



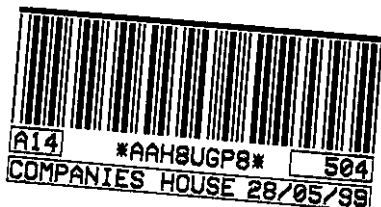
C O M P A N I E S H O U S E

B3
15
105882

363s

Annual Return

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



of company number 02511016

Y

company name
FIRST OFFICE SYSTEMS LIMITED

company type
PRIVATE COMPANY LIMITED BY SHARES

This form should be completed in black.

The information printed below is taken from Companies House records as at 15/04/99
If this information requires amendment use the spaces opposite.

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.

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
30	04	99

Day	Month	Year

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

Registered Office (See note 3)

This is the address registered by Companies House.

14-16A ALBION ROAD
TUNBRIDGE WELLS
KENT
TN1 2NH

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

Trade classification is
7484 OTHER BUSINESS ACTIVITIES

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

02511016

Register of members *(See note 5)*

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 form 288.

JOHN SIMON
DONEGAN
4 STATION CLOSE
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.

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
MAHE 32 CHESTNUT LANE
MATFIELD
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.

Show any relevant current and previous directorships.

MOONK - BRETT ENTERPRISES LTD

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.

Show any relevant current and previous directorships.

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

Day Month Year

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Date of any change.

Day Month Year

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Date of resignation.

**BUSINESS & MANAGEMENT SERVICES
FIRST OFFICE HOLDINGS LTD**

Particulars.

IAN JOHN
GOLBY
165 SHERWOOD ROAD
TUNBRIDGE WELLS
KENT TN2 3LF

Date of Birth:- 07/07/58

Nat:BRITISH

Occ:SERVICE DIRECTOR

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

Show any relevant current and previous directorships.

Day Month Year

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Date of any change.

Day Month Year

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Date of resignation.

FIRST TECHNICAL SERVICES LTD

Particulars.

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

Day Month Year

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Date of any change.

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

Show any relevant current and previous directorships.

Day Month Year

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Date of resignation.

02511016

Issued Share Capital (See note 8)

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)
A CLASS ORDINARY	48599	£48599
B CLASS NON VOTING ORDINARY	5400	£5400
Totals	53999	£53999

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.

Signed

J. S. Dyer

Secretary/Director

*(delete as appropriate)

Date

27th March 1999I enclose the fee of **£15.**

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

This return includes

(enter number)

continuation sheets.

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 SUTTON, DIRECTOR
14-16a ALBION ROAD
WIMBORNE WILTS
KNUT Postcode *TA1 2NH*

Telephone *01892-516329* Ext

LIST OF PAST AND PRESENT MEMBERS

SCHEDULE TO FORM 363

Company Number: 02511016	Account of Shares			
	Number of shares or amount of stock held by existing members at date of this return.	Particulars of shares transferred since the date of the last return, or, in the case of the first return, since the incorporation of the company, by (a) persons who are still members, and (b) persons who have ceased to be members.		Remarks
Company Name: FIRST OFFICE SYSTEMS LIMITED		Number Transferred	Date of Registration of Transfer	
Name and address	Number currently held			
JOHN SIMON BONICENT	11967	—	—	'A' CLASS
4 STATION CLOSE				ORDINARY
TOWN ROW				
ROTHAMPTON				
EAST SUSSEX TN6 3 JQ				
ANDREW JOHN BRUETT.	13765	—	—	'A' CLASS
MAHE, 23 THE SPINNERY				ORDINARY
TONBRIDGE				
KENT TN4 2 QR.				
IAN JOHN GOLBY	4860	—	—	'A' CLASS
54 POWDERMILL LANE				ORDINARY
TUNBRIDGE WELLS				
KENT TN4 9 QJ				
FIRST OFFICE HOLDINGS LTD	18007			'A' CLASS
FIRST OFFICE NOMINEES LTD	5400			ORDINARY
BOTH OF:-				'B' CLASS
14-16a ALBION ROAD				NON VOTING
TUNBRIDGE WELLS				ORDINARY
KENT TN1 2NH				

Continued overleaf

LIST OF PAST AND PRESENT MEMBERS (continued)

SCHEDULE TO FORM 363[illegible]