

Please complete in typescript,  
or in bold black capitals.

**Annual Return**

CHFP010

**Company Number**

2122887

**Company Name in full**

INSTANT OFFICE LIMITED

**Date of this return**

The information in this return is made up  
to

Day		Month		Year			
2	0	1	2	2	0	0	1

**Date of next return**

If you wish to make your next return to a  
date earlier than the anniversary of this  
return please show the date here.  
Companies House will then send a form at  
the appropriate time.

Day		Month		Year			

**Registered Office**

Show here the address at the date of  
this return.

ONE CITADEL PLACE, TINWORTH STREET

Any change of  
registered office **must**  
be notified on form  
287.

Post town

LONDON

County / Region

UK Postcode

SE11 5EF

**Principal business activities**

Show trade classification code number(s)  
for the principal activity or activities.

8630

If the code number cannot be determined,  
give a brief description of principal  
activity.

PROPERTY TRADING



A44  
COMPANIES HOUSE  
COMPANIES HOUSE  
\*AN9G3762\*  
0804  
04/01/02  
06/12/01

When you have completed and signed the form please send it to the  
Registrar of Companies at:

**Companies House, Crown Way, Cardiff, CF14 3UZ**

**DX 33050 Cardiff**

for companies registered in England and Wales

or

**Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB**

for companies registered in Scotland

**DX 235 Edinburgh**

**Register of members**

If the register of members is not kept at the registered office, state here where it is kept.

ONE CITADEL PLACE, TINWORTH STREET

Post town LONDON

County / Region UK Postcode SE11 5EF

**Register of Debenture holders**

If there is a register of debenture holders, or a duplicate of any such register or part of it, which is not kept at the registered office, state where it is kept.

ONE CITADEL PLACE, TINWORTH STREET

Post town LONDON

County / Region UK Postcode SE11 5EF

**Company type**

Public limited company

☐

Private company limited by shares

☒

Private company limited by guarantee without share capital

☐

Private company limited by shares exempt under section 30

☐

Private company limited by guarantee exempt under section 30

☐

Private unlimited company with share capital

☐

Private unlimited company without share capital

☐

Please tick the appropriate box

**Company Secretary**

Details of a new company secretary must be notified on form 288a.

(Please photocopy this area to provide details of joint secretaries).

\* Voluntary details.

Name

\* Style / Title

Forename(s)

STEVEN FRANCIS

Surname

BOARD

If a partnership give the names and addresses of the partners or the name of the partnership and office address.

Address

Bordeaux, Guildford Road

**Usual residential address** must be given. In the case of a corporation, give the registered or principal office address.

Post town Cranleigh

County / Region Surrey UK Postcode GU6 8PG

Country England

**Directors***Please list directors in alphabetical order.***Details of new directors must be notified on form 288a**

**Directors** In the case of a director that is a corporate or a Scottish firm, the name is the corporate or firm name.

Name \* Style / Title \_\_\_\_\_

Day		Month		Year	
1	9	0	4	1	9

Date of birth

Forename(s) | DAN MIKAEL

Surname | BAVERSTAM

Address | CAWSAND, THE RIDGEWAY

**Usual residential address** must be given. In the case of a corporation, give the registered or principal office address.

Post town | OXSHOTT

County / Region | SURREY UK Postcode | KT22 0LG

Country | Nationality | SWEDISH

Business occupation | Chief Financial Officer

\* Voluntary details.

Name \* Style / Title \_\_\_\_\_

Day		Month		Year	
0	2	1	1	1	9

Date of birth

Forename(s) | THOMAS JOHN

Surname | THOMSON

Address | 25 MORETON AVENUE

**Usual residential address** must be given. In the case of a corporation, give the registered or principal office address.

Post town | HARPENDEN

County / Region | HERTFORDSHIRE UK Postcode | AL5 2EU

Country | Nationality | BRITISH

Business occupation | CHIEF EXECUTIVE

**Issued share capital**

Enter details of all the shares in issue at the date of this return.

<b>Class</b> (e.g. Ordinary/Preference)	<b>Number of shares issued</b>	<b>Aggregate Nominal Value</b> (i.e. Number of shares issued multiplied by nominal value per share, or total amount of stock)
ORDINARY	2,000	£2,000.00
<b>Totals</b>	2,000	£2,000.00

**List of past and present shareholders**

(use attached schedule where appropriate)

A full list is required if one was not included with either of the last two returns.

There were no changes in the period

☒

on paper

in another format

A list of changes is enclosed


☐☐

A full list of shareholders is enclosed

☒☐**Certificate**

I certify that the information given in this return is true to the best of my knowledge and belief.

Signed



Date

20.12.01

† Please delete as appropriate.

† ~~a director~~ / secretary

When you have signed the return send it with the fee to the Registrar of Companies. Cheques should be made payable to **Companies House**.

This return includes

1

continuation sheets.

(enter number)

Please give the name, address, telephone number and, if available, a DX number and Exchange of the person Companies House should contact if there is any query.

STEVEN BOARD, COMPANY SECRETARY, ONE CITADEL PLACE,

TINWORTH STREET, LONDON, SE11 5EF

Tel

DX number

DX exchange

# List of past and present shareholders Schedule to form 363a

CHFP010

Company Number | 2122887

Company Name in full | INSTANT OFFICE LIMITED

- Changes to shareholders particulars or details of the amount of stock or shares transferred must be completed each year
- You must provide a "full list" of all the company shareholders on:
  - The company's first annual return following the incorporation;
  - Every third annual return after a full list has been provided
- List the company shareholders in alphabetical order or provide an index
- List joint shareholders consecutively

Shareholders' details	Class and number of shares or amount of stock held	Class and number of shares or amount of stock transferred	Shares or amount of stock transferred (if appropriate) Date of registration of transfer
Name CLS HOLDINGS PLC  Address ONE CITADEL PLACE, TINWORTH STREET, LONDON  UK postcode   SE11 5EF	£1.00 ORDINARY          Shares Held 2,000		
Name   Address     UK postcode			
Name   Address     UK postcode			