

CR29

ANNUAL RETURN^{32 33}

[Section 705 of the Companies Act, 2015]

PART 1³⁴

A1: Company Details

Company number

32 Please indicate whether director, secretary or agent of the company

33 A company must file an Annual Return at least once every year. This form cannot be used to give notice of changes to the company, officers, registered office address, company type or information relating to company records. Please complete this form by typing in all responses. Handwritten forms shall not be accepted.

34 This part must be completed by all companies.

Company name in full ³³	QUARTO SYSTEMS LIMITED
Business name (if any) ³⁶	

A2: Date

Return Date ³⁷	26/08/2017
Date of this Return	26/08/2017

A3: Company Type³⁵

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 company limited by guarantee private

unlimited company

A4: Principal Business Activities

Please give a brief description of the Company's business activities below:

A5: Registered office of the company³⁶

Plot No/ Building name	GRACELAND COURT
Street/Road	KEIYO ROAD OFF KOLOBOT ROAD
	PARKLANDS

³⁵ If unsure of the company type please check the certificate of incorporation of the company.

³⁶ The address should be the same as that stated in the records submitted to the Registrar on or before the date of this annual return specified at section A2. If the registered office address has changed, the change should be notified by completing Form CR16 which may be downloaded at www.attorney-general.go.ke.

Town/County	NAIROBI
Postal Address	171
Postcode	00605

PART 2: DIRECTORS AND SECRETARIES³⁷

Name of Director	Service address	Nationality	Country, State or area of residence in Kenya	Business or Occupation	Date of Birth
KELVIN MUNGAI NJOKI	171-00605	KENYAN	KENYA	ICT CONSULTANT	10-09-1987
SUSAN MUNGAI NJOKI	171-00605	KENYAN	KENYA	BUSINESS WOMAN	08-06-1971

B1: Particulars of individual Directors and Alternate Directors³⁸

B1A: Particulars of Corporate Directors and Alternate Corporate Directors^{39 40}

Corporate name	Registered or principal address	Legal form ⁴⁶	Governing law	Country of registration	Register and registration number ⁴⁸

³⁷ Part 2 must be completed by all companies and should include all details of the directors and secretaries as at the date of this annual return specified at section A2. All details should be the same as those stated in the records submitted to the Registrar on or before the date of this annual return specified at section A2. 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 return (that is Form CR6 if appointing new directors or Form CR10 if appointing new secretaries).

³⁸ Section B1 applies only to directors who are natural persons. If a director is a company or other body corporate, please complete section B1A below.

³⁹ Section B1A applies to directors who are companies or other bodies corporate. If a director is a natural person, please complete section B1 above.

⁴⁰ Please give details of the legal form of the corporate body or firm which is a director e.g. Company limited by shares, Limited Liability Partnership or other applicable legal form.

Corporate name	Registered or principal address	Legal form ⁴⁶	Governing law ⁴⁷	Country of registration	Register and registration number ⁴⁸

B2: PARTICULARS OF SECRETARY (if any)^{41 42}

Name of secretary	Address ³¹	Legal form and governing law	Register and Registration number
Name of secretary ⁵⁰	Address ³¹	Legal form and governing law ⁵²	Register and Registration number ⁵³

PART 3: STATEMENT OF CAPITAL⁴³

Cl: Does your company have share capital? If yes complete the sections below. If no go to Part 5 (*Particulars of Indebtedness*)

⁴¹ Please give details of the register in which the body corporate which is a director is registered and its registration number in that register.

⁴² All public companies and private companies with a share capital of KES. 5 Million or more must have a company secretary.

⁴³This should reflect the company's capital status at the made up date of this annual return indicated at section A2.

Class of shares (e.g. Ordinary/ Preference etc.)	Nominal Value of each share (KES)	Amount paid up on each share (if any) (KES)	Amount (if any) unpaid on each share (KES)	Total number of shares	Aggregate of nominal value
ORDINARY	10000			100	100,000
Totals				100	100,000

C2: Rights attached to each class of shares⁴⁴

(Complete the section below to show the prescribed particulars of rights attached to the shares, if any)

⁴⁴The particulars include: (i) Particulars of any voting rights, including rights that arise only in certain circumstances; (ii) particulars of any rights, as respects dividends, to participate in a distribution; (iii) particulars of any rights, as respects capital, to participate in a distribution; (iv) whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder

PART4: SHAREHOLDERS

Does your company have share capital? If yes go to Section FI (*Companies with share capital*), if no go to part 5 (*Particulars of Indebtedness*)

FI⁵⁹: Companies with share capital

Statement 1	We certify that the company has not since the date of the last annual return; or 1 1 In the case of a first return, since the date of 1 1 incorporation issued any invitation to the public 1 1 to subscribe for any shares or debentures of the companies
Statement 2 (where applicable) ⁶⁰	<input type="checkbox"/> We certify that the excess of the number of members of the company over fifty consists wholly of persons who, under subsection (2) of Section 9 of the Companies Act are employees or former employees of the company and are thus excluded in the calculation of the number of members of the company.

