

## Annual Returns Requirements

From 1 October 2011 the information requirements of the annual return are changing. The table below sets out the updated requirements:

<b>Annual return must contain</b>	<b>All companies</b>	<b>All companies with a share capital</b>	<b>Companies with a share capital not admitted to trading</b>	<b>Companies with a share capital admitted to trading</b>
Name of company	Y	-	-	-
Registered office	Y	-	-	-
Type of company and principle business activities	Y	-	-	-
Details of directors and secretaries	Y	-	-	-
Address of SAIL (where applicable)	Y	-	-	-
Statement as to whether or not any shares have been admitted to trading on a regulated market during the return period	N	Y	-	-
Statement of capital	N	Y	-	-
Names of all company members during the return period <sup>1</sup>	N	N	Y	N
Number of shares of each class held by each member at the end of the return period	N	N	Y	N
Number and class of any shares transferred since the last return date and the date of the	N	N	Y	N

register of transfer				
The name, address and shareholder of each member with a shareholding of at least 5% <sup>1</sup>	N	N	N	Y <sup>2</sup>
<p>1. The list of member details will either have to be in alphabetical order or an index will have to be attached to enable the shareholder names to be found easily.</p> <p>2. If that company is also an issuer to which Chapter 5 of the Disclosure and Transparency Rules sourcebook applies, this requirement does not apply.</p>				

If you require any further information or guidance in relation to the above, please contact either Helen Peach or Alex Lee on 01435 898058.

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