



Companies House
— for the record —

88(2)

Return of Allotment of Shares

Please complete in typescript, or
in bold black capitals.

CHFP000

Company Number

2511015

Company name in full

FIRST OFFICE SYSTEMS LIMITED

Shares allotted (including bonus shares):

Date or period during which
shares were allotted

(If shares were allotted on one date
enter that date in the "from" box)

From

To

Day Month Year

Day Month Year

1 9 0 1 2 0 0 1

Class of shares

(ordinary or preference etc)

ORDINARY
'A' SHARES

ORDINARY
'B' SHARES

Number allotted

12600

1400

Nominal value of each share

£1.00
(ONE POUND)

£1.00
(ONE POUND)

Amount (if any) paid or due on each
share (including any share premium)

List the names and addresses of the allottees and the number of shares allotted to each overleaf

If the allotted shares are fully or partly paid up otherwise than in cash please state:

% that each share is to be
treated as paid up

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Consideration for which
the shares were allotted

(This information must be supported by
the duly stamped contract or by the duly
stamped particulars on Form 88(3) if the
contract is not in writing)

When you have completed and signed the form send it to
the Registrar of Companies at:

Companies House, Crown Way, Cardiff CF14 3UZ
For companies registered in England and Wales

DX 33050 Cardiff

Companies House, 37 Castle Terrace, Edinburgh EH1 2EB
For companies registered in Scotland

DX 235
Edinburgh



A14
COMPANIES HOUSE

0617
09/11/01

Names and addresses of the allottees (List joint share allotments consecutively)

Shareholder details		Shares and share class allotted	
Name <u>FIRST OFFICE HOLDINGS LIMITED</u>		Class of shares allotted	Number allotted
Address <u>14-16a ALBION ROAD - TINGBROOK WELLS</u> <u>KENT</u>		<u>'A' SHARES</u>	<u>4790</u>
UK Postcode <u>TN11 2NH</u>			
Name <u>JOHN SIMON DONEGAN</u>		Class of shares allotted	Number allotted
Address <u>5 INGRAM - 6 CROSS WALK GARDENS</u> <u>TICEHURST - EAST SUSSEX</u>		<u>'A' SHARES</u>	<u>2184</u>
UK Postcode <u>TN5 7HY</u>		<u>'B' SHARES</u>	<u>864</u>
Name <u>ANDREW JOHN GARET</u>		Class of shares allotted	Number allotted
Address <u>MAHE - 23 THE SPINNEY</u> <u>TONGRIDGE - KENT</u>		<u>'A' SHARES</u>	<u>2566</u>
UK Postcode <u>TN11 2BQ</u>		<u>'B' SHARES</u>	<u>316</u>
Name <u>IAN JOHN GOLBY</u>		Class of shares allotted	Number allotted
Address <u>54 HOWE HILL WALK</u> <u>TINGBROOK WELLS - KENT</u>		<u>'A' SHARES</u>	<u>1260</u>
UK Postcode <u>TN11 1EJ</u>		<u>'B' SHARES</u>	<u>140</u>
Name _____		Class of shares allotted	Number allotted
Address _____ _____			
UK Postcode <u> </u>			

Please enter the number of continuation sheets (if any) attached to this form

Signed SECRETARY Date 19th SEPTEMBER 2001

A director / secretary / administrator / administrative receiver / receiver manager / receiver

Please delete as appropriate

Please give the name, address, telephone number and, if available, a DX number and Exchange of the person Companies House should contact if there is any query.

<u>JOHN SIMON DONEGAN</u>	
<u>14-16a ALBION ROAD - TINGBROOK WELLS - KENT TN11 2NH</u>	
<u>Tel 01812-516551</u>	

DX number

DX exchange