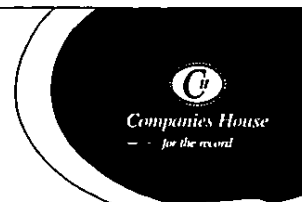


# SH01

## Return of allotment of shares



You can use the WebFiling service to file this form online.  
Please go to [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

☒ **What this form is for**  
You may use this form to give  
notice of shares allotted following  
incorporation

☐ **What this form is NO**  
You cannot use this form to  
give notice of shares taken  
on formation of the company  
for an allotment of a new  
share by an unlimited

TUESDAY



A12 \*A1BFL9YH\* 19/06/2012 #54  
COMPANIES HOUSE  
A06 \*A1AQ0VPU\* 09/06/2012 #155  
COMPANIES HOUSE

### 1 Company details

Company number **02511016**  
Company name in full **FIRST OFFICE SYSTEMS LIMITED**

→ **Filing in this form**  
Please complete in typescript or in  
bold black capitals.

All fields are mandatory unless  
specified or indicated by \*

### 2 Allotment dates

From Date 

d	0	d	1	m	0	m	1	y	2	y	0	y	1	y	2
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

  
To Date 

d	2	d	0	m	0	m	3	y	2	y	0	y	1	y	2
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

**1 Allotment date**  
If all shares were allotted on the  
same day enter that date in the  
'from date' box. If shares were  
allotted over a period of time,  
complete both 'from date' and 'to  
date' boxes.

### 3 Shares allotted

Please give details of the shares allotted, including bonus shares  
(Please use a continuation page if necessary)

**2 Currency**  
If currency details are not  
completed we will assume currency  
is in pound sterling

Class of shares (E.g. Ordinary/Preference etc.)	Currency	Number of shares allotted	Nominal value of each share	Amount paid (including share premium) on each share	Amount (if any) unpaid (including share premium) on each share
<b>ORDINARY C</b>	<b>STERLING</b>	<b>100</b>	<b>£1-00</b>	<b>£1-00</b>	

If the allotted shares are fully or partly paid up otherwise than in cash, please  
state the consideration for which the shares were allotted

**Continuation page**  
Please use a continuation page if  
necessary

Details of non-cash  
consideration  
If a PLC, please attach  
valuation report (if  
appropriate)

*(This area is crossed out with a diagonal line)*

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Return of allotment of shares

**Statement of capital**

Section 4 (also Section 5 and Section 6, if appropriate) should reflect the company's issued capital at the date of this return

**4****Statement of capital (Share capital in pound sterling (£))**

Please complete the table below to show each class of shares held in pound sterling. If all your issued capital is in sterling, only complete Section 4 and then go to Section 7

Class of shares (E.g. Ordinary/Preference etc.)	Amount paid up on each share ①	Amount (if any) unpaid on each share ①	Number of shares ②	Aggregate nominal value ③
ORDINARY A	£1-00	NIL	74,999	£74,999-00
ORDINARY B	£1-00	NIL	25,000	£25,000-00
ORDINARY C	£1-00	NIL	100	£100-00
				£
Totals			100,099	£100,099

**5****Statement of capital (Share capital in other currencies)**

Please complete the table below to show any class of shares held in other currencies  
Please complete a separate table for each currency

Currency	Class of shares (E.g. Ordinary / Preference etc.)	Amount paid up on each share ①	Amount (if any) unpaid on each share ①	Number of shares ②	Aggregate nominal value ③
Totals					

Currency	Class of shares (E.g. Ordinary/Preference etc.)	Amount paid up on each share ①	Amount (if any) unpaid on each share ①	Number of shares ②	Aggregate nominal value ③
Totals					

**6****Statement of capital (Totals)**

Please give the total number of shares and total aggregate nominal value of issued share capital

Total number of shares	100,099
Total aggregate nominal value ③	£ 100,099-00

③ Total aggregate nominal value  
Please list total aggregate values in different currencies separately. For example £100 + €100 + \$10 etc

① Including both the nominal value and any share premium

② E.g. Number of shares issued multiplied by nominal value of each share

③ Total number of issued shares in this class.

**Continuation Pages**  
Please use a Statement of Capital continuation page if necessary

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Return of allotment of shares

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## Statement of capital (Prescribed particulars of rights attached to shares)

Please give the prescribed particulars of rights attached to shares for each class of share shown in the statement of capital share tables in Section 4 and Section 5

Class of share	ORDINARY A
Prescribed particulars ①	VOTING RIGHTS + DIVIDEND RIGHTS
Class of share	ORDINARY B
Prescribed particulars ①	NO VOTING RIGHTS DIVIDEND RIGHTS
Class of share	ORDINARY C
Prescribed particulars ①	NO VOTING RIGHTS DIVIDEND RIGHTS

## ① Prescribed particulars of rights attached to shares

The particulars are

- a particulars of any voting rights, including rights that arise only in certain circumstances,
- b particulars of any rights, as respects dividends, to participate in a distribution,
- c particulars of any rights, as respects capital, to participate in a distribution (including on winding up), and
- d whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder and any terms or conditions relating to redemption of these shares.

A separate table must be used for each class of share

## Continuation page

Please use a Statement of Capital continuation page if necessary

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## Signature

I am signing this form on behalf of the company

Signature

Signature

X  X

This form may be signed by  
Director ②, Secretary, Person authorised ③, Administrator, Administrative receiver,  
Receiver, Receiver manager, CIC manager

## ② Societas Europaea

If the form is being filed on behalf of a Societas Europaea (SE) please delete 'director' and insert details of which organ of the SE the person signing has membership

## ③ Person authorised

Under either section 270 or 274 of the Companies Act 2006

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Return of allotment of shares

**Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **JOHN SIMON DONEGAN**

Company name **FIRST OFFICE SYSTEMS LTD**

Address **14-16a ALBION ROAD**

Post town **TUNBRIDGE WELLS**

County/Region **KENT**

Postcode **TN1 2NH**

Country **UNITED KINGDOM**

DX

Telephone **01842 - 776001**

**Checklist**

We may return the forms completed incorrectly or with information missing

Please make sure you have remembered the following

- ☒ The company name and number match the information held on the public Register
- ☒ You have shown the date(s) of allotment in section 2
- ☒ You have completed all appropriate share details in section 3
- ☒ You have completed the appropriate sections of the Statement of Capital
- ☒ You have signed the form

**Important information**

Please note that all information on this form will appear on the public record

**Where to send**

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below

**For companies registered in England and Wales**  
The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ  
DX 33050 Cardiff

**For companies registered in Scotland**  
The Registrar of Companies, Companies House,  
Fourth floor, Edinburgh Quay 2,  
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF  
DX ED235 Edinburgh 1  
or LP - 4 Edinburgh 2 (Legal Post)

**For companies registered in Northern Ireland**  
The Registrar of Companies, Companies House,  
Second Floor, The Linenhall, 32-38 Linenhall Street,  
Belfast, Northern Ireland, BT2 8BG  
DX 481 N R Belfast 1

**Further information**

For further information please see the guidance notes on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

This form is available in an alternative format. Please visit the forms page on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)