Companies House
for the record

AR01 (ef)

Annual Return

Received for filing in Electronic Format on the: **04/01/2013**

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Company Name:	**INSTANT OFFICE LIMITED**
Company Number:	**02122887**
Date of this return:	**20/12/2012**
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: **UNITED KINGDOM**

Date of Birth: **03/11/1944** *Nationality:* **SWEDISH**
Occupation: **EXECUTIVE VICE CHAIRMAN**

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**

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: **UNITED KINGDOM**

Date of Birth: **13/09/1964** *Nationality:* **BRITISH**
Occupation: **CHIEF EXECUTIVE OFFICER**

Company Director 4

Type: **Person**

Full forename(s): **MR 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)

Class of shares	**ORDINARY**	*Number allotted*	**500000**
		Aggregate nominal value	**500000**
Currency	**GBP**	*Amount paid per share*	**1**
		Amount unpaid per share	**0**

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)

Currency	**GBP**	*Total number of shares*	**500000**
		Total aggregate nominal value	**500000**

Full Details of Shareholders

The details below relate to individuals / corporate bodies that were shareholders as at 20/12/2012 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.