



**Companies House**  
— for the record —

**AR01** (ef)

**Annual Return**



X10CNHQH

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*Company Name:* **INSTANT OFFICE LIMITED**

*Company Number:* **02122887**

*Date of this return:* **20/12/2011**

*SIC codes:* **68201**

*Company Type:* **Private company limited by shares**

*Situation of Registered Office:* **86 BONDWAY  
LONDON  
UNITED KINGDOM  
SW8 1SF**

**Officers of the company**

***Company Secretary 1***

*Type:* **Person**  
*Full forename(s):* **MR DAVID FRANCIS**

*Surname:* **FULLER**

*Former names:*

*Service Address recorded as Company's registered office*

*Company Director* 1

Type: **Person**  
Full forename(s): **MR ERIK HENRY**

Surname: **KLOTZ**

Former names:

*Service Address recorded as Company's registered office*

Country/State Usually Resident: **ENGLAND**

Date of Birth: **03/11/1944** Nationality: **SWEDISH**

Occupation: **EXECUTIVE VICE CHAIRMAN**

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*Company Director* 2

Type: **Person**  
Full forename(s): **MR ALAIN GUSTAVE PAUL**

Surname: **MILLET**

Former names:

*Service Address recorded as Company's registered office*

Country/State Usually Resident: **UNITED KINGDOM**

Date of Birth: **22/01/1968** Nationality: **FRENCH**

Occupation: **GROUP TREASUER**

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*Company Director*    **3**

Type: **Person**  
Full forename(s): **MR RICHARD JAMES SUNLEY**

Surname: **TICE**

Former names:

*Service Address recorded as Company's registered office*

Country/State Usually Resident: **ENGLAND**

Date of Birth: **13/09/1964**                      Nationality: **BRITISH**

Occupation: **CHIEF EXECUTIVE OFFICER**

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*Company Director*    **4**

Type: **Person**  
Full forename(s): **JOHN HOWARD**

Surname: **WHITELEY**

Former names:

*Service Address recorded as Company's registered office*

Country/State Usually Resident: **ENGLAND**

Date of Birth: **13/11/1958**                      Nationality: **BRITISH**

Occupation: **CHIEF FINANCIAL OFFICER**

## Statement of Capital (Share Capital)

|                        |                 |                                |               |
|------------------------|-----------------|--------------------------------|---------------|
| <b>Class of shares</b> | <b>ORDINARY</b> | <i>Number allotted</i>         | <b>500000</b> |
|                        |                 | <i>Aggregate nominal value</i> | <b>500000</b> |
| <i>Currency</i>        | <b>GBP</b>      | <i>Amount paid per share</i>   | <b>1</b>      |
|                        |                 | <i>Amount unpaid per share</i> | <b>0</b>      |

### *Prescribed particulars*

THE SHARES HAVE ATTACHED TO THEM FULL VOTING RIGHTS, INCLUDING THE RIGHTS TO RECEIVE A DIVIDEND, TO PARTICIPATE IN CAPITAL DISTRIBUTIONS AND THE RIGHT TO PARTICIPATE IN A DISTRIBUTION UPON THE WINDING UP OF THE COMPANY. THE SHARES DO NOT CONFER ANY RIGHTS OF REDEMPTION.

## Statement of Capital (Totals)

|                 |            |                                      |               |
|-----------------|------------|--------------------------------------|---------------|
| <i>Currency</i> | <b>GBP</b> | <i>Total number of shares</i>        | <b>500000</b> |
|                 |            | <i>Total aggregate nominal value</i> | <b>500000</b> |

## *Full Details of Shareholders*

The details below relate to individuals / corporate bodies that were shareholders as at 20/12/2011 or that had ceased to be shareholders since the made up date of the previous Annual Return

*A full list of shareholders for the company are shown below*

*Shareholding 1* : **500000 ORDINARY shares held as at the date of this return**  
*Name:* **CLS HOLDINGS PLC**

## *Authorisation*

*Authenticated*

*This form was authorised by one of the following:*

Director, Secretary, Person Authorised, Charity Commission Receiver and Manager, CIC Manager, Judicial Factor.