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 to file this form online Please go to www.companies.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
notice of changes to the
officers, registered office,
company type or informa-
relating to the company

Part 1
Company details

The section must be completed by all companies

A1
Company details

Company number 0 4 9 9 6 3 2 8

Company name in full

MELTON BOROUGH CITIZENS ADVICE BUREAU

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

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

✓ Only one date of return is permitted

A3
Principal business activity

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

Classification code 1 9 3 0 5

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

✓ Only one business activity can be shown

✓ Your company must be a company (or other body) carrying on a business

✓ 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

BIS | Department for Business Innovation & Skills

CHFP000
10/09 Version 2.0
## A4 Company type

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
- [X] 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

**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

<table>
<thead>
<tr>
<th>Building name/number</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
<td>BURTON STREET</td>
</tr>
<tr>
<td>Post town</td>
<td>MELTON MOWBRAY</td>
</tr>
<tr>
<td>County/Region</td>
<td>LEICESTERSHIRE</td>
</tr>
<tr>
<td>Postcode</td>
<td>LE13 1AE</td>
</tr>
</tbody>
</table>

**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 A001 and submit it together with this annual return.

---

## A6 Single alternative inspection location (SAIL) of the company records (if applicable)

<table>
<thead>
<tr>
<th>Building name/number</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
<td></td>
</tr>
<tr>
<td>Post town</td>
<td></td>
</tr>
<tr>
<td>County/Region</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
</tbody>
</table>

**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 A002 and submit it together with this annual return.

---

## A7 Location of company records

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

**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 A003 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

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) KIM
Surname KUPFER
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 9
Street BURTON STREET
Post town MELTON MOWBRAY
County/Region LEICESTERSHIRE
Postcode LE131AE
Country ENGLAND

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
**Director**

**D1 Director’s details**

<table>
<thead>
<tr>
<th>Title*</th>
<th>MR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full forename(s)</td>
<td>DENNIS RAYMOND</td>
</tr>
<tr>
<td>Surname</td>
<td>LOWE</td>
</tr>
<tr>
<td>Former name(s)</td>
<td></td>
</tr>
<tr>
<td>Country/State of residence</td>
<td>ENGLAND</td>
</tr>
<tr>
<td>Nationality</td>
<td>BRITISH</td>
</tr>
<tr>
<td>Date of birth</td>
<td>1956</td>
</tr>
<tr>
<td>Business occupation (if any)</td>
<td>ACCOUNTANT</td>
</tr>
</tbody>
</table>

**D2 Director’s service address**

<table>
<thead>
<tr>
<th>Building name/number</th>
<th>45</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
<td>BURTON ROAD</td>
</tr>
<tr>
<td>Post town</td>
<td>MELTON MOBBLAY</td>
</tr>
<tr>
<td>County/Region</td>
<td>LEICESTERSHIRE</td>
</tr>
<tr>
<td>Postcode</td>
<td>LE11 3BD</td>
</tr>
<tr>
<td>Country</td>
<td>ENGLAND</td>
</tr>
</tbody>
</table>

**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.

**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**

**D1** Director’s details

- **Title**: Mr
- **Full forename(s)**: PRITESHT
- **Surname**: PATEL
- **Former name(s)**:
- **Country/State of residence**: ENGLAND
- **Nationality**: BRITISH
- **Date of birth**: 24/06/1977
- **Business occupation (if any)**: MANAGEMENT CONSULTANT

---

**D2** Director’s service address

- **Building name/number**: 2
- **Street**: GREENES AVENUE
- **Post town**: MELTON MOUBRAY
- **County/Region**: LEICESTERSHIRE
- **Postcode**: LE1 3OLE
- **Country**:

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**Notes**:
- 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.

---

**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.
# Director

**Director’s details**

<table>
<thead>
<tr>
<th>Title*</th>
<th>Mr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full forename(s)</td>
<td>ANDREW CHARLES</td>
</tr>
<tr>
<td>Surname</td>
<td>SMITH</td>
</tr>
</tbody>
</table>

### Corporate details

- **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

- **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.

