

COMPANIES HOUSE

THE REGISTRAR OF COMPANIES COMPANIES HOUSE

CROWN WAY CARDIFF CF4 3UZ



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 | Day Month Y | |
|------|-------------|-------|
| 3 10 | 0 4 | 9 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.

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.

Ber 101956.

363s

Annual Return

| of compar | ny number | 02511016 |
|-----------|-----------|----------|
|-----------|-----------|----------|

Y

company name

FIRST OFFICE SYSTEMS LIMITED

company type

PRIVATE COMPANY LIMITED BY SHARES

If you are making the return up to an earlier date, show the date here. Please note that the form must be delivered to Companies House within 28 days of this earlier date.

| | <u> </u> | |
|-----|----------|---|
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| | | |
| Day | 1445 | V |

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| 02511016 | If the information shown needs amendment, give details below and, for secretary and director |
|---|--|
| Register of members (See note 5) | particulars, the date of any change. |
| | |
| The register is kept at | |
| 4 STATION APPROACH | |
| TOWN ROW | |
| ROTHERFIELD | |
| EAST SUSSEX TN6 3JQ | |
| 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 | Day Month Year |
| form 288. | Date of any change. |
| | |
| JOHN SIMON DONEGAN | |
| 4 STATION CLOSE | *************************************** |
| TOWN ROW | |
| ROTHERFIELD | |
| EAST SUSSEX TN6 3JQ | The state of the s |
| | |
| | |
| • | |
| | |
| 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 | Day Month Year |
| form 288. | Date of any change. |
| | |
| ANDREW JOHN | |
| BRETT | |
| 32 CHESTNUT LANE | 32 CHESNUT LANE |
| MATFIELD | |
| TONBRIDGE KENT TN12 7JL | |
| KENT TNIZ /JL | |
| | ••••• |
| Date of Dinth 00/00/51 | |
| Date of Birth:- 29/03/51 Nat:BRITISH | |
| Occ:COMPANY DIRECTOR | |
| | Day Month Year |
| If this person has ceased to be director, please | Date of resignation. |
| state when. | |
| Other directorships. | |

| date of this members, and return. (b) persons who ceased to be | | eturn,since the of the who are still s, and | the the the the the are still and be have | |
|--|-----------------------------|--|---|---------------------------------------|
| Name and address | Number currently held | Number Transferred | Date of Registration of Transfer | Remarks |
| John Simon Doniegani | 4004 | | | Orbinary |
| 4 STATION CLOSE | | | | |
| Towal Row | | | | |
| not industries | | | | |
| east sussex | | | | |
| TALE 32Q. | | | | |
| ANGREW JOHN BRETT | 4002 | | | en dici may |
| 32 CHESNUT LANGE | 7932 | | | Sar Alexa SASTA |
| MATPIKLO | | | | · · · · · · · · · · · · · · · · · · · |
| Tombridge | | | | <u> </u> |
| KKONIT TOIL 7.12 | | | - | |
| FIRST OFFICE HOLDINGS LAD | 11000 | | | Access 1 |
| 14-16 ALBION ROAD | 7000 | 460% | pas province 2 | Duviù Auy. |
| TUNIBRIEN LE LAITALS | | | | |
| TUNBRIOGE WELLS KIEWT THI 2PF. | | | | |
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SCHEDULE TO FORM 363 LIST OF PAST AND PRESENT MEMBERS (continued) Account of Shares Company Number: 02511016 Particulars of shares transferred since the date of the Number of Company Name: last return, or, in the case shares or of the first return, since the amount of FIRST OFFICE SYSTEMS LIMITED incorporation of the stock held company, by by existing (a) persons who are still members at members, and date of this (b) persons who have return. ceased to be members. Number Date of Number Registration currently Remarks Name and address Transferred of Transfer held

| 02511016 | If the information shown needs amendment, give |
|--|--|
| Directors - continued | details below and the date of any change. |
| Particulars | Day Month Year |
| | Date of any change. |
| 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 | Day Month Year |
| state when. | Date of resignation. |
| Other it is a second | BUSINESS + MONTH GRANGER SHAVIORS LAN |
| Other directorships. | |
| | |
| Particulars. | Day Month Year |
| | Date of any change. |
| | |
| NO MORE DIRECTORS - ADDITIONAL SECRETARIES | |
| OR DIRECTORS MUST BE NOTIFIED ON FORM 288. | *************************************** |
| | |
| | |
| | |
| | *************************************** |
| | |
| | |
| If this mayor has assessed to 12 years | Day Month Year |
| If this person has ceased to be director, please state when. | Date of resignation. |
| | |
| Other directorships. | |
| | |
| Particulars. | Day Month Year |
| | Date of any change. |
| • | |
| NO MORE DIRECTORS - ADDITIONAL SECRETARIES | *************************************** |
| OR DIRECTORS MUST BE NOTIFIED ON FORM 288. | |
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| | *************************************** |
| | |
| | |
| 16 Abia managan Lagaran ang ang | Day Month Year |
| If this person has ceased to be director, please state when. | |
| | Date of resignation. |
| Other directorships. | *************************************** |

| 02511016 Issued Share Capital (See note 8) | Class (eg Ordinary/ Preference etc) | Number of shares issued | Aggregate nominal value (ie Number of shares | | |
|---|---|-------------------------|--|--|--|
| Enter details of all shares in issue at the date of this return. | Prejerence etc) | | issued multiplied by nominal value per share) | | |
| | ORDINANY | 12006 | £12006 | | |
| | | | | | |
| | Totals | 12006 | 212006 | | |
| List of past and present members (See note 9) | | | • | | |
| (Use attached schedule where appropriate) | | | Please mark the appropriate box. | | |
| A full list is required. | | | not on on paper paper | | |
| | A full list of m | nembers is enclos | sed 🗸 | | |
| 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. | Signed J | SQUVV- 44 1975. | Secretary/Director * | | |
| I enclose the fee of £18. | Date 18 94 | 44 1995. | Secretary/Director * *(delete as appropriate) | | |
| Cheques should be made payable to Companies House. | This return i | | 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? | | | | | |
| about the information shown in this rotari. | | nd for play | to VENERAL | | |
| | S - WORDS | | de Tal 6 3, Q | | |
| Printed on Recycled Paper | Telephone 🤇 | 1892-5163 | S Ext MA. | | |