



Companies House
— for the record —

363a_(ef)

Annual Return



XJ9296KQ

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Company Name: **INSTANT OFFICE LIMITED**

Company Number: **02122887**

Company Details

Period Ending: **20/12/2008**

Company Type: **PRIVATE COMPANY LIMITED BY SHARES**

Principal Business Activities:

SIC codes:

7020

*Registered Office
Address:*

**86 BONDWAY
LONDON
UNITED KINGDOM
SW8 1SF**

*Register of
Members Address:*

**AT REGISTERED
OFFICE**

*Register of Debenture
Holders Address:*

**AT REGISTERED
OFFICE**

Details of Officers of the Company

Company Secretary 1:

Name: **SARAH GHINN**

Address: **69 THRALE ROAD
STREATHAM
LONDON
SW16 1NU**

Director 1 :

Name: **ERIK HENRY KLOTZ**

Address: **3 HIGHGROVE AVENUE
ASCOT
BERKSHIRE
UNITED KINGDOM
SL5 7HR**

Date of Birth:

03/11/1944

Nationality:

SWEDISH

Occupation:

CHIEF OPERATING OFFICER

Director 2 :

Name: **ALAIN GUSTAVE PAUL
MILLET**

Address: **3 WEST PARK DRIVE
BILLERICAY
ESSEX
CM12 9EH**

Date of Birth:

22/01/1968

Nationality:

FRENCH

Occupation:

GROUP TREASUER

Director 3 :

Name: **TOM JULIAN LYNALL
WILLS**

Address: **16 CHERRY ORCHARD ROAD
WEST MOLESEY
SURREY
KT8 1QZ**

Date of Birth: **22/05/1965**

Nationality: **BRITISH**

Occupation: **CHARTERED ACCOUNTANT**

Share Capital

Issued Share Capital Details:

<i>Class of Share</i>	<i>Number of Shares issued</i>	<i>Aggregate Nominal value of issued Shares</i>
ORDINARY	500000	GBP500000
<i>TOTALS</i>	500000	GBP500000

Full Details of Shareholders

The details below relate to individuals / corporate bodies that were shareholders as at 20/12/2008 or that had ceased to be shareholders since the made up date of the previous Annual Return

Shareholding 1: **500000 ORDINARY Shares held as at 20/12/2008**

Name: **CLS HOLDINGS PLC**

Address:

Authorisation

Authoriser Designation: **secretary**

Date Authorised: **16/01/2009**

Authenticated: **Yes (E/W)**