ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 1998

Company Number 2848787



DIRECTORS

Sir J D Alun-Jones L A Eades D N Pitt H E Sear G C Smith C J P Straker J M Whiteway

SECRETARY

P Maynard

REGISTERED OFFICE

Unit 4 500 Purley Way Croydon CR0 4NZ

AUDITORS

Arthur Andersen 17 Lansdowne Road Croydon CR9 2PL

DIRECTORS' REPORT

for the year ended 31 August 1998

The directors present their annual report on the affairs of the company, together with the accounts and auditors' report for the year ended 31 August 1998.

DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of its profit or loss for that period. In preparing those accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy, at any time, the financial position of the company and enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

PRINCIPAL ACTIVITY

The principal activity of the company is an intermediate holding company. Following the merger with OyezStraker Group Limited on 1 September 1997, the company effectively became dormant.

On 23 October 1998, the company changed its name to OyezStraker Holdings Limited.

RESULTS AND DIVIDENDS

The results for the year are set out in the profit and loss account on page 5. The directors do not recommend the payment of a final dividend.

DIRECTORS

The current directors are set out on page 1. The following directors have either been appointed or resigned from the board.

Sir J D Alun-Jones

P Cahill

D Cox

D Gray

J Hickford

N Hodges

G C Smith

resigned 29 October 1998 appointed 29 October 1998 appointed 29 October 1998 resigned 31 December 1997 appointed 29 October 1998 appointed 29 October 1998

resigned 29 October 1998

DIRECTORS' REPORT

for the year ended 31 August 1998

DIRECTORS' INTERESTS IN SHARES

On 1 September 1997 OyezStraker Group Limited (formerly SLSS (Holdings) Limited) merged with OyezStraker Holdings Limited.

The directors' shareholdings in OyezStraker Holdings Limited were converted into shares and loan notes in OyezStraker Group Limited.

The company is a wholly owned subsidiary of OyezStraker Group Limited. Messrs H E Sear, C J P Straker, Mrs L A Eades and Sir Derek Alun-Jones are directors of OyezStraker Group Limited and their interests in the shares of the holding company are disclosed in that company's directors' report.

Other directors who held office at 31 August 1998, had the following interests in the share capital of OyezStraker Group Limited at the beginning and end of the year:

| | Pa | rt | | | | |
|--------------|------------|---------|---------|---------|-------------|----------|
| | prefe | rred | 10p or | dinary | 10p "A" pre | eference |
| | sha | res | sha | res | shar | es |
| | 1998 | 1997 | 1998 | 1997 | 1998 | 1997 |
| D N Pitt | 8,794 | 8,794 | 4,735 | 4,735 | 142,080 | 142,080 |
| G C Smith | 27,153 | 27,153 | 14,620 | 14,620 | 438,620 | 438,620 |
| J M Whiteway | 9,004 | 9,004 | 4,848 | 4,848 | 145,465 | 145,465 |
| | £1 "B" pre | ference | | | | |
| | shar | es | Loan | Notes | | |
| | 1998 | 1997 | 1998 | 1997 | | |
| D N Pitt | - | 1,303 | 29,760 | 45,090 | | |
| G C Smith | - | 3,826 | 183,541 | 271,944 | | |
| J M Whiteway | - | 1,303 | 40,939 | 59,689 | | |

AUDITORS

During the year, it was proposed that Arthur Andersen be appointed auditors as successors to Binder Hamlyn who are part of Andersen Worldwide. The directors will place a resolution before the annual general meeting to reappoint Arthur Andersen as auditors for the ensuing year.

This report was approved by the Board on 20. Norember 198.

Secretary

ARTHUR ANDERSEN

| Croydon | |
|---------|--|

AUDITORS' REPORT

to the members of OyezStraker Holdings Limited

We have audited the accounts on pages 5 to 15 which have been prepared under the historical cost convention and the accounting policies set out on page 8.

Respective responsibilities of directors and auditors:

As described on page 2, the company's directors are responsible for the preparation of the accounts. It is our responsibility to form an independent opinion, based on our audit, on those accounts and to report our opinion to you.

