



100559/15

# Companies House

— for the record —

Company Name

**MECHANICAL & ELECTRICAL SERVICES (SPECIAL PROJECTS) LIMITED**

## 363s Annual Return

Company Type

**Private Company Limited By Shares**

Company Number

**2511554**

Information extracted from Companies House records on **18th May 2003**

- > Please check the details printed in blue on this statement.
- > If any details are wrong, strike them through and write the correct details in the "Amended details" column.
- > Please use black pen and write in capitals



### Section 1: Company details

Ref: 2511554/03/10

	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>Causeway House</b> <b>1 Dane Street</b> <b>Bishops Stortford</b> <b>Herts CM23 3BT</b>	Address _____ _____ _____ UK Postcode    - - - - -																								
> 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    - - - - -																								
> 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    - - - - -																								
> 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><b>4531</b></td> <td><b>Installation electrical wiring etc</b></td> </tr> <tr> <td><b>4533</b></td> <td><b>Plumbing</b></td> </tr> </tbody> </table>	SIC Code	Description	<b>4531</b>	<b>Installation electrical wiring etc</b>	<b>4533</b>	<b>Plumbing</b>	<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> <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	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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> <i>Please enter additional principal activity code(s) in "Amended details" column. See notes for guidance for list of activity codes.</i>																										

	Current details	Amended details
<p><b>&gt; Company Secretary</b>                      If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.</p> <p><i>Particulars of a new Company Secretary must be notified on form 288.</i></p>	<p><b>Name</b>                      Mary Ann WHITE</p> <p><b>Address</b>                      41 Beacontree Avenue                      London                      E17 4BU</p>	<p>Name</p> <hr/> <p><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.</p> <p>Address</p> <hr/> <hr/> <p>UK Postcode _____</p> <p>Date of change __ / __ / _____</p> <p>Date Mary Ann WHITE ceased to be secretary (if applicable)                      __ / __ / _____</p>

<p><b>&gt; Director</b>                      If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.</p> <p><i>Particulars of a new Director must be notified on form 288.</i></p>	<p><b>Name</b>                      Christopher John BAKER</p> <p><b>Address</b>                      65 Parkland Avenue                      Upminster                      Essex                      RM14 2EU</p> <p><b>Date of birth</b> 24/05/1958</p> <p><b>Nationality</b> British</p> <p><b>Occupation</b> Heating &amp; Electrical Engineer</p>	<p>Name</p> <hr/> <p><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.</p> <p>Address</p> <hr/> <hr/> <p>UK Postcode _____</p> <p>Date of birth __ / __ / _____</p> <p>Nationality _____</p> <p>Occupation _____</p> <p>Date of change __ / __ / _____</p> <p>Date Christopher John BAKER ceased to be director (if applicable)                      __ / __ / _____</p>
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**Current details**

**Amended details**

**> Director**

*If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.*

**Name**  
John Colin MORRISON

**Address**  
2 Greenleaf Drive  
Barkingside  
Ilford  
Essex  
IG6 1LL

**Date of birth** 18/11/1945

**Nationality** British

**Occupation** Heating & Electrical Engineer

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

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 \_\_\_\_\_

Date of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Nationality \_\_\_\_\_

Occupation \_\_\_\_\_

Date of change \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date John Colin MORRISON ceased to be director (if applicable)

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

**> Director**

*If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.*

**Name**  
Julian John READING

**Address**  
Meadowbrook The Downs  
Manuden  
Bishops Stortford  
Hertfordshire  
CM23 1EA

**Date of birth** 07/07/1946

**Nationality** British

**Occupation** Director

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

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 \_\_\_\_\_

Date of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Nationality \_\_\_\_\_

Occupation \_\_\_\_\_

Date of change \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date Julian John READING ceased to be director (if applicable)

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

	Current details	Amended details
<p><b>&gt; Director</b>                      If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.</p>	<p><b>Name</b>                      Mary Ann WHITE</p> <p><b>Address</b>                      41 Beacontree Avenue                      London                      E17 4BU</p>	<p><b>Name</b></p> <hr/> <p><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.</p>
<p>Particulars of a new Director must be notified on form 288.</p>	<p><b>Date of birth</b> 19/10/1942</p> <p><b>Nationality</b> British</p> <p><b>Occupation</b> Financial Controller</p>	<p><b>Address</b></p> <hr/> <hr/> <p><b>UK Postcode</b> _ _ _ _ _</p> <p><b>Date of birth</b> _ _ / _ _ / _ _ _ _</p> <p><b>Nationality</b> _____</p> <p><b>Occupation</b> _____</p> <p><b>Date of change</b> _ _ / _ _ / _ _ _ _</p> <p><b>Date</b> Mary Ann WHITE ceased to be director (if applicable)                      _ _ / _ _ / _ _ _ _</p>

