



Companies House

— for the record —

Company Name

FIRST OFFICE SYSTEMS LIMITED 363s Annual Return

Bar
#15
106911

Company Type

Private Company Limited By Shares

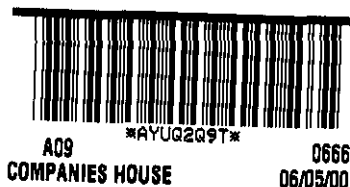
Company Number

2511016

Information extracted from
Companies House records on
14th April 2000

- > 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



A09
COMPANIES HOUSE

0666
06/05/00

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 4 Station Approach Town Row Rotherfield East Sussex TN6 3JQ	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>7484</td> <td>Other business activities</td> </tr> </tbody> </table>	SIC Code	Description	7484	Other business activities	<table border="1"> <thead> <tr> <th>SIC CODE</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>7260</td> <td>OTHER BUSINESS ACTIVITIES</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	7260	OTHER BUSINESS ACTIVITIES								
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7484	Other business activities																	
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7260	OTHER BUSINESS ACTIVITIES																	
> <i>If no entries are shown, please enter principal activity code(s) in "Amended details" column. See notes for guidance for list of activity codes.</i>																		

	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 4 Station Close Town Row Rotherfield East Sussex TN6 3JQ	Name 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 32 Chestnut Lane Matfield Kent TN12 7JL Date of birth 29/03/1951 Nationality British Occupation Company Director	Name Address MAHE, 32 THE SPINNEY TONGRIDGE KENT TN12 7JL UK Postcode _ _ _ _ _ Date of birth _ _ / _ _ / _ _ _ _ Nationality _____ Occupation _____ Date of change _ _ / _ _ / _ _ _ _ Date Andrew John BRETT ceased to be director (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 John Simon DONEGAN Address 4 Station Close Town Row Rotherfield East Sussex TN6 3JQ Date of birth 02/12/1955 Nationality British Occupation Company Director	Name 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.

Current details

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

Amended details

Name

Address

UK Postcode _ _ _ _ _

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

Nationality _ _ _ _ _

Occupation _ _ _ _ _

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

Date Ian John GOLBY ceased to be
director (if applicable)

_ _ / _ _ / _ _ _ _

	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 Nominal value of each share £1.00 Number of shares issued 48,599 Aggregate Nominal Value of issued shares £48,599.00	Class of share Nominal value of each share Number of shares issued 62999 Aggregate Nominal Value of issued shares £62999.00
	Class of share Ordinary B Non Voting Nominal value of each share £1.00 Number of shares issued 5,400 Aggregate Nominal Value of issued shares £5,400.00	Class of share Nominal value of each share Number of shares issued 7000 Aggregate Nominal Value of issued shares £7000.00
> 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 53,999 Total Nominal value of shares issued £53,999.00	Total number of shares issued 69999 Total Nominal value of shares issued £69999.00
> 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 029 2038 0801.		

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 Andrew John BRETT		Name 		Shares transferred by Andrew John BRETT		
Address Mahe, 23 The Spinnet Towbridge Kent TN8 2QQ		Address 				
UK Postcode		 				
Shares held Class Ordinary A		Shares held Class ORDINARY 'A'				
Number 13765		Number 17840		Class Number Date of transfer ORD 'B' 453 26/04/2000		
> Shareholder Name John Simon DONEGAN		Name 		Shares transferred by John Simon DONEGAN		
Address 4 Station Close Rotherfield Crowborough East Sussex TN6 3JQ		Address 				
UK Postcode		 				
Shares held Class Ordinary A		Shares held Class ORDINARY 'A'				
Number 11967		Number 14922		Class Number Date of transfer ORD 'B' 951 29/04/2000		
> Shareholder Name FIRST OFFICE HOLDINGS LTD		Name 		Shares transferred by FIRST OFFICE HOLDINGS LTD		
Address 14-16A Albion Road Tunbridge Wells Kent TN1 2NH		Address 				
UK Postcode		 				
Shares held Class Ordinary A		Shares held Class ORDINARY 'A'				
Number 18007		Number 23931		Class Number Date of transfer 		

Section 4: Details of Shareholders (continued)

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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 tick 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

J. J. Jones
(Director / Secretary)

Date

28 / 04 / 2000

This date must not be earlier than the return date at 2 below

What to do now

Please detach and retain the covering letter, 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 30/4/2000 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 2001** 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

Have you enclosed the filing fee with the company number written on the reverse of the cheque?

Cheque ☒ Postal Order ☐ Cheque / Postal Order Number _____

(Please complete as appropriate)

Contact Address

Please give the name and address of the person who should be contacted if there are any queries about this form.

Contact Name

John Jones

Telephone number inc code

01892-510000

Address

14-16a Avenue Road

DX number if applicable

Cardiff

DX exchange

Cardiff

Postcode

CF14 3UZ