



Companies House

— for the record —

Company Name

INSTANT OFFICE LIMITED

Company Type

Private Company Limited By Shares

Company Number

2122887

Information extracted from
Companies House records on
26th November 2004

363s Annual Return

- > Please check the details printed in blue on this statement.
- > If any details are wrong, strike them through and write the correct details in the "Amended details" column.
- > Please use black pen and write in capitals.



Section 1: Company details

Ref: 2122887/03/10

Current details

Amended details

- > Registered Office Address
If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.

**1 Citadel Place
Tinworth Street
London SE11 5EF** ✓

Address

UK Postcode

- > Register of Members
If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.

**Address where the Register is held
1 Citadel Place Tinworth Street
London
SE11 5EF** ✓

Address

UK Postcode

- > Register of Debenture Holders
If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.

**1 Citadel Place Tinworth Street
London
SE11 5EF** ✓

Address

UK Postcode

- > Principal Business Activities
If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.

SIC Code Description
7011 ~~Development & sell real estate~~

SIC CODE Description
7020 LETING OF OWN PROPERTY

- > Please enter additional principal activity code(s) in "Amended details" column. See notes for guidance for list of activity codes.

Section 2: Details of Officers of the Company

	Current details	Amended details
> Company Secretary <i>If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.</i> <i>Particulars of a new Company Secretary must be notified on form 288a.</i>	Name Steven Francis BOARD ✓ Address Tawlbrook, Plaistow Road Loxwood Billingshurst West Sussex RH14 0TY ✓	Name ☐ Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985. Address UK Postcode _ _ _ _ Date of change _ _ / _ _ / _ _ _ _ Date Steven Francis BOARD ceased to be secretary (if applicable) _ _ / _ _ / _ _ _ _
> Director <i>If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.</i> <i>Particulars of a new Director must be notified on form 288a.</i>	Name Dan Mikael BAVERSTAM ✓ Address Cawsand The Ridgeway Oxshott Surrey KT22 0LG ✓ Date of birth 19/04/1955 ✓ Nationality Swedish ✓ Occupation Chief Financial Officer ✓	Name ☐ Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985. Address UK Postcode _ _ _ _ Date of birth _ _ / _ _ / _ _ _ _ Nationality _ _ _ _ _ Occupation _ _ _ _ _ Date of change _ _ / _ _ / _ _ _ _ Date Dan Mikael BAVERSTAM ceased to be director (if applicable) _ _ / _ _ / _ _ _ _

> Director

If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.

Particulars of a new Director must be notified on form 288a.

Current details**Name**

Thomas John THOMSON ✓

Address

Pulridge Wood
Nettleden Road
Little Gaddesden ✓
Hertfordshire
HP4 1PP

Date of birth 02/11/1950 ✓

Nationality British ✓

Occupation Chief Executive ✓

Amended details**Name**

☐ Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.

Address

UK Postcode _ _ _ _ _

Date of birth _ _ / _ _ / _ _ _ _

Nationality _____

Occupation _____

Date of change _ _ / _ _ / _ _ _ _

Date Thomas John THOMSON ceased to be director (if applicable)

_ _ / _ _ / _ _ _ _

	Current details	Amended details
> Issued Share Capital <i>This table shows the total number of shares that have been issued by your company and their Nominal Value. If any of the details are wrong, please fill in the correct details.</i>	Class of share Ordinary / Nominal value of each share £1.00 / Number of shares issued 2,000 / Aggregate Nominal Value of issued shares £2,000.00 /	Class of share Nominal value of each share Number of shares issued Aggregate Nominal Value of issued shares
> Total shares issued and value <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	Total number of shares issued 2,000 / Total Nominal value of shares issued £2,000.00 /	Total number of shares issued Total Nominal value of shares issued
> At the date of this Annual Return, if the company has altered or changed its share capital in any way or allotted new shares, please refer to the guidance notes for details of the appropriate form that should be sent with this Annual Return. Annual return guidance notes are available on the Companies House web site at www.companieshouse.gov.uk or by ringing 0870 333636.		

Current details		Amended details		Shares transferred		
> Shareholder Name		Name		Shares transferred by CLS HOLDINGS PLC		
CLS HOLDINGS PLC						
Address		Address				
One Citadelplace						
Tinworth Street London						
SE11 5EF						
		UK Postcode				
Shares held		Shares held				
Class	Number	Class	Number	Class	Number	Date of transfer
Ordinary	2000					__/__/__
						__/__/__

Section 5: Details of Other Shareholders

- > Please fill in details of any persons or corporate bodies who are shareholders of the company at the date of this return, but whose details are not printed in Section 4.
- > Also, provide the details of any persons who became but have ceased to be shareholders of the company since the date of the last annual return.
- > For jointly held shares please list those joint shareholders consecutively on the form. If a joint shareholder also holds shares in their own right, list that holding separately.
- > Please copy this page if there is not enough space to enter all the company's other shareholders.

Shareholders details	Class and number of shares or amount of stock held	Class and number of shares or amount of stock transferred (If appropriate)	Date of registration of transfer (If appropriate)
Name _____ Address _____ _____ _____ UK Postcode _ _ _ _ _			
Name _____ Address _____ _____ _____ UK Postcode _ _ _ _ _			
Name _____ Address _____ _____ _____ UK Postcode _ _ _ _ _			
Name _____ Address _____ _____ _____ UK Postcode _ _ _ _ _			



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363s Annual Return Declaration

- > When you have checked all the sections of this form, please complete this page and sign the declaration below.
- > If you want to change the made up date of this annual return, please complete 2 below.

1. Declaration

- ☐ I confirm that the details in this annual return are correct as at the made-up-date (shown at 2 below). I enclose the filing fee of £15.

Signature RSB [Signature]
(Director / Secretary)

Date 30 / 12 / 2004

This date must not be earlier than the return date at 2 below

What to do now

Complete this page then send the whole of the Annual Return and the declaration to the address shown at 4 below.

2. Date of this return

- ☐ This AR is made up to **20/12/2004** If you are making this return up to an earlier date, please give the date here

— / — / —

Note: The form must be delivered to CH within 28 days of this date

3. Date of next return

- ☐ If you wish to change your next return to a date earlier than **20th December 2005** please give the new date here:

— / — / —

4. Where to send this form

- ☐ Please return this form to:

Registrar of Companies
Companies House
Crown Way
Cardiff CF14 3UZ

OR

For members of the Hays Document
Exchange service
DX 33050 Cardiff

Have you enclosed the filing fee with the company number written on the reverse of the cheque?

Contact Address

You do not have to give any contact information below, but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Contact Name _____ Telephone number *inc code* _____

Address _____ DX number *if applicable* _____

_____ DX exchange _____

Postcode _____