



Companies House

**AR01** (ef)

**Annual Return**



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**X372BX4I**

*Company Name:* **FIRST OFFICE SYSTEMS LIMITED**

*Company Number:* **02511016**

*Date of this return:* **30/04/2014**

*SIC codes:* **33140**

*Company Type:* **Private company limited by shares**

*Situation of Registered Office:* **14-16A ALBION ROAD  
TUNBRIDGE WELLS  
KENT  
TN1 2NH**

**Officers of the company**

## *Company Secretary 1*

*Type:* **Person**  
*Full forename(s):* **MR JOHN SIMON**

*Surname:* **DONEGAN**

*Former names:*

*Service Address:* **SUNBEAM  
6 CROSS LANE GARDENS  
TICEHURST  
EAST SUSSEX  
TN5 7HY**

*Company Director*    **1**

*Type:*                                **Person**  
*Full forename(s):*                **MR NICHOLAS SIMON SCOTT**

*Surname:*                            **BRANDON**

*Former names:*

*Service Address:*                **14-16A ALBION ROAD  
TUNBRIDGE WELLS  
KENT  
UNITED KINGDOM  
TN1 2NH**

*Country/State Usually Resident:*    **UNITED KINGDOM**

*Date of Birth:*    **25/08/1967**                                *Nationality:*    **UK**  
*Occupation:*     **SALES DIRECTOR**

*Company Director* 2

*Type:* **Person**  
*Full forename(s):* **MR JOHN SIMON**

*Surname:* **DONEGAN**

*Former names:*

*Service Address:* **SUNBEAM  
6 CROSS LANE GARDENS  
TICEHURST  
EAST SUSSEX  
TN5 7HY**

*Country/State Usually Resident:* **UNITED KINGDOM**

*Date of Birth:* **02/12/1955** *Nationality:* **BRITISH**

*Occupation:* **COMPANY DIRECTOR**

*Company Director*    **3**

*Type:*                                **Person**

*Full forename(s):*                **MR JASON CLIFFORD**

*Surname:*                         **SEAL**

*Former names:*

*Service Address recorded as Company's registered office*

*Country/State Usually Resident:*    **UNITED KINGDOM**

*Date of Birth:*    **11/09/1974**

*Nationality:*    **BRITISH**

*Occupation:*    **SERVICE DIRECTOR**

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## Statement of Capital (Share Capital)

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<b>Class of shares</b>	<b>ORDINARY A</b>	<i>Number allotted</i>	<b>74999</b>
		<i>Aggregate nominal value</i>	<b>74999</b>
<i>Currency</i>	<b>GBP</b>	<i>Amount paid per share</i>	<b>0</b>
		<i>Amount unpaid per share</i>	<b>0</b>

*Prescribed particulars*

**ORDINARY A VOTING**

<b>Class of shares</b>	<b>ORDINARY B</b>	<i>Number allotted</i>	<b>25000</b>
		<i>Aggregate nominal value</i>	<b>25000</b>
<i>Currency</i>	<b>GBP</b>	<i>Amount paid per share</i>	<b>0</b>
		<i>Amount unpaid per share</i>	<b>0</b>

*Prescribed particulars*

**ORDINARY B NON VOTING**

<b>Class of shares</b>	<b>C ORDINARY</b>	<i>Number allotted</i>	<b>100</b>
		<i>Aggregate nominal value</i>	<b>100</b>
<i>Currency</i>	<b>GBP</b>	<i>Amount paid per share</i>	<b>100</b>
		<i>Amount unpaid per share</i>	<b>0</b>

*Prescribed particulars*

**ORDINARY C**

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## Statement of Capital (Totals)

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<i>Currency</i>	<b>GBP</b>	<i>Total number of shares</i>	<b>100099</b>
		<i>Total aggregate nominal value</i>	<b>100099</b>

## *Full Details of Shareholders*

The details below relate to individuals / corporate bodies that were shareholders as at 30/04/2014 or that had ceased to be shareholders since the made up date of the previous Annual Return

*A full list of shareholders for the company are shown below*

*Shareholding 1* : **10000 ORDINARY B shares held as at the date of this return**  
*Name:* **FIRST OFFICE NOMINEES LTD**

*Shareholding 2* : **32924 ORDINARY A shares held as at the date of this return**  
*Name:* **JOHN SIMON DONEGAN**

*Shareholding 3* : **4417 ORDINARY A shares held as at the date of this return**  
*Name:* **JOHN SIMON DONEGAN**

*Shareholding 4* : **5000 ORDINARY A shares held as at the date of this return**  
*Name:* **JOHN SIMON DONEGAN**

*Shareholding 5* : **10000 ORDINARY A shares held as at the date of this return**  
*Name:* **JOHN SIMON DONEGAN**

*Shareholding 6* : **10000 ORDINARY A shares held as at the date of this return**  
*Name:* **JOHN SIMON DONEGAN**

*Shareholding 7* : **4657 ORDINARY A shares held as at the date of this return**  
*Name:* **JOHN SIMON DONEGAN**

*Shareholding 8* : **8001 ORDINARY A shares held as at the date of this return**  
*Name:* **JOHN DONEGAN**

*Shareholding 9* : **15000 ORDINARY B shares held as at the date of this return**  
*Name:* **FIRST OFFICE NOMINEES LTD**

*Shareholding 10* : **100 C ORDINARY shares held as at the date of this return**  
*Name:* **CAROLINE DONEGAN**

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## *Authorisation*

*Authenticated*

*This form was authorised by one of the following:*

Director, Secretary, Person Authorised, Charity Commission Receiver and Manager, CIC Manager, Judicial Factor.