



Companies House

— for the record —

Company Name

FIRST OFFICE SYSTEMS LIMITED 363s Annual Return

110781/15

Company Type

Private Company Limited By Shares

Company Number

2511016

Information extracted from
Companies House records on
8th April 2003

- > 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

Ref: 2511016/03/10

	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>	14-16A Albion Road Tunbridge Wells Kent TN1 2NH	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 Sunbeam 6 Cross Lane Gardens Ticehurst East Sussex TN5 7HY	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>	Not Applicable	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>7487</td> <td>Other business activities</td> </tr> <tr> <td>7260</td> <td>Other computer related activities</td> </tr> </tbody> </table>	SIC Code	Description	7487	Other business activities	7260	Other computer related activities	<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																					
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_____	_____																					
_____	_____																					
> <i>Please enter additional principal activity code(s) in "Amended details" column. See notes for guidance for list of activity codes.</i>		_____ _____ _____																				

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 288.</i>	Name John Simon DONEGAN Address Sunbeam 6 Cross Lane Gardens Ticehurst East Sussex TN5 7HY	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 John Simon DONEGAN 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 288.</i>	Name Andrew John BRETT Address Mahe 23 The Spinney Tonbridge Kent TN9 2QQ Date of birth 29/03/1951 Nationality British Occupation Company Director	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 Andrew John BRETT 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 288.

Current details

Name
John Simon DONEGAN

Address
Sunbeam
6 Cross Lane Gardens
Ticehurst
East Sussex
TN5 7HY

Date of birth 02/12/1955

Nationality British

Occupation Company Director

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 _ _ _ _ _

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

Nationality

Occupation

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

Date John Simon DONEGAN 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 288.

Name
Ian John GOLBY

Address
54 Powder Mill Lane
Tunbridge Wells
Kent
TN4 9EJ

Date of birth 07/07/1958

Nationality British

Occupation Service Director

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 Ian John GOLBY ceased to be director (if applicable)

_ _ / _ _ / _ _ _ _

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 A	Class of share _____
	Nominal value of each share £1.00	Nominal value of each share _____
	Number of shares issued 89,999	Number of shares issued _____
	Aggregate Nominal Value of issued shares £89,999.00	Aggregate Nominal Value of issued shares _____
	Class of share Ordinary B	Class of share NONE
	Nominal value of each share £1.00	Nominal value of each share NONE
	Number of shares issued 1,400	Number of shares issued NONE
	Aggregate Nominal Value of issued shares £1,400.00	Aggregate Nominal Value of issued shares NIL.
	Class of share Ordinary B Non Voting	Class of share _____
	Nominal value of each share £1.00	Nominal value of each share _____
	Number of shares issued 8,000	Number of shares issued 10,000
	Aggregate Nominal Value of issued shares £8,000.00	Aggregate Nominal Value of issued shares £10,000
> 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 99,999	Total number of shares issued _____
	Total Nominal value of shares issued £99,999.00	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.**

- | Current details | | Amended details | | Shares transferred | | | | | | | | | | | | | | | | | | | | | | |
|--|---------------|-------------------------|---------------|--------------------|-------|--|-------|--|---------------|--------------|---------------|--|--|--|--|--|---------------|-------------------------|---------------|-------------------------|--------------|------------|-------------------|----------------|--|--|
| > Shareholder Name
Andrew John BRETT

Address
Mahe, 23 The Spinnet
Towbridge Kent
TN8 2QQ

Shares held
<table border="0"> <tr> <td><i>Class</i></td> <td><i>Number</i></td> </tr> <tr> <td>Ordinary B</td> <td>396</td> </tr> <tr> <td>Ordinary A</td> <td>25481</td> </tr> </table> | | <i>Class</i> | <i>Number</i> | Ordinary B | 396 | Ordinary A | 25481 | Name

Address

UK Postcode _ _ _ _ _
Shares held
<table border="0"> <tr> <td><i>Class</i></td> <td><i>Number</i></td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table> | | <i>Class</i> | <i>Number</i> | | | | | Shares transferred by
Andrew John BRETT

<table border="0"> <tr> <td><i>Class</i></td> <td><i>Number</i></td> <td><i>Date of transfer</i></td> </tr> <tr> <td>ORD B</td> <td>396</td> <td>06/03/2002</td> </tr> <tr> <td>NEW VOT</td> <td> </td> <td> </td> </tr> </table> | | <i>Class</i> | <i>Number</i> | <i>Date of transfer</i> | ORD B | 396 | 06/03/2002 | NEW VOT | | |
| <i>Class</i> | <i>Number</i> | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ordinary B | 396 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ordinary A | 25481 | | | | | | | | | | | | | | | | | | | | | | | | | |
| <i>Class</i> | <i>Number</i> | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <i>Class</i> | <i>Number</i> | <i>Date of transfer</i> | | | | | | | | | | | | | | | | | | | | | | | | |
| ORD B | 396 | 06/03/2002 | | | | | | | | | | | | | | | | | | | | | | | | |
| NEW VOT | | | | | | | | | | | | | | | | | | | | | | | | | | |
| > Shareholder Name
John Simon DONEGAN