### Director’s service address

<table>
<thead>
<tr>
<th>Building name/number</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
<td>CHILDCLOSE</td>
</tr>
<tr>
<td>Post town</td>
<td>BURTON LAZARS</td>
</tr>
<tr>
<td>County/Region</td>
<td>LEICESTERSHIRE</td>
</tr>
<tr>
<td>Postcode</td>
<td>LET142UI</td>
</tr>
</tbody>
</table>

### Service address

- **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**
**Director**

**D1** Director’s details

<table>
<thead>
<tr>
<th>Title*</th>
<th>MR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full forename(s)</td>
<td>KENDRICK</td>
</tr>
<tr>
<td>Surname</td>
<td>SAUNDERS</td>
</tr>
<tr>
<td>Former name(s)</td>
<td></td>
</tr>
<tr>
<td>Country/State of residence</td>
<td>ENGLAND</td>
</tr>
<tr>
<td>Nationality</td>
<td>BRITISH</td>
</tr>
<tr>
<td>Date of birth</td>
<td>30/11/1938</td>
</tr>
<tr>
<td>Business occupation (if any)</td>
<td>RETIRED</td>
</tr>
</tbody>
</table>

**D2** Director’s service address

| Building name/number | 16 |
| Street | FOREST CLOSE |
| Post town | MILTON NAGBRAY |
| County/Region | LEICESTERSHIRE |
| Postcode | LE11 1ST |
| Country | ENGLAND |

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**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.

**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.
## Director

**D1** **Director's details**

<table>
<thead>
<tr>
<th>Title*</th>
<th>MRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full forename(s)</td>
<td>VALERIE</td>
</tr>
<tr>
<td>Surname</td>
<td>HANDEON</td>
</tr>
<tr>
<td>Former name(s)*</td>
<td></td>
</tr>
<tr>
<td>Country/State of residence</td>
<td>ENGLAND</td>
</tr>
<tr>
<td>Nationality</td>
<td>BRITISH</td>
</tr>
<tr>
<td>Date of birth</td>
<td>13 04 1951</td>
</tr>
<tr>
<td>Business occupation (if any)</td>
<td></td>
</tr>
</tbody>
</table>

**D2** **Director's service address**

<table>
<thead>
<tr>
<th>Building name/number</th>
<th>S2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
<td>EIMHURST AVENUE</td>
</tr>
<tr>
<td>Post town</td>
<td>MELTON MOWBRAY</td>
</tr>
<tr>
<td>County/Region</td>
<td>LEICESTERSHIRE</td>
</tr>
<tr>
<td>Postcode</td>
<td>LE1 3OSQ</td>
</tr>
<tr>
<td>Country</td>
<td>ENGLAND</td>
</tr>
</tbody>
</table>

---

**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.
**Director**

### D1  Director's details

<table>
<thead>
<tr>
<th><strong>Title</strong></th>
<th>MISS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full forename(s)</strong></td>
<td>KAY</td>
</tr>
<tr>
<td><strong>Surname</strong></td>
<td>HEWITT</td>
</tr>
<tr>
<td><strong>Former name(s)</strong></td>
<td></td>
</tr>
</tbody>
</table>

- **Country/State of residence**: ENGLAND
- **Nationality**: BRITISH
- **Date of birth**: 27 06 1960
- **Business occupation (if any)**: SOLICITOR

### D2  Director's service address

<table>
<thead>
<tr>
<th><strong>Building name/number</strong></th>
<th>19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Street</strong></td>
<td>COPLEYS CLOSE</td>
</tr>
<tr>
<td><strong>Post town</strong></td>
<td>MELTON MOWBRAY</td>
</tr>
<tr>
<td><strong>County/Region</strong></td>
<td>LEICESTERSHIRE</td>
</tr>
<tr>
<td><strong>Postcode</strong></td>
<td>LE1 3RD</td>
</tr>
<tr>
<td><strong>Country</strong></td>
<td>ENGLAND</td>
</tr>
</tbody>
</table>

