

**ACTION SECRETARIES LIMITED**  
**REGISTERED NUMBER 1123581**  
**REPORT OF THE DIRECTORS 1995**

The directors submit their annual report, together with the accounts of the company for the 53 weeks ended 31 December 1995.

**PROFIT AND LOSS ACCOUNT**

During the period the company has not traded, has not incurred any liabilities and consequently has made neither profit nor loss.

**PRINCIPAL ACTIVITY**

The company did not trade during the period.

**DIRECTORS**

The directors who served during the period were:

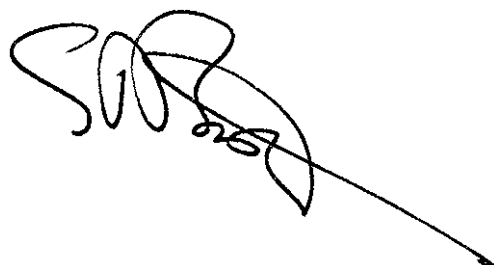
CT Pearce  
R Ward-Jones

Mr CT Pearce is a director of Securiguard Group plc, a wholly owned subsidiary of Rentokil Group PLC and his interests in group companies are shown in the accounts of Rentokil Group PLC.

Mr R Ward-Jones is a director of Securiguard Group plc, a wholly owned subsidiary of Rentokil Group PLC and his interests in group companies are shown in the accounts of Securiguard Group plc.

Rentokil Group PLC has purchased cover for the directors against liabilities in relation to the company, as permitted by the Companies Act 1985.

By order of the board



GT Brown  
Secretary

Felcourt  
East Grinstead  
West Sussex  
RH19 2JY

11 March 1996



**ACTION SECRETARIES LIMITED**

**BALANCE SHEET - 31 DECEMBER 1995**

|                                                     | <u>1995</u><br>£              | <u>1994</u><br>£              |
|-----------------------------------------------------|-------------------------------|-------------------------------|
| AMOUNTS OWED TO GROUP COMPANIES                     | (12,788)<br>=====             | (12,788)<br>=====             |
| REPRESENTING:                                       |                               |                               |
| SHARE CAPITAL                                       |                               |                               |
| Authorised shares of £1 each                        | 101,000<br>=====              | 101,000<br>=====              |
| Issued and fully paid ordinary<br>shares of £1 each | 1,261                         | 1,261                         |
| PROFIT AND LOSS ACCOUNT                             | (14,049)<br>(12,788)<br>===== | (14,049)<br>(12,788)<br>===== |

The company was dormant within the meaning of section 250 of the Companies Act 1985, there having been no accounting transactions throughout the period.

  
DIRECTOR  
CT Pearce

The notes on page 3 form part of the accounts

**ACTION SECRETARIES LIMITED**

**NOTES TO THE ACCOUNTS - 31 DECEMBER 1995**

**1. STATEMENT OF DIRECTORS' RESPONSIBILITIES**

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss for that period. In preparing these accounts, the directors have:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- followed applicable accounting standards;
- prepared the accounts on a going concern basis.

The directors are responsible for ensuring that the company keeps proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

2. During the period the company has not traded, has not incurred any liabilities and consequently has made neither profit nor loss. None of the directors received any emoluments in respect of their services to the company. The company's annual filing fees for the 53 weeks ended 31 December 1995 have been borne by Securiguard Group plc.
3. The ultimate parent company is Sophus Berendsen A/S, a company incorporated in Denmark. Copies of the Sophus Berendsen accounts can be obtained from 1 Klausdalsbrovej, DK2860 Soborg, Denmark.

The largest group to include the company is Sophus Berendsen A/S.

The smallest group to include the company is Rentokil Group PLC, a company registered in England. Copies of the Rentokil Group PLC accounts can be obtained from Felcourt, East Grinstead, West Sussex, RH19 2JY.

4. The accounts were approved by the board of directors on 11 March 1996.
5. The company is party to a composite cross guarantee entered into by certain group companies where, at 31 December 1995, total bank borrowings were £1,558,000 (1994: £3,232,000).