting rights

Class of share

Voting rights

## Part 4

## Shareholders

Does your company have share capital?

- Yes Complete the sections below.
- No Go to Part 5 (Signature).

① This should reflect the shareholder details at the made up date of this annual return.

G1

### Traded public companies ②

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

② 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.

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

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

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

[illegible]

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**Part 5 Signature**

This must be completed by all companies.

I am signing this form on behalf of the company.

Signature

Signature

X  X

This form may be signed by:

Director<sup>1</sup>, Secretary, Person authorised<sup>2</sup>, Charity commission receiver and manager, CIC manager, Judicial factor.

**1 Societas Europaea**

If the form is being filed on behalf of a Societas Europaea (SE) please delete 'director' and insert details of which organ of the SE the person signing has membership.

**2 Person authorised**

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

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### Presenter information

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

Contact name

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone



### Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☒ 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,  
Second Floor, The Linenhall, 32-38 Linenhall Street,  
Belfast, Northern Ireland, BT2 8BG.  
DX 481 N.R. Belfast 1.



### Further information

For further information, please see the guidance notes on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

This form is available in an alternative format. Please visit the forms page on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)