**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.

**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.
**Director**

**D1**  **Director's details**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title*</td>
<td>MR</td>
</tr>
<tr>
<td>Full forename(s)</td>
<td>JOHN BARCLAY</td>
</tr>
<tr>
<td>Surname</td>
<td>KING</td>
</tr>
<tr>
<td>Former name(s)</td>
<td></td>
</tr>
<tr>
<td>Country/State of residence</td>
<td>ENGLAND</td>
</tr>
<tr>
<td>Nationality</td>
<td>BRITISH</td>
</tr>
<tr>
<td>Date of birth</td>
<td>01/10/1966</td>
</tr>
<tr>
<td>Business occupation (if any)</td>
<td>COMPANY DIRECTOR</td>
</tr>
</tbody>
</table>

**D2**  **Director's service address**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building name/number</td>
<td>17</td>
</tr>
<tr>
<td>Street</td>
<td>ROSEBERRY AVENUE</td>
</tr>
<tr>
<td>Post town</td>
<td>HELTON MOREBAY</td>
</tr>
<tr>
<td>County/Region</td>
<td>ENGLAND</td>
</tr>
<tr>
<td>Postcode</td>
<td>LE13 1BC</td>
</tr>
<tr>
<td>Country</td>
<td>ENGLAND</td>
</tr>
</tbody>
</table>

**Notes**

- **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.
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Director

D1  Director’s details

Please use this section to list all the directors of the company
For a corporate director, complete Section E1-E4

<table>
<thead>
<tr>
<th>Title*</th>
<th>MRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full forename(s)</td>
<td>MOIRA ELIZABETH</td>
</tr>
<tr>
<td>Surname</td>
<td>SMITH</td>
</tr>
<tr>
<td>Former name(s)</td>
<td></td>
</tr>
</tbody>
</table>

| Country/State of residence | ENGLAND |
| Nationality | BRITISH |
| Date of birth | 6/2/1954 |
| Business occupation (if any) | HOUSEWIFE |

D2  Director’s service address

| Building name/number | 76 |
| Street | CRANMORE ROAD |
| Post town | NELSON MONOBAY |
| County/Region | ENGLAND |
| Postcode | LE13 1TB |
| Country | ENGLAND |

© 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.

© 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

### D1  Director's details

<table>
<thead>
<tr>
<th>Title*</th>
<th>Mr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full forename(s)</td>
<td>Peter</td>
</tr>
<tr>
<td>Surname</td>
<td>ROYFOY</td>
</tr>
<tr>
<td>Former name(s)</td>
<td></td>
</tr>
</tbody>
</table>

| Country/State of residence | ENGLAND                                      |
| Nationality              | BRITISH                                     |
| Date of birth            | 21/7/1937                                   |
| Business occupation (if any) | RETIRED                                    |

### D2  Director's service address

<table>
<thead>
<tr>
<th>Building name/number</th>
<th>107</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
<td>SANDY LANE</td>
</tr>
<tr>
<td>Post town</td>
<td>HELTON MOUBRAY</td>
</tr>
<tr>
<td>County/Region</td>
<td>LEICESTERSHIRE</td>
</tr>
<tr>
<td>Postcode</td>
<td>LE13 0AW</td>
</tr>
<tr>
<td>Country</td>
<td>ENGLAND</td>
</tr>
</tbody>
</table>

### 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.**
### Part 5 Signature

<table>
<thead>
<tr>
<th>This must be completed by all companies</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am signing this form on behalf of the company</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

This form may be signed by:
- Director
- Secretary
- Person authorised
- Charity commissioner
- Receiver
- Liquidator
- Liquidator
- Liquidator

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

CHFP000
10/09 Version 2.0
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: MR D. R. LOWE
Company name: DUNCAN + TOPLIS
Address: 26 PARK ROAD

Post town: MELTON MONDBAY
County/Region: LEICESTERSHIRE
Postcode: LE1 3 IK
Country: ENGLAND

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 Laganside Road, Belfast, Northern Ireland, BT1 3BS
DX 481 N R.Belfast 1

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.

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

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