

AR01 2015  
Annual Return



Companies House

012506/40



Go online to file this information  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

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

☒ 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  
of officers registered office address  
company type or information  
relating to the company records.

TUESDAY



\*A567T6BU\*

A12

03/05/2016

#130

COMPANIES HOUSE

Part 1 Company details

The section must be completed by all companies.

→ Filing 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

04741399

Company name in full

SWAN HOUSE DAY SERVICES 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. 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 ②

23 04 2016

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

87900

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 2007)  
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.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

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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.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

A5

Registered office address<sup>②</sup>

Building name/number SWAN HOUSE  
 Street 4 SWANLAND AVENUE  
 Post town BRIDLINGTON  
 County/Region EAST YORKSHIRE  
 Postcode YO15 2HH

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 people with significant control  
☐ 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 as at the made up date of this annual return. All details must agree with those previously notified to Companies House.

## Corporate officers

- For a corporate secretary, go to Section B1
- For a corporate director, go to Section C1

## Individual officers

- For a secretary who is an individual, go to Section D1
- For a director who is an individual, go to Section E1 and also complete Part 3

Continuation pages  
Please use a continuation page if you need to enter more officer details.

## New appointments

You cannot use this form to appoint new officers to the company. To do this, please complete the appropriate form and submit it together with this annual return.

- AP01 - for directors who are individuals
- AP02 - for a corporate director
- AP03 - for secretaries who are individuals
- AP04 - for a corporate secretary

## Change to officer details

You cannot use this form to change any officer details. To do this, please complete the appropriate form and submit it together with this annual return.

- CH01 - for changes to details of directors who are individuals
- CH02 - for changes to details of a corporate director
- CH03 - for changes to details of secretary who are individuals
- CH04 - for changes to details of a corporate secretary

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### Corporate secretary

<b>B1</b>	<b>Corporate secretary's details <sup>①</sup></b>	
	Please use this section for corporate secretaries of the company For a secretary who is an individual, complete Section D1-D2	
Corporate body/ firm name		<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.  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.  Continuation pages Please use a continuation page if you need to enter more of/for details.
Building name/number		
Street		
Post town		
County/Region		
Postcode		
Country		
<b>B2</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 Section B3 only → No Complete Section B4 only	
<b>B3</b>	<b>EEA companies <sup>②</sup></b>	
	Please give details of the register where the company/firm is kept (including the relevant state) and the registration number in that register	<b>② EEA</b> A full list of countries of the EEA can be found in our guidance <a href="http://www.gov.uk/companieshouse">www.gov.uk/companieshouse</a>  <b>③</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)
Where the company/firm is registered <sup>③</sup>		
Registration number		
<b>B4</b>	<b>Non-EEA companies</b>	
	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	<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.
Legal form of the corporate body or firm		
Governing law		
If applicable, where the company/firm is registered <sup>⑤</sup>		
If applicable, the registration number		

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## Corporate director

<b>C1</b>	<b>Corporate director's details<sup>①</sup></b>	
	Please use this section for corporate directors of the company For a director who is an individual, complete Section E1-E2 and Part 3	<p><b>① Corporate director appointments</b> You cannot use this form to appoint a corporate director. To do this, please complete form AR02 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> <p><b>Continuation pages</b> Please use a continuation page if you need to enter more of other details.</p>
Corporate body/ firm name		
Building name/number		
Street		
Post town		
County/Region		
Postcode		
Country		
<b>C2</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 Section C3 only → No Complete Section C4 only	
<b>C3</b>	<b>EEA companies<sup>②</sup></b>	
	Please give details of the register where the company/firm is kept (including the relevant state) and the registration number in that register	<p><b>② EEA</b> A full list of countries of the EEA can be found in our guidance: <a href="http://www.gov.uk/companieshouse">www.gov.uk/companieshouse</a></p> <p><b>③</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)</p>
Where the company/firm is registered <sup>③</sup>		
Registration number		
<b>C4</b>	<b>Non-EEA companies</b>	
	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	<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>
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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## Secretary

D1

Secretary's details <sup>①</sup>

	Please use this section for individual secretaries of the company For a corporate secretary, complete Section B1-B4
Title*	MRS
Full forename(s)	SUSAN
Surname	ROPERO
Former name(s) <sup>②</sup>	

<sup>①</sup> 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 B1-B4 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.

