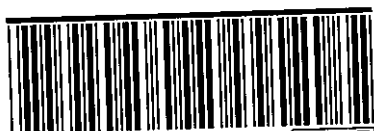




COMPANIES HOUSE

THE REGISTRAR OF COMPANIES  
COMPANIES HOUSE  
CROWN WAY  
CARDIFF  
CF4 3UZ



A27 \*AIFVFB4W\* 325  
COMPANIES HOUSE 05/05/95

This form should be completed in black.

The information printed below is taken from Companies House records as at 08/04/95

If this information requires amendment use the spaces opposite.

**Date of this return** (See note 1)

The information in this return should be made up to a date not later than

Day	Month	Year
3	0	9
0	4	5

**Date of next return** (See note 2)

If you wish to make your next return to a date earlier than the anniversary of this return please show the date here. Companies House will then send a form at the appropriate time.

Day	Month	Year

Day	Month	Year

**Registered Office** (See note 3)

This is the address registered by Companies House.

14-16 ALBION ROAD  
TUNBRIDGE WELLS  
KENT  
TN1 2PF

.....  
.....  
.....  
.....

**Principal business activities** (See note 4)

Trade classification is

8659 OTHER BUSINESS SERVICES

--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--

If the code cannot be determined from the notes, give a brief description of principal activity.

Per  
118  
10/956.

363s

# Annual Return

of company number 02511016

Y

**company name**

FIRST OFFICE SYSTEMS LIMITED

**company type**

PRIVATE COMPANY LIMITED BY SHARES

02511016

**Register of members** (See note 5)

The register is kept at

4 STATION APPROACH  
TOWN ROW  
ROTHERFIELD  
EAST SUSSEX TN6 3JQ

If the information shown needs amendment, give details below and, for secretary and director particulars, the date of any change.

**Register of debenture holders** (See note 6)

Any register of debenture holders (or duplicate) is kept at

**Company Secretary** (See note 7)

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

JOHN SIMON  
DONEGAN  
4 STATION CLOSE  
TOWN ROW  
ROTHERFIELD  
EAST SUSSEX TN6 3JQ

Day	Month	Year

Date of any change.

If this person has ceased to be secretary, please state when.

Day	Month	Year

Date of resignation.

**Directors** (See note 7)

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

ANDREW JOHN  
BRETT  
32 CHESTNUT LANE  
MATFIELD  
TONBRIDGE  
KENT TN12 7JL

Day	Month	Year

Date of any change.

Date of Birth:- 29/03/51  
Nat:BRITISH  
Occ:COMPANY DIRECTOR

If this person has ceased to be director, please state when.

Day	Month	Year

Date of resignation.

Other directorships.

32 CHESTNUT LANE

**SCHEDULE TO FORM 363**

**Continued overleaf**

**SCHEDULE TO FORM 363**[illegible]

02511016

**Directors - continued**

Particulars.

JOHN SIMON  
DONEGAN  
4 STATION CLOSE  
TOWN ROW  
ROTHERFIELD  
EAST SUSSEX TN6 3JQ

Date of Birth:- 02/12/55

Nat:BRITISH

Occ:COMPANY DIRECTOR

If this person has ceased to be director, please  
state when.

Other directorships.

If the information shown needs amendment, give  
details below and the date of any change.

Day	Month	Year

Date of any change.

Day	Month	Year

Date of resignation.

**BUSINESS & MANAGEMENT SERVICES Ltd**

Particulars.

NO MORE DIRECTORS -- ADDITIONAL SECRETARIES  
OR DIRECTORS MUST BE NOTIFIED ON FORM 288.

Day	Month	Year

Date of any change.

If this person has ceased to be director, please  
state when.

Other directorships.

Day	Month	Year

Date of resignation.

Particulars.

NO MORE DIRECTORS -- ADDITIONAL SECRETARIES  
OR DIRECTORS MUST BE NOTIFIED ON FORM 288.

Day	Month	Year

Date of any change.

If this person has ceased to be director, please  
state when.

Other directorships.

Day	Month	Year

Date of resignation.

Enter details of all shares in issue at the date of this return.

Class (eg Ordinary/ Preference etc)	Number of shares issued	Aggregate nominal value (ie Number of shares issued multiplied by nominal value per share)
<del>Ordinary</del>	12006	£12006
Totals	12006	£12006

**List of past and present members**  
(See note 9)

(Use attached schedule where appropriate)

Please mark the  
appropriate box.

A full list is required.

on paper      not on  
paper

A full list of members is enclosed ☒

☐

**Elective resolutions** (See note 10)  
(Private companies only)

If an elective resolution is in force at the date of this return to dispense with annual general meetings, mark this box.

☐

If an elective resolution is in force at the date of this return to dispense with laying accounts in general meetings, mark this box.

☐

**Certificate**

I certify that the information given in this return is true to the best of my knowledge and belief.

I enclose the fee of **£18**.

Cheques should be made payable to **Companies House**.

Signed JS Chapman

Secretary/Director \*  
(delete as appropriate)

Date 18 MAY 1995

This return includes \_\_\_\_\_ continuation sheets.  
(enter number)

**Please ensure that you have completed all sections on this page.**

To whom should Companies House direct any enquiries about the information shown in this return?

JOHN SIMON CONEYTON  
14-16 AUSTIN ROAD  
WIMBORNE DORSET  
Postcode TAL6 3JQ