

AR01

Annual Return

form produced by

PC Share Register

Ver 14 02

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

☒ **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

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05/03/2011

COMPANIES HOUSE

319

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

0 5 3 1 8 8 2 9

Company name in full
①

VQ Communications 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. This must not be a
future date. The annual return must be delivered within 28 days of
the date of this return

Date of this return ②

d 1 6 m 0 1 y 2 0 y 1 1

② **Date of this return**
Your company's return date is
usually the anniversary of inc-
orporation 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 ③

Classification code 1

7 4 8 7

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

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 class-
ification codes are available
on our website
www.companieshouse.gov.uk

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A4

Company type ^①

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

A5

Registered office address ^②

Building name/number Vallis House

Street 57 Vallis Road

Post town Frome

County/Region Somerset

Postcode B A 1 1 3 E G

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) ^③

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 ^④

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

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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)	Sharon Ann
Surname	Ronald
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

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 ①

Building name/number	The Company's Registered Office
Street	
Post town	
County/Region	
Postcode	
Country	

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

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Corporate secretary

C1	Corporate secretary's details ^①	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.
	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		
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	② EEA A full list of countries of the EEA can be found in our guidance www.companieshouse.gov.uk . ③ This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).
	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		
C4	Non-EEA companies	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.
	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 ^④		
If applicable, the registration number		

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Director

D1	Director's details ①		<p>① Director appointments You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with the annual return.</p> <p>Corporate details Please use Section E1-E4 to enter corporate director details.</p> <p>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.</p> <p>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.</p>
Please use this section to list all the directors of the company For a corporate director, complete Section E1-E4			
Title *	Mr		
Full forename(s)	Giles		
Surname	Adams		
Former name(s) ②			
Country/State of residence	United Kingdom		
Nationality	British		
Date of birth	<div> <div>d</div> <div>1</div> <div>d</div> <div>6</div> <div>m</div> <div>1</div> <div>m</div> <div>2</div> <div>y</div> <div>1</div> <div>y</div> <div>9</div> <div>y</div> <div>6</div> <div>y</div> <div>2</div> </div>		
Business occupation (if any)	Director		

D2	Director's service address ①		<p>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.</p> <p>This information will appear on the public record.</p>
Building name/number	18 Somerset Close		
Street	Kingswood		
Post town	Wotton Under Edge		
County/Region	Gloucestershire		
Postcode	<div> <div>G</div> <div>L</div> <div>1</div> <div>2</div> <div>8</div> <div>R</div> <div>Q</div> </div>		
Country	United Kingdom		

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Director

D1	Director's details ①	① Director appointments You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with the 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.															
	Please use this section to list all the directors of the company. For a corporate director, complete Section E1-E4																
Title *	Mr																
Full forename(s)	Michael Anthony																
Surname	Horsley																
Former name(s) ②																	
Country/State of residence	United Kingdom																
Nationality	British																
Date of birth	<table><tr><td>d</td><td>2</td><td>d</td><td>1</td><td>m</td><td>0</td><td>m</td><td>4</td><td>y</td><td>1</td><td>y</td><td>9</td><td>y</td><td>6</td><td>y</td><td>0</td></tr></table>	d	2	d	1	m	0	m	4	y	1	y	9	y	6	y	0
d	2	d	1	m	0	m	4	y	1	y	9	y	6	y	0		
Business occupation (if any)	Engineer																

D2	Director's service address ①	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.
Building name/number	4 Homefields	
Street		
Post town	Yatton Keynell	
County/Region	Wiltshire	
Postcode	S N 1 4 7 B G	
Country	United Kingdom	

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Director

D1	Director's details ①		<p>① Director appointments You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with the annual return.</p> <p>Corporate details Please use Section E1-E4 to enter corporate director details.</p> <p>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.</p> <p>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.</p>
	Please use this section to list all the directors of the company For a corporate director, complete Section E1-E4		
Title *	Mr		
Full forename(s)	Graham		
Surname	Lee		
Former name(s) ②			
Country/State of residence	United Kingdom		
Nationality	British		
Date of birth	<div> <div>d</div> <div>3</div> <div>d</div> <div>0</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>5</div> <div>y</div> <div>6</div> </div>		
Business occupation (if any)	Non-Exec Director		

D2	Director's service address ①		<p>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.</p> <p>This information will appear on the public record.</p>
Building name/number	Sevington House		
Street	Sevington		
Post town	Chippenham		
County/Region	Wiltshire		
Postcode	S N 1 4 7 L D		
Country	United Kingdom		

