



*Companies House*  
— for the record —

**AR01** (ef)

**Annual Return**



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

*Company Number:* **02511016**

*Date of this return:* **30/04/2010**

*SIC codes:* **7260**  
**7487**

*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**

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*Company Director*    *1*

*Type:*                                **Person**  
*Full forename(s):*                **ANDREW JOHN**  
*Surname:*                         **BRETT**  
*Former names:*  
*Service Address:*                **23 THE SPINNEY**  
    **TONBRIDGE**  
    **KENT**  
    **TN9 2QQ**

*Country/State Usually Resident:*    **GREAT BRITAIN**

*Date of Birth:*    **29/03/1951**                                *Nationality:*    **BRITISH**  
*Occupation:*    **COMPANY 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**

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## Statement of Capital (Share Capital)

<b>Class of shares</b>	<b>ORDINARY A</b>	<i>Number allotted</i>	<b>89999</b>
		<i>Aggregate nominal value</i>	<b>89999</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>10000</b>
		<i>Aggregate nominal value</i>	<b>10000</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**

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## Statement of Capital (Totals)

<i>Currency</i>	<b>GBP</b>	<i>Total number of shares</i>	<b>99999</b>
		<i>Total aggregate nominal value</i>	<b>99999</b>

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### *Full Details of Shareholders*

The details below relate to individuals / corporate bodies that were shareholders as at 30/04/2010 or that had ceased to be shareholders since the made up date of the previous Annual Return

*A full list of shareholders for a private or non-traded public company are shown below*

*Shareholding* : 1

**23001 ORDINARY A Shares held as at 30/04/2010**

*Name:*

**ANDREW JOHN BRETT**

*Address:*

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*Shareholding* : 2

**10000 ORDINARY B Shares held as at 30/04/2010**

*Name:*

**FIRST OFFICE NOMINEES LTD**

*Address:*

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*Shareholding* : 3

**0 ORDINARY A Shares held as at 30/04/2010**

**10000 DISPOSED OF IN PERIOD ON 11/05/2009**

**10000 DISPOSED OF IN PERIOD ON 05/11/2009**

**4657 DISPOSED OF IN PERIOD ON 16/02/2010**

*Name:*

**FIRST OFFICE HOLDINGS LTD**

*Address:*

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*Shareholding* : 4

**32924 ORDINARY A Shares held as at 30/04/2010**

*Name:* **JOHN SIMON DONEGAN**

*Address:*

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*Shareholding* : 5

**4417 ORDINARY A Shares held as at 30/04/2010**

*Name:* **JOHN SIMON DONEGAN**

*Address:*

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*Shareholding* : 6

**5000 ORDINARY A Shares held as at 30/04/2010**

*Name:* **JOHN SIMON DONEGAN**

*Address:*

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*Shareholding* : 7

**10000 ORDINARY A Shares held as at 30/04/2010**

*Name:* **JOHN SIMON DONEGAN**

*Address:*

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*Shareholding* : 8

**10000 ORDINARY A Shares held as at 30/04/2010**

*Name:* **JOHN SIMON DONEGAN**

*Address:*

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*Shareholding* : 9

**4657 ORDINARY A Shares held as at 30/04/2010**

*Name:* **JOHN SIMON DONEGAN**

*Address:*

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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.