



**Companies House**

— for the record —

Company Name

**INSTANT OFFICE LIMITED**

## 363s Annual Return

045521/480

Company Type

**Private Company Limited By Shares**

Company Number

**2122887**

Information extracted from  
Companies House records on  
**30th November 2002**

- > 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.

### Section 1: Company details



A14  
COMPANIES HOUSE

0230  
09/01/03

Ref: 2122887/03/10

	Current details	Amended details																												
<b>&gt; Registered Office</b> <b>Address</b> <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	<b>1 Citadel Place</b> <b>Tinworth Street</b> <b>London SE11 5EF</b>	<b>Address</b>      <b>UK Postcode</b> _ _ _ _ _																												
<b>&gt; Register of Members</b> <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	<b>Address where the Register is held</b> <b>6 Spring Gardens</b> <b>Citadel Place</b> <b>Tinworth Street</b> <b>London</b>	<b>Address</b>      <b>UK Postcode</b> _ _ _ _ _																												
<b>&gt; Register of Debenture Holders</b> <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	<b>6 Spring Gardens</b> <b>Citadel Place</b> <b>Tinworth Street</b> <b>London</b>	<b>Address</b>      <b>UK Postcode</b> _ _ _ _ _																												
<b>&gt; Principal Business Activities</b> <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>7011</td> <td>Development &amp; sell real estate</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	7011	Development & sell real estate											<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												
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<b>&gt;</b> 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
<b>&gt; Company Secretary</b> <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>	<b>Name</b> <b>Steven Francis BOARD</b>  <b>Address</b> <b>Bordeaux</b> <b>Guildford Road</b> <b>Cranleigh</b> <b>Surrey</b> <b>GU6 8PG</b>	<b>Name</b>  <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. <b>Address</b>     <b>UK Postcode</b> _ _ _ _ _ <b>Date of change</b> _ _ / _ _ / _ _ _ _ <b>Date Steven Francis BOARD</b> <b>ceased to be secretary (if applicable)</b> _ _ / _ _ / _ _ _ _
<i>Particulars of a new Company Secretary must be notified on form 288.</i>		
<b>&gt; Director</b> <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>	<b>Name</b> <b>Dan Mikael BAVERSTAM</b>  <b>Address</b> <b>Cawsand</b> <b>The Ridgeway</b> <b>Oxshott</b> <b>Surrey</b> <b>KT22 0LG</b>  <b>Date of birth</b> 19/04/1955  <b>Nationality</b> Swedish  <b>Occupation</b> Chief Financial Officer	<b>Name</b>  <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. <b>Address</b>     <b>UK Postcode</b> _ _ _ _ _ <b>Date of birth</b> _ _ / _ _ / _ _ _ _ <b>Nationality</b> _____ <b>Occupation</b> _____ <b>Date of change</b> _ _ / _ _ / _ _ _ _ <b>Date Dan Mikael BAVERSTAM</b> <b>ceased to be director (if applicable)</b> _ _ / _ _ / _ _ _ _
<i>Particulars of a new Director must be notified on form 288.</i>		

**Current details****Amended details****> 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.*

**Name**  
Thomas John THOMSON

**Address**  
West Pulridge  
Little Gaddesden  
Hertfordshire  
HP4 1PP

**Date of birth** 02/11/1950

**Nationality** British

**Occupation** Chief Executive

*Particulars of a new Director must be notified on form 288.*

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 \_ \_ \_ \_ \_

Date of birth \_ \_ / \_ \_ / \_ \_ \_ \_

Nationality \_\_\_\_\_

Occupation \_\_\_\_\_

Date of change \_ \_ / \_ \_ / \_ \_ \_ \_

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

\_ \_ / \_ \_ / \_ \_ \_ \_

## Section 3: Share Capital

	Current details	Amended details
<b>&gt; Issued Share Capital</b> <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>	<b>Class of share</b> <b>Ordinary</b> <b>Nominal value of each share</b> <b>£1.00</b> <b>Number of shares issued</b> <b>2,000</b> <b>Aggregate Nominal Value of issued shares</b> <b>£2,000.00</b>	<b>Class of share</b>  <b>Nominal value of each share</b>  <b>Number of shares issued</b>  <b>Aggregate Nominal Value of issued shares</b>  
<b>&gt; Total shares issued and value</b> <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	<b>Total number of shares issued</b> <b>2,000</b> <b>Total Nominal value of shares issued</b> <b>£2,000.00</b>	<b>Total number of shares issued</b>  <b>Total Nominal value of shares issued</b>  
<b>&gt; 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 <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a> or by ringing 0870 3333636.</b>		

**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	
<b>&gt; Shareholder</b> <b>Name</b> CLS HOLDINGS PLC		<b>Name</b> _____			
		<b>Address</b> _____			
<b>Address</b> One Citadelplace Tinworth Street London SE11 5EF		_____ _____ _____		<b>Shares transferred by</b> CLS HOLDINGS PLC	
		<b>UK Postcode</b> _ _ _ _ _			
<b>Shares held</b> <b>Class</b> Ordinary		<b>Number</b> 2000	<b>Shares held</b> <b>Class</b> _____	<b>Number</b> _____	<b>Class</b> _____
		_____	_____	_____	<b>Date of transfer</b> ____/____/____
		_____	_____	_____	____/____/____

**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    - - - - -			



Companies House

— for the record —

## 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 £15.

Signature

[Signature]  
(Director / Secretary)

Date

07 / 01 / 2003

*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  
**20/12/2002**

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 2003** 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

Karen Soan

Telephone number *inc code*

02075 827766

Address

One Citadel Place  
Tinworth Street  
London

DX number *if applicable*

— — — — —

DX exchange

Postcode

SE11 5EF