



Companies House

— for the record —

Company Name

FIRST OFFICE SYSTEMS LIMITED

111968/15

363s Annual Return

Company Type

Private Company Limited By
Shares

Company Number

2511016

Information extracted from
Companies House records on
4th April 2004

- > Please check the details printed in blue on this statement.
- > If any details are wrong, strike them through and write the correct details in the "Amended details" column.
- > Please use black pen and write in cap



A58
COMPANIES HOUSE 0560
21/05/04

A27
COMPANIES HOUSE 0246
13/05/04

Section 1: Company details

Ref: 2511016/09/28

	Current details	Amended details																		
<p>> Registered Office Address</p> <p><i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i></p>	<p>14-16A Albion Road Tunbridge Wells Kent TN1 2NH</p>	<p>Address</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>UK Postcode _ _ _ _ _</p>																		
<p>> Register of Members</p> <p><i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i></p>	<p>Address where the Register is held</p> <p>Sunbeam 6 Cross Lane Gardens Ticehurst East Sussex TN5 7HY</p>	<p>Address</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>UK Postcode _ _ _ _ _</p>																		
<p>> Register of Debenture Holders</p> <p><i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i></p>	<p>Not Applicable</p>	<p>Address</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>UK Postcode _ _ _ _ _</p>																		
<p>> Principal Business Activities</p> <p><i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i></p>	<table border="1"> <thead> <tr> <th>SIC Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>7487</td> <td>Other business activities</td> </tr> <tr> <td>7260</td> <td>Other computer related activities</td> </tr> </tbody> </table>	SIC Code	Description	7487	Other business activities	7260	Other computer related activities	<table border="1"> <thead> <tr> <th>SIC CODE</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	SIC CODE	Description	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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<p>> Please enter additional principal activity code(s) in "Amended details" column. See notes for guidance for list of activity codes.</p>		<p>_____</p> <p>_____</p>																		

Section 2: Details of Officers of the Company

	Current details	Amended details
> Company Secretary <i>If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.</i> <i>Particulars of a new Company Secretary must be notified on form 288a.</i>	Name John Simon DONEGAN Address Sunbeam 6 Cross Lane Gardens Ticehurst East Sussex TN5 7HY	Name <input type="checkbox"/> Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985. Address UK Postcode _ _ _ _ _ Date of change _ _ / _ _ / _ _ _ _ Date John Simon DONEGAN ceased to be secretary (if applicable) _ _ / _ _ / _ _ _ _
> Director <i>If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.</i> <i>Particulars of a new Director must be notified on form 288a.</i>	Name Andrew John BRETT Address 23 The Spinney Tonbridge Kent TN9 2QQ Date of birth 29/03/1951 Nationality British Occupation Company Director	Name <input type="checkbox"/> Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985. Address UK Postcode _ _ _ _ _ Date of birth _ _ / _ _ / _ _ _ _ Nationality _ _ _ _ _ Occupation _ _ _ _ _ Date of change _ _ / _ _ / _ _ _ _ Date Andrew John BRETT ceased to be director (if applicable) _ _ / _ _ / _ _ _ _

	Current details	Amended details
> Director If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.	Name John Simon DONEGAN Address Sunbeam 6 Cross Lane Gardens Ticehurst East Sussex TN5 7HY Date of birth 02/12/1955 Nationality British Occupation Company Director	Name <hr/> <input type="checkbox"/> Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985. Address <hr/> <hr/> <hr/> UK Postcode _ _ _ _ _ Date of birth _ _ / _ _ / _ _ _ _ Nationality _____ Occupation _____ Date of change _ _ / _ _ / _ _ _ _ Date John Simon DONEGAN ceased to be director (if applicable) _ _ / _ _ / _ _ _ _

Particulars of a new Director must be notified on form 288a.

Issued share capital details

- > Please fill in the details of total share capital by class (eg. ordinary, preference etc) that has been issued to the company's shareholders.

Class of Share

ORDINARY 'A'

Number of shares issued

89,999

Aggregate Nominal Value of issued shares

£89,999 - 00 -

Class of Share

ORDINARY 'B'

Number of shares issued

10,000

Aggregate Nominal Value of issued shares

£10,000 - 00 -

Class of Share

Number of shares issued

Aggregate Nominal Value of issued shares

Class of Share

Number of shares issued

Aggregate Nominal Value of issued shares

- > Please fill in the total number of issued shares and their total nominal value.

Number of shares issued

99,999

Aggregate Nominal Value of issued shares

£99,999 - 00 -**List of past and present members (Tick appropriate box)**

- > Please complete the required information on the attached schedules or in another format agreed by Companies House.

