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COMPANIES FORM No. 88(2)(Rev 1988)

Return of allotments of shares

88(2)

Pursuant to section 88(2) of the Companies Act 1985 (the Act)

Please do not
write in this
marginTo the Registrar of Companies (address overleaf)
(see note 1)

(REVISED 1988)

This form replaces forms
PUC2, PUC3 and 88(2)Please complete
legibly, preferably
in black type, or
bold block lettering

Company number

2511016

1. Name of company

* insert full name
of company

* FIRST OFFICE SYSTEMS LIMITED

2. This section must be completed for all allotments

† distinguish
between
ordinary
preference, etc.

Description of shares †	ORDINARY 'A' SHARES	ORDINARY 'A' SHARES	
A Number allotted	14400	1600	
B Nominal value of each	£ ONE POUND	£ ONE POUND	£
C Total amount (if any) paid or due and payable on each share (including premium if any)	£	£	£

§ complete
(a) or (b) as
appropriate

Date(s) on which the shares were allotted

(a) [on 8th SEPTEMBER 1980] §, or

(b) [from _____ 19 _____ to _____ 19 _____] §

The names and addresses of the allottees and the number of shares allotted to each should be
given overleaf3. If the allotment is wholly or partly other than for cash the following information must be given
(see notes 2 & 3)

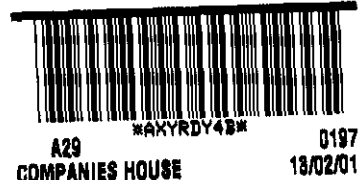
D Extent to which each share is to be treated as paid up. Please use percentage.			
E Consideration for which the shares were allotted			

NOTES

1. This form should be delivered to the Registrar of Companies within one month of the (first) date of allotment.
2. If the allotment is wholly or partly other than for cash, the company must deliver to the registrar a return containing the information at D & E. The company may deliver this information by completing D & E and the delivery of the information must be accompanied by the duly stamped contract required by section 88(2)(b) of the Act or by the duly stamped prescribed particulars required by section 88(3) (Form No 88(3)).
3. Details of bonus issues should be included only in section 2.

Presentor's name address, telephone
number and reference (if any):JOHN SWAIN DONAGHAN
FIRST OFFICE SYSTEMS
14-16 ALBION ROAD
TUNBRIDGE WELLS
KENT TN11 2NH.

For official use



Names and Addresses	Number of shares allotted		
	Ordinary	Preference	Other
FIRST OFFICE HOLDINGS LTD	5930 - 'A' SHARES		
14-16A ALBION ROAD			
TUNBRIDGE WELLS			
KENT TN11 2NH			
JOHN SIMON DONEYHAN	2955 - 'A' SHARES		
4 STATION CLOSE	187 - 'B' SHARES		
TOWN ROW			
ROTHAMFIELD			
EAST SUSSEX			
TN16 3JQ			
ANDREW JOHN BURETT	4075 - 'A' SHARES		
MAIR, 23 THE SPINNEY	453 - 'B' SHARES		
TUNBRIDGE			
KENT TN11 2QQ			
IAN JOHN GOLBY	1440 - 'A' SHARES		
54 POWDERMILL LANE	160 - 'B' SHARES		
TUNBRIDGE WELLS			
KENT TN11 9ET			
Total	1600		

Please complete
legibly, preferably
in black type, or
bold block lettering

Where the space given on this form is inadequate, continuation sheets should be used and the number of sheets attached should be indicated in the box opposite:

† Insert
Director,
Secretary,
Administrator,
Administrative
Receiver or
Receiver
(Scotland) as
appropriate

Signed J. S. Doneyhan Designation SECRETARY Date 15 APR 1981

Companies registered in England and Wales
or Wales should deliver this form to:-

The Registrar of Companies
Companies House
Crown Way
Cardiff
CF4 3UZ

Companies registered in Scotland
should deliver this form to:-

The Registrar of Companies
Companies House
100-102 George Street
Edinburgh
EH2 3DJ