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COMPANIES FORM No. 88(2)(Rev 1988)

Return of allotments of shares**88(2)**

Pursuant to section 88(2) of the Companies Act 1985 (the Act)

(REVISED 1988)This form replaces forms
PUC2, PUC3 and 88(2)Please do not
write in this
marginTo the Registrar of Companies (address overleaf)
(see note 1)Please complete
legibly, preferably
in black type, or
bold block lettering

Company number

2511016

1. Name of company

* insert full name
of company*** FIRST OFFICE SYSTEMS LIMITED**

2. This section must be completed for all allotments

† distinguish
between
ordinary
preference, etc.

Description of shares †	ORDINARY		
A Number allotted	8999		
B Nominal value of each	£ ONE POUND	£	£
C Total amount (if any) paid or due and payable on each share (including premium if any)	£	£	£

Date(s) on which the shares were allotted

(a) [on **31st OCTOBER** 19 **96**] £, or

(b) [from _____ 19 _____ to _____ 19 _____] £

The names and addresses of the allottees and the number of shares allotted to each should be given overleaf

§ complete
(a) or (b) as
appropriate3. If the allotment is wholly or partly other than for cash the following information must be given
(see notes 2 & 3)

D Extent to which each share is to be treated as paid up. Please use percentage.			
E Consideration for which the shares were allotted			

NOTES

1. This form should be delivered to the Registrar of Companies within one month of the (first) date of allotment.
2. If the allotment is wholly or partly other than for cash, the company must deliver to the registrar a return containing the information at D & E. The company may deliver this information by completing D & E and the delivery of the information must be accompanied by the duly stamped contract required by section 88(2)(b) of the Act or by the duly stamped prescribed particulars required by section 88(3) (Form No 88(3)).
3. Details of bonus issues should be included only in section 2.

Presentor's name address, telephone
number and reference (if any):

For official use

Post room



4. Names and addresses of the allottees

Please do not write in the margin

Names and Addresses	Number of shares allotted		
	Ordinary	Preference	Other
FIRST OFFICE HOLDINGS LTD	2999		
14-16 ALBLON ROAD			
TUNBRIDGE WELLS			
KENT TN1 2PF			
JOHN SIMON DONIGAN	2550		
4 STATION CLOSE			
TOWN ROW			
ROTHENFORD			
EAST SUSSEX TN6 3JQ			
ANDREW JOHN BURT	2550		
'MAHE'			
CHESNUT WARE			
MATFIELD			
KENT TN12 7 JL			
IAN JOHN GOLBY	900		
165 SHOLWOOD ROAD			
TUNBRIDGE WELLS			
KENT TN2 3LF			
Total	8999		

Please complete legibly, preferably in black type, or bold block lettering

Where the space given on this form is inadequate, continuation sheets should be used and the number of sheets attached should be indicated in the box opposite:

† Insert
Director,
Secretary,
Administrator,
Administrative
Receiver or
Receiver
(Scotland) as
appropriate

Signed J. Deane Designation SECRETARY Date 31.10.96

Companies registered in England and Wales or Wales should deliver this form to:-

The Registrar of Companies
Companies House
Crown Way
Cardiff
CF4 3UZ

Companies registered in Scotland should deliver this form to:-

The Registrar of Companies
Companies House
100-102 George Street
Edinburgh
EH2 3DJ