## Section 3: Share Capital

	Current details	Amended details
<b>&gt; Issued Share Capital</b> <i>This table shows the total number of shares that have been issued by your company and their Nominal Value. If any of the details are wrong, please fill in the correct details.</i>	<b>Class of share</b> <b>Ordinary</b>	Class of share _____
	<b>Nominal value of each share</b> <b>£1.00</b>	Nominal value of each share _____
	<b>Number of shares issued</b> <b>20</b>	Number of shares issued _____
	<b>Aggregate Nominal Value of issued shares</b> <b>£20.00</b>	Aggregate Nominal Value of issued shares _____
<b>&gt; Total shares issued and value</b> <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	<b>Class of share</b> <b>Ordinary A</b>	Class of share _____
	<b>Nominal value of each share</b> <b>£1.00</b>	Nominal value of each share _____
	<b>Number of shares issued</b> <b>6</b>	Number of shares issued _____
	<b>Aggregate Nominal Value of issued shares</b> <b>£6.00</b>	Aggregate Nominal Value of issued shares _____
<b>&gt; Total shares issued and value</b> <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	<b>Total number of shares issued</b> <b>26</b>	Total number of shares issued _____
	<b>Total Nominal value of shares issued</b> <b>£26.00</b>	Total Nominal value of shares issued _____
<b>&gt; At the date of this Annual Return, if the company has altered or changed its share capital in any way or allotted new shares, please refer to the guidance notes for details of the appropriate form that should be sent with this Annual Return. Annual return guidance notes are available on the Companies House web site at <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a> or by ringing 0870 333636.</b>		

### Section 4: Details of Shareholders

- > The details we hold on your company's shareholders and their shareholdings are printed below. These are based on your last Annual Return.
- > If any details have changed, or if any shares have been transferred, please fill in the details in the "Amended details" or "Shares transferred" column.
- > Please give details of any other shareholders in Section 5.

Current details		Amended details		Shares transferred			
> Shareholder Name <b>C.J. BAKER</b>		Name					
Address <b>65 Parkland Avenue                      Upminster                      Essex                      RM14 2EU</b>		Address		<b>Shares transferred by                      C.J. BAKER</b>			
		UK Postcode					
Shares held Class Ordinary A Ordinary		Number 1 4	Shares held Class _____ _____	Number _____ _____	Class _____ _____	Number _____ _____	Date of transfer ___/___/___ ___/___/___
> Shareholder Name <b>D.W.J. MANN</b>		Name					
Address <b>41 Beacontree Avenue                      London                      E17 4BU</b>		Address		<b>Shares transferred by                      D.W.J. MANN</b>			
		UK Postcode					
Shares held Class Ordinary A		Number 1	Shares held Class Ordinary 'A'	Number NIL	Class _____	Number _____	Date of transfer ___/___/___
> Shareholder Name <b>Mr J.C. MORRISON</b>		Name					
Address <b>2 Greenleaf Drive                      Ilford                      Essex                      IG6 1LL</b>		Address		<b>Shares transferred by                      Mr J.C. MORRISON</b>			
		UK Postcode					
Shares held Class Ordinary A Ordinary		Number 1 3	Shares held Class _____ _____	Number _____ _____	Class _____ _____	Number _____ _____	Date of transfer ___/___/___ ___/___/___

