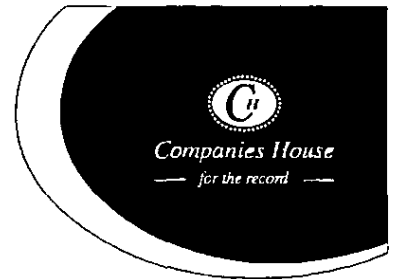


109231/30

Company Name  
**BUSINESS DICTATION LIMITED**

# 363s Annual Return



Company Type  
**Private Company Limited By Shares**

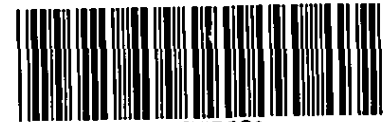
Company Number  
**2021177**

Information extracted from  
Companies House records on  
**14th June 2007**

- > Please check the details printed in the "Current details" column
- > If any details are wrong, strike them through and write the correct details in the "Amended details" column
- > Please complete in black ink and

## Section 1: Company details

WEDNESDAY



A32 11/07/2007 287  
COMPANIES HOUSE

Ref 2021177/09/28

	Current details	Amended details														
> Registered Office Address <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column</i>	<b>Kenley House 28 Station Road West Oxted Surrey RH8 9EU</b>	Address _____ _____ _____ UK Postcode    L L L L L L L														
> Register of Members <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column</i>	<b>Address where the Register is held</b>  <b>At Registered Office</b>	Address _____ _____ _____ UK Postcode    L L L L L L L														
> Register of Debenture Holders <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column</i>	<b>Not Applicable</b>	Address _____ _____ _____ UK Postcode    L L L L L L L														
> Principal Business Activities <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column</i>	<table border="1"> <thead> <tr> <th>SIC Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>5185</td> <td>W'sale, oth office machinery equip</td> </tr> </tbody> </table>	SIC Code	Description	5185	W'sale, oth office machinery equip	<table border="1"> <thead> <tr> <th>SIC CODE</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	SIC CODE	Description	_____	_____	_____	_____	_____	_____	_____	_____
SIC Code	Description															
5185	W'sale, oth office machinery equip															
SIC CODE	Description															
_____	_____															
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_____	_____															
_____	_____															
> Please enter additional principal activity code(s) in "Amended details" column <i>See notes for guidance for list of activity codes</i>		_____ _____ _____														

## Section 2: Details of Officers of the Company

	Current details	Amended details
<b>&gt; Company Secretary</b> <i>If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column</i>    <i>Particulars of a new Company Secretary must be notified on form 288a</i>	<b>Name</b> <b>Jacqueline Sheila <del>FULLER</del></b>  <b>Address</b> <b>Three Chimneys</b> <b>Gravelly Hill</b> <b>Caterham</b> <b>Surrey</b> <b>CR3 6ES</b>	<b>Name</b> <b>NOLAN</b> <b>(REMANUED 24.6.06)</b> <input type="checkbox"/> Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 <b>Address</b>    <b>UK Postcode</b> _ _ _ _ _ <b>Date of change</b> _ _ / _ _ / _ _ _ _ <b>Date Jacqueline Sheila <del>FULLER</del> NOLAN</b> <b>ceased to be secretary (if applicable)</b> _ _ / _ _ / _ _ _ _
<b>&gt; Director</b> <i>If any of the details for this person are wrong strike them through and fill in the correct details in the "Amended details" column</i>    <i>Particulars of a new Director must be notified on form 288a</i>	<b>Name</b> <b>Dennis Frederick ATTLESEY</b>  <b>Address</b> <b>Pandora</b> <b>The Hillside</b> <b>Orpington</b> <b>Kent</b> <b>BR6 7SD</b>  <b>Date of birth</b> 16/08/1944  <b>Nationality</b> British  <b>Occupation</b> Sales Director	<b>Name</b>  <input type="checkbox"/> Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 <b>Address</b>    <b>UK Postcode</b> _ _ _ _ _ <b>Date of birth</b> _ _ / _ _ / _ _ _ _ <b>Nationality</b> _____ <b>Occupation</b> _____ <b>Date of change</b> _ _ / _ _ / _ _ _ _ <b>Date Dennis Frederick ATTLESEY</b> <b>ceased to be director (if applicable)</b> _ _ / _ _ / _ _ _ _

### Amended details

Name

**David Stewart COATES**

**Stonehouse Farm  
Rotherfield  
East Sussex  
TN6 3QU**

**Date of birth** 21/01/1926

**Nationality** British

**Occupation** Director

Name \_\_\_\_\_

☐ Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985

### Address

UK Postcode    L L L L    L L L

Date of birth       /    /   

Nationality \_\_\_\_\_

Occupation \_\_\_\_\_

Date of change    /    /   

Date David Stewart COATES ceased to be director (if applicable)

