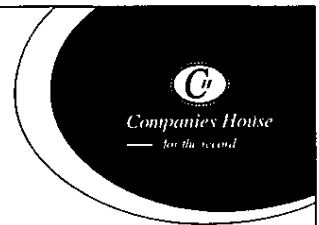


# AR01

## Annual Return



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

**You can use the WebFiling service**  
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



\*A5GVDF8Q\*  
A16 24/11/2009 221  
COMPANIES HOUSE  
A17 10/11/2009 405  
COMPANIES HOUSE

### 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: 1852173  
Company name in full: KARELEAN COURT MANAGEMENT COMPANY

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: 09 11 2009

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. ③

Classification code 1: 9800  
Classification code 2:   
Classification code 3:   
Classification code 4:

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)

If you cannot determine a code, please give a brief description of your business activity below:  
RESIDENTS PROPERTY MANAGEMENT

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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

**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	KARELEAN COURT MANAGEMENT
Street	CHARLTON MEAD DRIVE
Post town	BRISTOL
County/Region	
Postcode	B S C O 6 L W

**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**

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

Title*	MS
Full forename(s)	GILLIAN MARGARET
Surname	JAMES
Former name(s)	

**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)**  
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**

Building name/number	8
Street	OAK HILL LANE HALLEN
Post town	BRISTOL
County/Region	
Postcode	B5107RW
Country	

**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 <sup>1</sup></b>	<p><b>1 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>							
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	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								
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 <sup>2</sup></b>	<p><b>2 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><b>3</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).</p>
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 <sup>3</sup>		
Registration number		

<b>C4</b>	<b>Non-EEA companies</b>	<p><b>4 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>
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 <sup>4</sup>		
If applicable, the registration number		

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**Director**

<b>D1</b> Director's details <sup>Ⓢ</sup>	
Please use this section to list all the directors of the company. For a corporate director, complete Section E1-E4.	
Title*	MS
Full forename(s)	GILLIAN MARGARET
Surname	JAMES
Former name(s) <sup>Ⓢ</sup>	
Country/State of residence	
Nationality	BRITISH
Date of birth	29 01 1952
Business occupation (if any)	LOCAL GOVERNMENT OFFICER

**Ⓢ 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.

**Ⓢ 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> Director's service address <sup>Ⓢ</sup>	
Building name/number	8
Street	OAK HILL LANE
	HALLEN
Post town	BRISTOL
County/Region	
Postcode	BS107RW
Country	

**Ⓢ 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</b> <sup>ⓐ</sup>	
	Please use this section to list all the directors of the company. For a corporate director, complete Section E1-E4.	
Title*	MR	<p><b>ⓐ Director appointments</b> You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.</p> <p><b>Corporate details</b> Please use Section E1-E4 to enter corporate director details.</p> <p><b>Director 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 CH01.</p> <p><b>ⓑ Former name(s)</b> 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>
Full forename(s)	LEE ROBERTS	
Surname	JAMES	
Former name(s) <sup>ⓑ</sup>		
Country/State of residence		
Nationality	BRITISH	
Date of birth	1 8 0 3 1 9 7 5	
Business occupation (if any)	CIVIL SERVANT	

<b>D2</b>	<b>Director's service address</b> <sup>ⓐ</sup>	
Building name/number	1	<p><b>ⓐ Service address</b> 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>
Street	CHARLTON MEAD COURT CHARLTON MEAD DRIVE, BRENTRY	
Post town	BRISTOL	
County/Region		
Postcode	BS106LW	
Country		

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**Director**

<b>D1</b>	<b>Director's details</b> <sup>①</sup>	<p><b>① Director appointments</b> You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.</p> <p><b>Corporate details</b> Please use Section E1-E4 to enter corporate director details.</p> <p><b>Director 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 CH01.</p> <p><b>② Former name(s)</b> 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)	JOHN	
Surname	SLEE	
Former name(s) <sup>②</sup>		
Country/State of residence		
Nationality	BRITISH	
Date of birth	17 08 1965	
Business occupation (if any)		

<b>D2</b>	<b>Director's service address</b> <sup>③</sup>	<p><b>③ Service address</b> 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	7 KALELAN COURT	
Street	CHARLTON MEAD DRIVE, BENTLEY	
Post town	BISTOL.	
County/Region	BISTOL	
Postcode	BS10 6LW	
Country		

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**Corporate director**

<b>E1</b>	<b>Corporate director's details</b> <sup>1</sup>		<p><b>1 Corporate director appointments</b> 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.</p> <p><b>Corporate director 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 CH02.</p> <p>This information will appear on the public record.</p>							
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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 15px;"></td> <td style="width: 10%; height: 15px;"></td> <td style="width: 10%; height: 15px;"></td> <td style="width: 10%; height: 15px;"></td> <td style="width: 10%; height: 15px;"></td> <td style="width: 10%; height: 15px;"></td> <td style="width: 10%; height: 15px;"></td> <td style="width: 10%; height: 15px;"></td> </tr> </table>									
Country										

<b>E2</b>	<b>Location of the registry of the corporate body or firm</b>
Is the corporate director registered within the European Economic Area (EEA)? → Yes Complete <b>Section E3 only</b> → No Complete <b>Section E4 only</b>	

<b>E3</b>	<b>EEA companies</b> <sup>2</sup>	<p><b>2 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><b>3</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).</p>
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 <sup>3</sup>		
Registration number		

<b>E4</b>	<b>Non-EEA companies</b>	<p><b>4 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>
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 <sup>4</sup>		
If applicable, the registration number		



### Part 3 Statement of capital <sup>ⓐ</sup>

Does your company have share capital?  
 → Yes Complete the sections below and the following Part 4.  
 → No Go to Part 5 (Signature).

<sup>ⓑ</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>ⓐ</sup>	Amount (if any) unpaid on each share <sup>ⓐ</sup>	Number of shares <sup>ⓑ</sup>	Aggregate nominal value <sup>ⓑ</sup>
ORDINARY	1.00		10	£ 1.00
				£
				£
				£
<b>Totals</b>			10	£ 1.00

#### 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 <sup>ⓐ</sup>	Amount (if any) unpaid on each share <sup>ⓐ</sup>	Number of shares <sup>ⓑ</sup>	Aggregate nominal value <sup>ⓑ</sup>
<b>Totals</b>				

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

#### F3 Totals

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

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

Total number of shares

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

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

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

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

**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	<input checked="" type="checkbox"/>	ORDINARY
Voting rights	<input checked="" type="checkbox"/>	ONLY DIRECTORS ARE ALLOWED TO VOTE
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.

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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		Date of registration of transfer
		currently held	transferred (if appropriate)	
Number of shares or amount of stock	Number of shares or amount of stock			
JOHN SLICE	ORDINARY 4			/ /
GILLIAN JAMES	ORDINARY 2			/ /
LEE JAMES	ORDINARY 1			/ /
A Houghton	ORDINARY 1			/ /
C LEE	ORDINARY 1			/ /
C GARLAND	ORDINARY 1			/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /

**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				/ /
				/ /

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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,  
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)**