<sup>②</sup> Former name(s)

Please provide any previous names (including maiden or married names) which have been used for business purposes during the period of this return.

## Continuation pages

Please use a continuation page if you need to enter more officer details.

D2

Secretary's service address <sup>③</sup>

Building name/number	SWAN HOUSE
Street	4 SWANLAND AVENUE
Post town	BRIDLINGTON
County/Region	EAST YORKSHIRE
Postcode	YO15 2HH
Country	ENGLAND

<sup>③</sup> 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

E1

Director's details<sup>1</sup>

Please use this section to list individual directors of the company For a corporate director, complete Section C1-C4	
Title*	MR
Full forename(s)	JOHN PAUL
Surname	ROPERO
Former name(s) <sup>2</sup>	
Country/State of residence	ENGLAND
Nationality	BRITISH
Month/year of birth <sup>3</sup>	XX 11 1947
Business occupation (if any)	COMPANY DIRECTOR.

**1 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 C1-C4 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 CHD1.

**2 Former name(s)**  
Please provide any previous names (including maiden or married names) which have been used for business purposes during the period of this return.

**3 Month and year of birth**  
Please provide month and year only. Provide full date of birth in Part 3 only.

**Continuation pages**  
Please use a continuation page if you need to enter more officer details.

E2

Director's service address<sup>4</sup>

Building name/number	SWAN HOUSE
Street	11 SWANLAND AVENUE
Post town	BRIDGINGTON
County/Region	EAST YORKSHIRE
Postcode	YO15 2HH
Country	ENGLAND

**4 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>E1</b>	<b>Director's details<sup>①</sup></b>															
	Please use this section to list individual directors of the company For a corporate director, complete Section C1-C4															
Title*	MRS															
Full forename(s)	SUSAN															
Surname	ROPERO															
Former name(s) <sup>②</sup>																
Country/State of residence	ENGLAND															
Nationality	BRITISH															
Month/year of birth <sup>③</sup>	<table border="1"> <tr> <td>XX</td> <td>m</td> <td>m</td> <td>y</td> <td>y</td> <td>y</td> <td>y</td> </tr> <tr> <td></td> <td>1</td> <td>1</td> <td>1</td> <td>9</td> <td>5</td> <td>2</td> </tr> </table>		XX	m	m	y	y	y	y		1	1	1	9	5	2
XX	m	m	y	y	y	y										
	1	1	1	9	5	2										
Business occupation (if any)	COMPANY DIRECTOR															

**① 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 C1-C4 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 (including maiden or married names) which have been used for business purposes during the period of this return.

**③ Month and year of birth**  
Please provide month and year only. Provide full date of birth in Part 3 only.

**Continuation pages**  
Please use a continuation page if you need to enter more officer details.

<b>E2</b>	<b>Director's service address<sup>④</sup></b>	
Building name/number	SWAN HOUSE	
Street	4 SWANLAND AVENUE	
Post town	BRIDLINGTON	
County/Region	EAST YORKSHIRE	
Postcode	Y0152HH	
Country	ENGLAND	

**④ 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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**Part 4 Statement of capital <sup>1</sup>**

Does your company have share capital?

- Yes Complete the sections below and the following Part 5  
→ No Go to Part 6 (Signature)

<sup>1</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 (Eg Ordinary/Preference etc.)	Amount paid up on each share <sup>2</sup>	Amount (if any) unpaid on each share <sup>2</sup>	Number of shares <sup>3</sup>	Aggregate nominal value <sup>4</sup>
ORDINARY	£1		100	£ 100
				£
				£
				£
Totals			100	£ 100

**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 (Eg Ordinary/Preference etc.)	Amount paid up on each share ②	Amount (if any) unpaid on each share ②	Number of shares ③	Aggregate nominal value ④
Totals				

Currency				
Class of shares (Eg Ordinary/Preference etc.)	Amount paid up on each share ②	Amount (if any) unpaid on each share ②	Number of shares ③	Aggregate nominal value ④
Totals				

**F3 Totals**

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

Total number of shares 100  
Total aggregate nominal value <sup>5</sup> £100

<sup>5</sup> Total aggregate nominal value  
Please list total aggregate values in different currencies separately. For example: £100 + € 100 + \$10 etc.