11 / 11 / 11111

Name

**Jacqueline Sheila FULLER**

**Address**  
**Three Chimneys**  
**Gravelly Hill**  
**Caterham**  
**Surrey**  
**CR3 6ES**

**Date of birth** 29/02/1952

**Nationality** British

**Occupation** Managing Director

Name \_\_\_\_\_

Nolan

☐ Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985

### Address

UK Postcode    \_ \_ \_ \_    \_ \_ \_

Date of birth          /       /            

**Nationality** \_\_\_\_\_

Occupation \_\_\_\_\_

Date of change    /    /

Date Jacqueline Sherla ~~EULLER~~ ceased  
to be director (if applicable) NO LAN

LL / LL / LLLL

*Particulars of a new Director  
must be notified on form  
288a*

**Issued share capital details**

> Please fill in the details of total share capital by class (eg ordinary, preference etc) that has been issued to the company's shareholders

Class of Share

ORD

Number of shares issued

8500

Aggregate Nominal Value of issued shares

£8500

Class of Share

Number of shares issued

Aggregate Nominal Value of issued shares

Class of Share

Number of shares issued

Aggregate Nominal Value of issued shares

Class of Share

Number of shares issued

Aggregate Nominal Value of issued shares

> Please fill in the total number of issued shares and their total nominal value

Number of shares issued

8500

Aggregate Nominal Value of issued shares

£8500

**List of past and present members (Tick appropriate box)**

> Please complete the required information on the attached schedules or in another format agreed by Companies House

- ☒ There were no changes during the period  
☐ A list of changes is enclosed  
☐ A full list of members is enclosed

The last full list of members was received on 21/06/2006

**> REMEMBER**

**Changes** to shareholder particulars or details of shares transferred to be **completed each year**  
 A full list of shareholders is required with the first and every third Annual Return thereafter  
 List shareholders in alphabetical order or provide an index  
 List joint shareholders consecutively

**Section 4: Details of New Shareholders and Transfers (A) (ii)**

- > Please fill in details of any persons or corporate bodies who have become shareholders since the last annual return
- > Please fill in details of any persons or corporate bodies that have transferred shares since the last annual return
- > Please use Section 4B to give details of any persons or corporate bodies who have ceased to be shareholders since the last annual return or, in the case of a first return, since the incorporation of the company
- > Please copy this page if there is not enough space to enter all the company's current shareholders

Shareholders details	Class and number of shares or amount of stock held	Class and number of shares or amount of stock transferred (If appropriate)	Date of registration of transfer (If appropriate)
Name _____ Address _____ _____ _____ UK Postcode    _ _ _ _ _			
Name _____ Address _____ _____ _____ UK Postcode    _ _ _ _ _			
Name _____ Address _____ _____ _____ UK Postcode    _ _ _ _ _			
Name _____ Address _____ _____ _____ UK Postcode    _ _ _ _ _			

**Section 4B: Details of Former Shareholders**

- > Please fill in details of any persons or corporate bodies who have ceased to be shareholders at the date of this return. Also, please give the dates that their shares were transferred
- > Please copy this page if there is not enough space to enter all the company's former shareholders

Former shareholders details	Class and number of shares or amount of stock transferred	Date of registration of transfer
Name _____ Address _____ _____ _____ UK Postcode    _ _ _ _ _		
Name _____ Address _____ _____ _____ UK Postcode    _ _ _ _ _		
Name _____ Address _____ _____ _____ UK Postcode    _ _ _ _ _		
Name _____ Address _____ _____ _____ UK Postcode    _ _ _ _ _		
Name _____ Address _____ _____ _____ UK Postcode    _ _ _ _ _		

**363s Annual Return Declaration**

- > When you have checked all the sections of this form, please complete this page and sign the declaration below
- > If you want to change the made up date of this annual return, please complete 2 below

**1. Declaration**

- ☐ I confirm that the details in this annual return are correct as at the made-up-date (shown at 2 below) I enclose the filing fee of £30

Signature

J S Nolan  
(Director / Secretary)

Date

10 / 07 / 2007

*This date must not be earlier than the return date at 2 below*

**What to do now**

*Complete this page then send the whole of the Annual Return and the declaration to the address shown at 4 below*

**2. Date of this return**

- ☐ This AR is made up to **21/6/2007** If you are making this return up to an earlier date, please give the date here

\_\_ / \_\_ / \_\_\_\_

*Note The form must be delivered to CH within 28 days of this date*

**3. Date of next return**

- ☐ If you wish to change your next return to a date earlier than **21st June 2008** please give the new date here

\_\_ / \_\_ / \_\_\_\_

**4. Where to send this form**

- ☐ Please return this form to

Registrar of Companies  
Companies House  
Crown Way  
Cardiff CF14 3UZ

OR

For members of the Hays Document  
Exchange service  
DX 33050 Cardiff

***Have you enclosed the filing fee with the company number written on the reverse of the cheque?***

**Contact Address**

You do not have to give any contact information below, but if you do, it will help Companies House 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

Contact Name

MRS JACQUELINE NOLAN

Telephone number inc code

01883 714372

Address

BUSINESS DICTATION LTD

28 STATION ROAD WEST

OXTED

DX number if applicable

\_\_\_\_\_

DX exchange

Postcode

RH8 9EU