



Companies House

— for the record —

Company Name

INSTANT OFFICE LIMITED

05 8540/1080

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

Company Type

Private Company Limited By Shares

Company Number

2122887

Information extracted from
Companies House records on
25th November 2005

Section 1: Company details



Ref: 2122887/03/10

	Current details	Amended details																		
> Registered Office Address <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	1 Citadel Place Tinworth Street London SE11 5EF ✓	Address _____ _____ _____ UK Postcode _ _ _ _ _																		
> Register of Members <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	Address where the Register is held At Registered Office ✓	Address _____ _____ _____ UK Postcode _ _ _ _ _																		
> Register of Debenture Holders <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	At Registered Office ✓	Address _____ _____ _____ UK Postcode _ _ _ _ _																		
> Principal Business Activities <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	<table border="1"> <thead> <tr> <th>SIC Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>7020</td> <td>Letting of own property ✓</td> </tr> </tbody> </table>	SIC Code	Description	7020	Letting of own property ✓	<table border="1"> <thead> <tr> <th>SIC CODE</th> <th>Description</th> </tr> </thead> <tbody> <tr><td> </td><td>_____</td></tr> <tr><td> </td><td>_____</td></tr> <tr><td> </td><td>_____</td></tr> <tr><td> </td><td>_____</td></tr> <tr><td> </td><td>_____</td></tr> <tr><td> </td><td>_____</td></tr> </tbody> </table>	SIC CODE	Description		_____		_____		_____		_____		_____		_____
SIC Code	Description																			
7020	Letting of own property ✓																			
SIC CODE	Description																			

> 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 _____ <input type="checkbox"/> 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 Apartment 50 Fountain House The Boulevard Imperial Wharf London SW6 2TQ ✓ Date of birth 19/04/1955 ✓ Nationality Swedish ✓ Occupation Chief Financial Officer ✓	Name _____ <input type="checkbox"/> 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 L L L L L L

Date of birth L L / L L / L L L L

Nationality

Occupation

Date of change L L / L L / L L L L

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

L L / L L / L L L L

Section 3: Share Capital

	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 /	Class of share _____
	Nominal value of each share £1.00 /	Nominal value of each share _____
	Number of shares issued 2,000 /	Number of shares issued _____
	Aggregate Nominal Value of issued shares £2,000.00 /	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 number of shares issued _____
	Total Nominal value of shares issued £2,000.00 /	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 3333636.		

Section 4: Details of Shareholders

- > The details we hold on your company's shareholders and their shareholdings are printed below. These are based on your last Annual Return.
- > If any details have changed, or if any shares have been transferred, please fill in the details in the "Amended details" or "Shares transferred" column.
- > Please give details of any other shareholders in Section 5.

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

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 £30.

Signature

✗ CB *[Signature]*
(Director / Secretary)

Date

22 / 12 / 2005

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 20/12/2005
- 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 2006** 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