Current details	Amended details	Shares transferred
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> Shareholder Name J.J. READING  Address Meadowbrooke The Downs Manuden Bishop's Stortford Hertfordshire CM23 1EA  Shares held Class                      Number Ordinary A                      1 Ordinary                      11	Name _____  Address _____ _____ _____  UK Postcode    _____  Shares held Class                      Number _____                      _____ _____                      _____	Shares transferred by J.J. READING      Class    Number    Date of transfer _____    _____    ____/____/____ _____    _____    ____/____/____
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> Shareholder Name J.J. READING  Address Meadowbrooke The Downs Manuden Bishop's Stortford Hertfordshire CM23 1EA  Shares held Class                      Number Ordinary                      1	Name _____  Address _____ _____ _____  UK Postcode    _____  Shares held Class                      Number _____                      _____ <del>Ordinary A</del> <del>1</del>	This shareholder jointly owns this shareholding with the following 1 shareholders Shares transferred by J.J. READING      Class    Number    Date of transfer _____    _____    ____/____/____ _____    _____    ____/____/____
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> Shareholder Name M.A. WHITE  Address 41 Beacontree Avenue London E17 4BU  Shares held Class                      Number Ordinary                      1	Name _____  Address _____ _____ _____  UK Postcode    _____  Shares held Class                      Number _____                      _____ <del>Ordinary A</del> <del>1</del>	This shareholder jointly owns this shareholding with the previous 1 shareholders Shares transferred by M.A. WHITE      Class    Number    Date of transfer _____    _____    ____/____/____ _____    _____    ____/____/____
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Current details	Amended details	Shares transferred
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<p>&gt; Shareholder Name <b>J.J. READING</b></p> <p>Address <b>Meadowbrooke The Downs Manuden Bishop's Stortford Hertfordshire CM23 1EA</b></p> <p>Shares held Class <b>Ordinary A</b></p>	<p>Name</p> <hr/> <p>Address</p> <hr/> <hr/> <p>UK Postcode</p> <p>-----</p> <p>Shares held</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Class</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td><i>ORDINARY A</i></td> <td><i>2</i></td> </tr> </tbody> </table>	Class	Number	<i>ORDINARY A</i>	<i>2</i>	<p>This shareholder jointly owns this shareholding with the following 1 shareholders</p> <p>Shares transferred by <b>J.J. READING</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Class</th> <th>Number</th> <th>Date of transfer</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Class	Number	Date of transfer			
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Class	Number	Date of transfer										

<p>&gt; Shareholder Name <b>M.A. WHITE</b></p> <p>Address <b>41 Beacontree Avenue London E17 4BU</b></p> <p>Shares held Class <b>Ordinary A</b></p>	<p>Name</p> <hr/> <p>Address</p> <hr/> <hr/> <p>UK Postcode</p> <p>-----</p> <p>Shares held</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Class</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td><i>ORDINARY A</i></td> <td><i>2</i></td> </tr> </tbody> </table>	Class	Number	<i>ORDINARY A</i>	<i>2</i>	<p>This shareholder jointly owns this shareholding with the previous 1 shareholders</p> <p>Shares transferred by <b>M.A. WHITE</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Class</th> <th>Number</th> <th>Date of transfer</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Class	Number	Date of transfer			
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<p>&gt; Shareholder Name <b>M.A. WHITE</b></p> <p>Address <b>41 Beacontree Avenue London E17 4BU</b></p> <p>Shares held Class <b>Ordinary A</b> <b>Ordinary</b></p>	<p>Name</p> <hr/> <p>Address</p> <hr/> <hr/> <p>UK Postcode</p> <p>-----</p> <p>Shares held</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Class</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Class	Number					<p>Shares transferred by <b>M.A. WHITE</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Class</th> <th>Number</th> <th>Date of transfer</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Class	Number	Date of transfer						
Class	Number																
Class	Number	Date of transfer															



**Section 5: Details of Other Shareholders**

- > Please fill in details of any persons or corporate bodies who are shareholders of the company at the date of this return, but whose details are not printed in Section 4.
- > Also, provide the details of any persons who became but have ceased to be shareholders of the company since the date of the last annual return.
- > For jointly held shares please list those joint shareholders consecutively on the form. If a joint shareholder also holds shares in their own right, list that holding separately.
- > Please copy this page if there is not enough space to enter all the company's other 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    - - - - -			



**Companies House**  
— for the record —

# 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 £15.

Signature

M. White  
(Director / Secretary)

Date

22/07/2003

*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 7/6/2003

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 **7th June 2004** 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

DANIEL STAMPBY

Telephone number *inc code*

0208 2818000

Address

SERVICE HOUSE  
145, GUYFORD WAY  
LONDON

DX number *if applicable*

— — — — —

DX exchange

Postcode

E17 7LX