- ☐ There were no changes during the period
☒ A list of changes is enclosed
☒ A full list of members is enclosed

The last full list of members was received on: 30/04/2003

> REMEMBER:

Changes to shareholder particulars or details of shares transferred to be **completed each year**
 A full list of shareholders is required with the first and every third Annual Return thereafter
 List shareholders in alphabetical order or provide an index
 List joint shareholders consecutively

Section 4: Details of New Shareholders and Transfers (A) (ii)

- > Please fill in details of any persons or corporate bodies who have become shareholders since the last annual return.
- > Please fill in details of any persons or corporate bodies that have transferred shares since the last annual return.
- > Please use Section 4B to give details of any persons or corporate bodies who have ceased to be shareholders since the last annual return or, in the case of a first return, since the incorporation of the company.
- > Please copy this page if there is not enough space to enter all the company's current shareholders.

Shareholders details	Class and number of shares or amount of stock held	Class and number of shares or amount of stock transferred (If appropriate)	Date of registration of transfer (If appropriate)
Name <u>JOHN SIMON BOWKIN</u> Address <u>214 B LAM</u> <u>6 CROSS HANE GARDENS</u> <u>CHICHESTER - EAST SUSSEX</u> UK Postcode <u>BN1 5 7HY</u>	22924 ORDINARY 'A'	NONE	N/A
Name <u>ANDREW JOHN BURETT</u> Address <u>23 THE SPINNEY</u> <u>TONKING</u> <u>CHICHESTER</u> UK Postcode <u>TN9 2QQ</u>	28001 ORDINARY 'A'	NONE	N/A
Name <u>FIRST OFFICE NOMINEES LTD</u> Address <u>14-16A ADELPH ROAD</u> <u>CHICHESTER</u> <u>CHICHESTER</u> UK Postcode <u>TN1 2NH</u>	10000 ORDINARY 'B'	NONE	N/A
Name <u>FIRST OFFICE HOLDINGS LTD</u> Address <u>14-16A ADELPH ROAD</u> <u>CHICHESTER</u> <u>CHICHESTER</u> UK Postcode <u>TN1 2NH</u>	39074 ORDINARY 'A'	4583	30:03:04

Section 4B: Details of Former Shareholders

- > Please fill in details of any persons or corporate bodies who have ceased to be shareholders at the date of this return. Also, please give the dates that their shares were transferred.
- > Please copy this page if there is not enough space to enter all the company's former shareholders.

Former shareholders details	Class and number of shares or amount of stock transferred	Date of registration of transfer
Name <u>IAN JOHN GOLBY</u> Address <u>54 POWDERMILL LANE</u> <u>TUNBRIDGE WELLS</u> <u>KENT</u> UK Postcode <u>TN4 9ES</u>	9000 ORDINARY 'A'	20:11:03
Name _____ Address _____ _____ _____ UK Postcode _ _ _ _ _	/	/
Name _____ Address _____ _____ _____ UK Postcode _ _ _ _ _	/	/
Name _____ Address _____ _____ _____ UK Postcode _ _ _ _ _	/	/
Name _____ Address _____ _____ _____ UK Postcode _ _ _ _ _	/	/



Companies House

— for the record —

363s Annual Return Declaration

- > When you have checked all the sections of this form, please complete this page and sign the declaration below.
- > If you want to change the made up date of this annual return, please complete 2 below.

1. Declaration

- ☐ I confirm that the details in this annual return are correct as at the made-up-date (shown at 2 below). I enclose the filing fee of £15.

Signature

[Handwritten Signature]
(Director / Secretary)

Date

12 / 05 / 2004

This date must not be earlier than the return date at 2 below

What to do now

Complete this page then send the whole of the Annual Return and the declaration to the address shown at 4 below.

2. Date of this return

- ☒ This AR is made up to 30/4/2004
- If you are making this return up to an earlier date, please give the date here

__ / __ / ____

Note: The form must be delivered to CH within 28 days of this date

3. Date of next return

- ☐ If you wish to change your next return to a date earlier than 30th April 2005 please give the new date here:

__ / __ / ____

4. Where to send this form

- ☐ Please return this form to:

Registrar of Companies
Companies House
Crown Way
Cardiff CF14 3UZ

OR

For members of the Hays Document
Exchange service
DX 33050 Cardiff

Have you enclosed the filing fee with the company number written on the reverse of the cheque?

Contact Address

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

Contact Name

John Simon Duffield

Telephone number inc code

01842-516339

Address

1016 Ashton Road

Cardiff CF14 3UZ

UNIT

DX number if applicable

DX exchange

Postcode

TA1 2JH