☒
☐

F2: List of past and present shareholders^{45 46 47} Please tick the appropriate box below⁴⁸:

There were no shareholder changes in this period.

A full list of shareholders is enclosed⁴⁹

45 This section only applies in respect of private companies.

46 Applicable if the annual return discloses the fact that the number of members of the company exceeds 50.

47 In the case of a listed company, for the particulars relating to members are limited to those relating to members who held 5 per cent or more of the issued shares in any class of the company's shares as the date of this return, go to Section F4.

48 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.

49 You must provide a 'Full list' of all company shareholders on: the company's first annual return following incorporation and on every third annual return after a full list has been provided.

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

B The list of shareholders is provided at section F3; or

The list of shareholders is enclosed in electronic format F3: List of past and present shareholders

		Shares currently held	Shares transferred (if appropriate)	
Shareholder's Name and Address	Class of share	Number of shares	Number of shares	Date of registration of transfer
KELVIN MUNGAI NJOKI	ORDINARY	700	NIL	NO TRANSFERS
SUSAN NJOKI MUNGAI	ORDINARY	300	NIL	NO TRANSFERS

F4: Shareholders who hold at least 5% of any class of share(s) of the company as at the made up date of this return

[illegible]

		Shares or stock currently held	
Shareholder's name	Shareholder's address	Class of share	Number of shares

PART 5: PARTICULARS OF INDEBTEDNESS

D1: Total amount of indebtedness of the company in respect of all mortgages and charges which are required to be registered with the registrar of companies under the Companies Act 2015⁶⁴

KES. _____

PART 6: NUMBER OF MEMBERS⁶⁵

In the case of a Company not having a share capital (except for a company registered with an unlimited number of members) - the number of members of the company at the date of this return are⁶⁶

PART 7: LIST OF MEMBERS OF A COMPANY LIMITED BY GUARANTEE⁶⁷

Member's name	Member's address

⁶⁴ Please indicate the aggregate principal amount secured by such mortgages or charges

⁶⁵ This part is only applies to private unlimited companies.

⁶⁶ Here give the number of members (in words) and not the names.

⁶⁷ This part applies only to Companies limited by guarantee that do not have share capital.

Member's name	Member's address

PART 8: ATTACHMENTS⁶⁸

An annual return for a public company or a company limited by guarantee is required to be accompanied by-

- (a) Copies of the documents required to be sent to every member of the company under section 666 of the Act (Duty of company to send financial statements and reports to persons entitled)- Certified by a director or company secretary of the company to be true copies; and
- (b) If any of the documents mentioned in paragraph (a) is in a language other than English, a certified translation (to be annexed to that document) in English of the document.

PART 9: SIGNATURE⁶⁹ Lodged on behalf of the company by:

Name: **KELVIN MUNGAI NJOKI**

Address: **171-00605 UTHIRU**

Signature:



Capacity⁷⁰: **DIRECTOR**

Date: ADDITIONAL GUIDANCE NOTES

1. A fee of Ksh. 1000 is payable to Companies Registry in respect of each Annual Return
2. A penalty of Ksh. 500 will be charged for any return filed out of time.

Please remember the following

3. The company name and number match the information held by the Registrar.
4. You have completed your principal business activity. You have not used this form to make changes to the registered office address.
5. You have not used this form to make changes to secretary and director details.
6. You have fully completed the Statement of capital (if applicable).
7. You have signed the form.
8. You have paid the correct fee.^{50 51}
9. You have attached relevant documents as required
10. Handwritten forms shall not be accepted
11. This form is available at website www.attorney-general.go.ke. For further information, please see the guidance notes on this website.
12. Parts 1, 2, 5, 8 and 9 should be filled by all companies.
13. Parts 3 and 4 should be filled by private companies limited by shares, public companies and companies limited by guarantee which have share capital.⁷¹
14. Part 6 and 7 should be filled only by companies limited by guarantee.
15. Part 8 applies only to public companies and companies limited by guarantee. r.2

⁵⁰“This part only applies to public companies and companies limited by guarantee.

“This must be completed by all companies.

⁵¹ This form must be signed by a Director of the company, or by a Secretary where applicable.