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Companies House

— for the record —

Company Name

OTFORD COMPUTING SERVICES
(OCS) LIMITED**363s Annual Return**

Company Type

Private Company Limited By
Shares

Company Number

2535954

Information extracted from
Companies House records on
8th December 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 capitals.

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COMPANIES HOUSE0497
06/01/05**Section 1: Company details**

Ref: 2535954/03/10

	Current details	Amended details
> Registered Office Address <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	14 Dippers Close Kemsing Sevenoaks Kent TN15 6QD	Address _____ _____ _____ UK Postcode _ _ _ _ _
> Register of Members <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	Address where the Register is held At Registered Office	Address _____ _____ _____ UK Postcode _ _ _ _ _
> Register of Debenture Holders <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	Not Applicable	Address _____ _____ _____ UK Postcode _ _ _ _ _
> Principal Business Activities <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	SIC Code Description 7220 Software consultancy and supply	SIC CODE Description _ _ _ _ _____ _ _ _ _ _____ _ _ _ _ _____ _ _ _ _ _____ _ _ _ _ _____
> Please enter additional principal activity code(s) in "Amended details" column. See notes for guidance for list of activity codes.		_____ _____ _____

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 David Michael BUCKLE Address 14 Dippers Close Kemsing Sevenoaks Kent TN15 6QD	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 David Michael BUCKLE 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 David Michael BUCKLE Address 14 Dippers Close Kemsing Sevenoaks Kent TN15 6QD Date of birth 27/02/1949 Nationality British Occupation 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 David Michael BUCKLE ceased to be director (if applicable) _ _ / _ _ / _ _ _ _

> **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.

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

Current details	Amended details
Name Fay Alexandra BUCKLE	Name _____
Address 14 Dippers Close Kemsing Kent TN15 6QD	<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 _____ _____ _____
Date of birth 04/08/1967	UK Postcode _ _ _ _ _ Date of birth _ _ / _ _ / _ _ _ _ Nationality _____ Occupation _____ Date of change _ _ / _ _ / _ _ _ _ Date Fay Alexandra BUCKLE ceased to be director (if applicable) _ _ / _ _ / _ _ _ _
Nationality British	
Occupation Company Director	

Section 3: Share Capital

	Current details	Amended details
> Issued Share Capital <i>This table shows the total number of shares that have been issued by your company and their Nominal Value. If any of the details are wrong, please fill in the correct details.</i>	Class of share Ordinary Nominal value of each share £1.00 Number of shares issued 2 Aggregate Nominal Value of issued shares £2.00	Class of share _____ Nominal value of each share _____ Number of shares issued _____ Aggregate Nominal Value of issued shares _____
	Class of share B Nominal value of each share £1.00 Number of shares issued 90 Aggregate Nominal Value of issued shares £90.00	Class of share _____ Nominal value of each share _____ Number of shares issued 80 Aggregate Nominal Value of issued shares £80
> Total shares issued and value <i>If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.</i>	Total number of shares issued 92 Total Nominal value of shares issued £92.00	Total number of shares issued 82 Total Nominal value of shares issued £82.00
> At the date of this Annual Return, if the company has altered or changed its share capital in any way or allotted new shares, please refer to the guidance notes for details of the appropriate form that should be sent with this Annual Return. Annual return guidance notes are available on the Companies House web site at www.companieshouse.gov.uk or by ringing 0870 333636.		

Section 4: Details of Shareholders

- > The details we hold on your company's shareholders and their shareholdings are printed below. These are based on your last Annual Return.
- > If any details have changed, or if any shares have been transferred, please fill in the details in the "Amended details" or "Shares transferred" column.
- > Please give details of any other shareholders in Section 5.

Current details		Amended details		Shares transferred		
> Shareholder Name David Michael BUCKLE		Name _____		Shares transferred by David Michael BUCKLE		
		Address _____ _____ _____				
Address 14 Dippers Close Kemsing Kent TN15 6QD		UK Postcode _ _ _ _ _				
Shares held Class Number Ordinary 1		Shares held Class Number ORD NIL				
				Class Number Date of transfer ORD 1 31/12/2002 _____ _____ ____/____/____		
> Shareholder Name Fay Alexandra BUCKLE		Name _____		Shares transferred by Fay Alexandra BUCKLE		
		Address _____ _____ _____				
Address 14 Dippers Close Kemsing Kent TN15 6QD		UK Postcode _ _ _ _ _				
Shares held Class Number Ordinary 1		Shares held Class Number ORD 2				
				Class Number Date of transfer _____ _____ ____/____/____ _____ _____ ____/____/____		
> Shareholder Name Ray Alexander BUCKLE		Name FAY ALEXANDRA BUCKLE		Shares transferred by Ray Alexander BUCKLE		
		Address _____ _____ _____				
Address 14 Dippers Close Kemsing Kent TN15 6QD		UK Postcode _ _ _ _ _				
Shares held Class Number B 10		Shares held Class Number _____ _____				
				Class Number Date of transfer _____ _____ ____/____/____ _____ _____ ____/____/____		