Address
Sunbeam, 6 Cross Lane
Gardens
Ticehurst East Sussex
TN5 5HY

Shares held
<table border="0"> <tr> <td><i>Class</i></td> <td><i>Number</i></td> </tr> <tr> <td>Ordinary B</td> <td>864</td> </tr> <tr> <td>Ordinary A</td> <td>20861</td> </tr> </table> | | <i>Class</i> | <i>Number</i> | Ordinary B | 864 | Ordinary A | 20861 | Name

Address

UK Postcode _ _ _ _ _
Shares held
<table border="0"> <tr> <td><i>Class</i></td> <td><i>Number</i></td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table> | | <i>Class</i> | <i>Number</i> | | | | | Shares transferred by
John Simon DONEGAN

<table border="0"> <tr> <td><i>Class</i></td> <td><i>Number</i></td> <td><i>Date of transfer</i></td> </tr> <tr> <td>ORD B</td> <td>864</td> <td>06/03/2002</td> </tr> <tr> <td>NEW VOT</td> <td> </td> <td> </td> </tr> </table> | | <i>Class</i> | <i>Number</i> | <i>Date of transfer</i> | ORD B | 864 | 06/03/2002 | NEW VOT | | |
| <i>Class</i> | <i>Number</i> | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ordinary B | 864 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ordinary A | 20861 | | | | | | | | | | | | | | | | | | | | | | | | | |
| <i>Class</i> | <i>Number</i> | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <i>Class</i> | <i>Number</i> | <i>Date of transfer</i> | | | | | | | | | | | | | | | | | | | | | | | | |
| ORD B | 864 | 06/03/2002 | | | | | | | | | | | | | | | | | | | | | | | | |
| NEW VOT | | | | | | | | | | | | | | | | | | | | | | | | | | |
| > Shareholder Name
FIRST OFFICE HOLDINGS LTD

Address
14-16A Albion Road
Tunbridge Wells Kent
TN1 2NH

Shares held
<table border="0"> <tr> <td><i>Class</i></td> <td><i>Number</i></td> </tr> <tr> <td>Ordinary A</td> <td>34657</td> </tr> </table> | | <i>Class</i> | <i>Number</i> | Ordinary A | 34657 | Name

Address

UK Postcode _ _ _ _ _
Shares held
<table border="0"> <tr> <td><i>Class</i></td> <td><i>Number</i></td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table> | | <i>Class</i> | <i>Number</i> | | | | | Shares transferred by
FIRST OFFICE HOLDINGS LTD

<table border="0"> <tr> <td><i>Class</i></td> <td><i>Number</i></td> <td><i>Date of transfer</i></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table> | | <i>Class</i> | <i>Number</i> | <i>Date of transfer</i> | | | | | | | | |
| <i>Class</i> | <i>Number</i> | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ordinary A | 34657 | | | | | | | | | | | | | | | | | | | | | | | | | |
| <i>Class</i> | <i>Number</i> | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <i>Class</i> | <i>Number</i> | <i>Date of transfer</i> | | | | | | | | | | | | | | | | | | | | | | | | |
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Current details		Amended details		Shares transferred		
>	Shareholder Name FIRST OFFICE NOMINEES LTD Address 14-16A Albion Road Tunbridge Wells Kent TN1 2NH Shares held <i>Class</i> Ordinary B Non Voting	<i>Number</i> 8600	Name Address UK Postcode _ _ _ _ _ Shares held <i>Class</i> <i>Number</i> 	Shares transferred by FIRST OFFICE NOMINEES LTD <i>Class</i> <i>Number</i> <i>Date of transfer</i> 		
>	Shareholder Name Ian John GOLBY Address 54 Powder Mill Lane Tunbridge Wells Kent TN4 9EJ Shares held <i>Class</i> Ordinary B Ordinary A	<i>Number</i> 140 9000	Name Address UK Postcode _ _ _ _ _ Shares held <i>Class</i> <i>Number</i> 	Shares transferred by Ian John GOLBY <i>Class</i> <i>Number</i> <i>Date of transfer</i> ORD B 140 06/03/2002 NON VOT _____ ____/____/____		

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

(Director / Secretary)

Date

21 / 05 / 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
30/4/2003

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 **30th April 2004** 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

JOHN BOWEN

Telephone number inc code

01842 516339

Address

14-16 ALBION ROAD
CONORRICK WALKS
KENT

DX number if applicable

DX exchange

Postcode

TN1 2NH