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Director

D1	Director's details ①		<p>① Director appointments You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with the annual return.</p> <p>Corporate details Please use Section E1-E4 to enter corporate director details.</p> <p>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.</p> <p>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.</p>
	Please use this section to list all the directors of the company For a corporate director, complete Section E1-E4		
Title *	Mr		
Full forename(s)	Gary John		
Surname	Watkins		
Former name(s) ②			
Country/State of residence	United Kingdom		
Nationality	British		
Date of birth	<div> <div>d</div> <div>0</div> <div>d</div> <div>2</div> <div>m</div> <div>0</div> <div>m</div> <div>5</div> <div>y</div> <div>1</div> <div>y</div> <div>9</div> <div>y</div> <div>6</div> <div>y</div> <div>4</div> </div>		
Business occupation (if any)	Systems Analyst		

D2	Director's service address ③		<p>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.</p> <p>This information will appear on the public record.</p>
Building name/number	49 Keyhaven Road		
Street	Milford On Sea		
Post town	Lymington		
County/Region	Hampshire		
Postcode	S O 4 1 0 Q X		
Country	United Kingdom		

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Corporate director

E1	Corporate director's details ①	
	Please use this section to list all the corporate directors of the company	
Corporate body/firm name		
Building name/number		
Street		
Post town		
County/Region		
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
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 ③		
Registration number		
	② EEA A full list of countries of the EEA can be found in our guidance www.companieshouse.gov.uk ③ 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 ④		
If 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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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 ^③	Number of shares ^④	Aggregate nominal value ^⑤
As per continuation sheet(s)			200,834	£ 200,834 00
				£
				£
				£
Totals			200 834	£ 200 834 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 ^③	Number of shares ^④	Aggregate nominal value ^⑤
Totals				

Currency

Class of shares (E g Ordinary/Preference etc)	Amount paid up on each share ^②	Amount (if any) unpaid on each share ^③	Number of shares ^④	Aggregate nominal value ^⑤
Totals				

F3

Totals

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

Total number of shares 200,834

Total aggregate nominal value ^⑥ GBP 200,834 00

^⑥ Total aggregate nominal value
Please list total aggregate values in different currencies separately For example
GBP 100 + EUR 100
+ USD 10 etc

^② Including both the nominal value and any share premium

^④ Number of shares issued multiplied by nominal value of each share

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

^③ Total number of issued shares in this class

Please complete the table below to show each class of shares held
Please complete a separate table for each currency

Pounds Sterling (GBP)

CHFP013
10/09 Version 2.0

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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 **Section F1** and **F2**

Class of share

Voting rights

See continuations sheet(s)

Class of share

Voting rights

Class of share

Voting rights

Class of share

Voting rights

F4

Statement of Capital (Voting rights)

Class of share

Deferred Shares

Voting rights

The holders of these shares shall not be entitled to receive notice of or to attend or vote at any general meeting

F4 Statement of Capital (Voting rights)	
Class of share	Ordinary 'A' Shares
Voting rights	The holders of these shares shall be entitled to receive notice of attend and speak and vote at all General Meetings of the Company and, on a poll, the holder of these shares shall be entitled to one vote for each share registered in his name provided that on a poll

F4

Statement of Capital (Voting rights)

Class of share	Ordinary £1 Shares
Voting rights	<p>The holders of these shares shall be entitled to receive notice of attend and speak and vote at all General Meetings of the Company and on a poll, the holder of these shares shall be entitled to one vote for each share registered in his name provided that on a poll</p>

F4

Statement of Capital (Voting rights)

Class of share	Redeemable Preference Shares
Voting rights	The holders of these shares shall be entitled to receive notice of and to speak at all general meetings of the Company but shall not be entitled to vote

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Part 4

Shareholders

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

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

G1

Traded public companies ❷

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

❷ **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

Full List

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
Mr Giles Adams	Ordinary £1 Shares	220		
Mr Steven Barwick	Ordinary £1 Shares	26		
Bluejays Consulting Limited	Ordinary £1 Shares	12		
Mr John Francis Dee	Ordinary £1 Shares	16		
Mr Raymond Eric Hall	Deferred Shares	68		
Mr Michael Anthony Horsley	Ordinary £1 Shares	76		
Mrs Ruth Paton	Ordinary £1 Shares	75		
Mrs Sharon Ann Ronald	Ordinary £1 Shares	45		
South West Ventures Fund No 1 L P	Ordinary 'A' Shares	181		
South West Ventures Fund No 1 L P	Redeemable Preference Shares	200,000		
Synergie Business Limited	Ordinary £1 Shares	44		
Mr Gary John Watkins	Ordinary £1 Shares	71		

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Traded public companies • list of past and present shareholders

This section should show the shareholders that held at least 5% of the issued shares of any class of the company at any time during the period

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 '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 **1**, Secretary, Person Authorised **2**, 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	Berkeley Hall Ltd
Address	Vallis House, 57 Vallis Road
Post town	Frome
County/Region	Somerset
Postcode	B A 1 1 3 E G
Country	United Kingdom
DX	
Telephone	01373 465488



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 or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.companieshouse.gov.uk