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288a

Please complete in typescript,
or in bold black capitals.

CHFP025

Appointment of director or secretary (NOT for resignation (use Form 288b) or change of particulars (use Form 288c))

Company Number **0307053**

Company Name in full

ARCHIVE SERVICES LIMITED

Date of
appointment

Day Month Year
06 02 2001

†Date of
Birth

Day Month Year
07 08 1964

Appointment form

Appointment as director

X

as secretary

Please mark the appropriate box. If appointment
is as a director and secretary mark both boxes.

NAME

*Style / Title

*Honours etc

Notes on completion
appear on reverse.

Forename(s)

DONALD

Surname

RICHARDS

Previous
Forename(s)

Previous
Surname(s)

Usual residential
address

10 THATCHER STREET 107

Post town

BOSTON 02113

Postcode

County / Region

MA USA

Country

USA

†Nationality

AMERICAN

†Business occupation

†Other directorships
(additional space overleaf)

I consent to act as ** director / secretary of the above named company

Consent signature

Don P. Richards

Date

6-2-2001

* Voluntary details.
† Directors only.

**Please delete as appropriate

A director, secretary etc must sign the form below.

Signed

Don P. Richards

Date

6-2-2001

(** a director / secretary / administrator / administrative receiver / receiver manager / receiver)

Please give the name, address,
telephone number and, if available,
a DX number and Exchange of
the person Companies House should
contact if there is any query.

Eversheds

115 Colmore Row
Birmingham
B3 3AL

Bircorp: 565265

Tel 0121 232 1000

DX number DX: 13004

DX exchange BIRMINGHAM 1

Comp



A17
COMPANIES HOUSE

0580
07/03/01

Laserfc

When you have completed and signed the form please send it to the
Registrar of Companies at:

Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff
companies registered in England and Wales

Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB
companies registered in Scotland

DX 235 Edinburgh

Company Number 0307053

† Directors only.

†Other directorships

IRON MOUNTAIN (EUROPE) LIMITED

CO. NUMBER: 02321917

IRON MOUNTAIN HOLDINGS (EUROPE) LIMITED

CO. NUMBER: 03847309

NOTES

Show the full forenames, NOT INITIALS. If the director or secretary is a corporation or Scottish firm, show the name on surname line and registered or principal office on the usual residential line.

Give previous forenames or surname(s) except:

- for a married woman, the name by which she was known before marriage need not be given.
- for names not used since the age of 18 or for at least 20 years

A peer or individual known by a title may state the title instead of or in addition to the forenames and surname and need not give the name by which that person was known before he or she adopted the title or succeeded to it.

Other directorships.

Give the name of every company incorporated in Great Britain of which the person concerned is a director or has been a director at any time in the past five years.

You may exclude a company which either is, or at all times during the past five years when the person concerned was a director, was

- dormant
- a parent company which wholly owned the company making the return, or
- another wholly owned subsidiary of the same parent company.