Current details		Amended details		Shares transferred		
> Shareholder Name Grace KANAWATY Address 52 Oaklands Lane Biggin Hill Kent TN16 3DP Shares held Class B Number 10		Name _____ Address _____ _____ _____ UK Postcode _ _ _ _ _ Shares held Class _____ Number _____ _____ _____		Shares transferred by Grace KANAWATY Class Number Date of transfer _____ _____ ____/____/____ _____ ____/____/____		
> Shareholder Name Hayley MULHOLLAND Address 6 Millfield Cottages St. Pauls Way Orpington Kent BR5 2LG Shares held Class B Number 10		Name _____ Address _____ _____ _____ UK Postcode _ _ _ _ _ Shares held Class _____ Number _____ _____ _____		Shares transferred by Hayley MULHOLLAND Class Number Date of transfer _____ _____ ____/____/____ _____ ____/____/____		
> Shareholder Name Jonathan REBURN Address 32 Dippers Close Kemsing Kent TN15 6QD Shares held Class B Number 10		Name _____ Address _____ _____ _____ UK Postcode _ _ _ _ _ Shares held Class _____ Number _____ _____ _____		Shares transferred by Jonathan REBURN Class Number Date of transfer _____ _____ ____/____/____ _____ ____/____/____		

Current details		Amended details		Shares transferred		
> Shareholder Name Janet Mary SHARP		Name _____		Shares transferred by Janet Mary SHARP		
		Address _____ _____ _____				
Address 25 Westerham Road Bessels Green Sevenoaks Kent TN13 2PX		UK Postcode _ _ _ _ _				
Shares held Class Number B 10		Shares held Class Number _____ _____ _____ _____		Class Number Date of transfer _____ _____ __/__/____ _____ _____ __/__/____		
> Shareholder Name Vanessa SHEPHERD		Name _____		Shares transferred by Vanessa SHEPHERD		
		Address _____ _____ _____				
Address 40 Hillcrest Road Biggin Hill Kent TN16 3TY		UK Postcode _ _ _ _ _				
Shares held Class Number B 10		Shares held Class Number _____ _____ _____ _____		Class Number Date of transfer <u>ORD B</u> <u>10</u> __/__/____ _____ _____ __/__/____		
> Shareholder Name Jenny STRADLING		Name _____		Shares transferred by Jenny STRADLING		
		Address _____ _____ _____				
Address 60 The Rise Sevenoaks Kent TN13 1RN		UK Postcode _ _ _ _ _				
Shares held Class Number B 10		Shares held Class Number <u>NIL</u> <u>NIL</u> _____ _____		Class Number Date of transfer <u>ORD B</u> <u>10</u> <u>21/08/2003</u> _____ _____ __/__/____		

Current details		Amended details		Shares transferred											
> Shareholder Name Kathleen WEIR Address 58 Oaklands Lane Biggin Hill Kent TN16 3DP Shares held Class B Number 10		Name Address UK Postcode _ _ _ _ _ Shares held Class Number ORD NIL		Shares transferred by Kathleen WEIR <table border="1"> <thead> <tr> <th>Class</th> <th>Number</th> <th>Date of transfer</th> </tr> </thead> <tbody> <tr> <td>ORD</td> <td>10</td> <td>26/02/2003</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Class	Number	Date of transfer	ORD	10	26/02/2003			
Class	Number	Date of transfer													
ORD	10	26/02/2003													
> Shareholder Name Anita YATES Address 15 Orchard Road Otford Kent TN14 5LG Shares held Class B Number 10		Name Address UK Postcode _ _ _ _ _ Shares held Class Number		Shares transferred by Anita YATES <table border="1"> <thead> <tr> <th>Class</th> <th>Number</th> <th>Date of transfer</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Class	Number	Date of transfer						
Class	Number	Date of transfer													

Section 5: Details of Other Shareholders

- > Please fill in details of any persons or corporate bodies who are shareholders of the company at the date of this return, but whose details are not printed in Section 4.
- > Also, provide the details of any persons who became but have ceased to be shareholders of the company since the date of the last annual return.
- > For jointly held shares please list those joint shareholders consecutively on the form. If a joint shareholder also holds shares in their own right, list that holding separately.
- > Please copy this page if there is not enough space to enter all the company's other 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>ELIZABETH WILLIAMS</u> Address <u>5 MOUNTFIELD PARK</u> <u>TON BRIDGE</u> <u>KENT</u> UK Postcode <u>TN 9 2DF</u>	ORD B 10		
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

(Director / Secretary)

Date

04 / 01 / 2005

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 31/8/2003
- 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 31st August 2004 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

Telephone number *inc code*

Address

DX number *if applicable*

DX exchange

Postcode