<sup>2</sup> Including both the nominal value and any share premium

<sup>3</sup> Number of shares issued multiplied by nominal value of each share

<sup>4</sup> Total number of issued shares in this class

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

ORDINARY

Voting rights

Shares carry voting rights. Have dividend rights to participate in a distribution. Have rights to participate in a distribution regarding capital. The shares can be redeemed at the option of the shareholder or the company.

Class of share

Voting rights

Class of share

Voting rights

Class of share

Voting rights

## Part 5

## Shareholders

Does your company have share capital?

- Yes go to Section G1 'Companies with share capital'  
 → No Go to Part 6 (Signature)

## G1

## Companies with share capital

Question 1

Were any of the company's shares admitted to trading on a market at any time during this return period? Please tick the appropriate box below ①

- ☒ No go to Section G2 'Past and present shareholders'  
☐ Yes go to Question 2

Question 2

Please only refer to Question 2 below if you have answered 'Yes' to Question 1. If you answered 'No', please go to Section G2 'Past and present shareholders'

Did the company, throughout the return period, have any shares admitted to trading on a relevant market and was it, throughout the return period, an issuer to which DTR5 applies? Please tick the appropriate box below ②

- ☐ No go to Section G4 'Shareholders who hold at least 5% of any class of shares of the company as at the made up date of the return'  
☐ Yes go to Part 6 'Signature'

① A market is one established under the rules of a UK recognised investment exchange or any other regulated markets in or outside of the UK or any other market outside of the UK. The current UK recognised investment exchanges and regulated markets can be found at [www.fsa.gov.uk/register/exchanges.do](http://www.fsa.gov.uk/register/exchanges.do)

② DTR5 refers to the Vote Holder and Issuer Notification Rules contained in Chapter 5 of the Disclosure and Transparency Rules source book issued by the Financial Services Authority. Notification is required when the percentage acquisition of a shareholder in the company has reached a certain threshold (starting at 3%)

## G2

## List of past and present shareholders ③

The company is required to provide a full list of past and present shareholders if one was not included with either of the last two returns. Please tick the appropriate box below

- ☒ There were no shareholder changes in this period. Go to Part 6 (Signature)  
☒ A full list of shareholders is enclosed  
☐ A list of shareholder changes is enclosed

How is the list of shareholders enclosed. Please tick the appropriate box below

- ☒ The list of shareholders is enclosed on paper. Go to Section G3 'List of past and present shareholders'  
☐ The list of shareholders is enclosed in another format. Go to Part 6 (Signature)

③ This section only applies to companies answering 'No' in Section G1



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Shareholders who hold at least 5% of any class of share(s) of the company as at the made up date of this return

- Go to Part 6 (Signature)

Further shareholders  
Please use a 'Shareholders who hold  
at least 5% of any class of share(s)  
of the company as at the made up  
date of this return' continuation  
page if necessary

[illegible]

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Part 6

Signature

This must be completed by all companies.

I am signing this form on behalf of the company

Signature

Signature

X

Susan Probert

X

This form may be signed by  
Director<sup>1</sup>, Secretary, Person authorised<sup>2</sup>, Charitable commission receiver and  
manager, CIC manager, Judicial factor

<sup>1</sup> 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

<sup>2</sup> Person authorised

Under either section 270 or 274 of  
the Companies Act 2006



Do not cover this barcode

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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

I N FENTON

Company name

I N FENTON

Address

3 PARKFIELD DRIVE

Post town

BRIDLINGTON

County/Region

EAST YORKSHIRE

Postcode

Y O I 6 4 Q R

Country

ENGLAND

DX

Telephone

01262 611365

**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 provided the full date of birth for all individual directors in Part 3
- ☐ 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 £40 is payable to Companies House in respect of a paper 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, B-3 9FF  
DX ED235 Edinburgh 1  
or LP - 4 Edinburgh 2 (Legal Post)

For companies registered in Northern Ireland  
The Registrar of Companies, Companies House,  
Second Floor, The Linenhall, 32-38 Linenhall Street,  
Belfast, Northern Ireland, BT2 8BG  
DX 481 NR Belfast 1

**Further information**

For further information, please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) 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.gov.uk/companieshouse](http://www.gov.uk/companieshouse)