Basis of opinion:

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the accounts, and of whether the accounting policies are appropriate to the circumstances of the company, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

Opinion:

In our opinion the accounts give a true and fair view of the state of the affairs of the company at 31 August 1998 and of the profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Chartered Accountants and Registered Auditors

30 November 1998

PROFIT AND LOSS ACCOUNT for the year ended 31 August 1998

| | Notes | 12 months ended 31 August 1998 £000 | 8 months ended 31 August 1997 £000 |
|---|-------|---|--|
| Turnover | 1 | - | 493 |
| Administrative expenses | | - | (464) |
| Operating profit | | - | 29 |
| Investment income | 2 | 1,774 | 183 |
| Interest payable and similar charges | 3 | (22) | (3) |
| Profit on ordinary activities before taxation | 4 | 1,752 | 209 |
| Tax on profit on ordinary activities | 7 | 7 | 2 |
| Profit on ordinary activities after taxation | | 1,759 | 211 |
| Dividends | 8 | (1,558) | (156) |
| Profit for the financial period | 14 | 201 | 55 |

The results were derived from continuing activities and there were no discontinued activities during either period.

STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES

There are no recognised gains or losses relating to the current year other than the profit for the year as shown above.

The accompanying notes form an integral part of this profit and loss account.

BALANCE SHEET as at 31 August 1998

| | Notes | 1998 | 1997 |
|---------------------------------------|-------|---------|----------|
| | | £000 | £000 |
| FIXED ASSETS | | | |
| Investments | 9 | 4,612 | 4,838 |
| CURRENT ASSETS | | | |
| Debtors Cash | 10 | 2,037 | 273 1 |
| | | 2,037 | 274 |
| CREDITORS: amounts falling | | | |
| due within one year | 11 | (1,785) | (451) |
| Net current assets/(liabilities) | | 252 | (177) |
| Total assets less current liabilities | | 4,864 | 4,661 |
| CREDITORS: amounts falling | 12 | (1,950) | (2,201) |
| due after more than one year | | (1,930) | (2,201) |
| Net assets | | 2,914 | 2,460 |
| CAPITAL AND RESERVES | | | |
| Called up share capital | 13 | 384 | 573 |
| Share premium account | 14 | 1,703 | 1,261 |
| Capital redemption reserve | 14 | 753 | 537 |
| Profit and loss account | 14 | 74 | 89 |
| Shareholders' funds | 15 | 2,914 | 2,460 |

BALANCE SHEET as at 31 August 1998

| | 1998 | 1997 |
|---|-------|-------|
| | £000 | £000 |
| Shareholders' funds may be analysed as follows: | | |
| Equity interests | 2,754 | 2,083 |
| Non-equity interests | 160 | 377 |
| | | |

The accounts on pages 5 to 15 were approved by the Board on

| Directors |

The accompanying notes form an integral part of this balance sheet.

NOTES TO THE ACCOUNTS for the year ended 31 August 1998

ACCOUNTING POLICIES

The principal accounting policies are summarised below. They have been applied consistently throughout both the current and preceding periods.

Basis of Accounting

The accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards.

Taxation

Corporation tax payable is provided on taxable profits at the current rate.

Advance corporation tax payable on dividends paid or provided for in the year is written off, except when recoverability against corporation tax payable is considered to be reasonably assured. Credit is taken for advanced corporation tax written off in previous years when it is recovered against corporation tax liabilities.

Deferred taxation is provided using the liability method on all timing differences only to the extent that they are expected to reverse in the future without being replaced, except that the deferred tax effects of timing differences arising from pensions and other post-retirement benefits are always recognised in full.

Pension Costs

The company operates a defined contribution pension scheme, contributions to which are written off in the period in which they fall due. Differences between contributions payable in the period and contributions actually paid are shown as either accruals or prepayments in the balance sheet.

Turnover

Turnover represents amounts receivable for goods and services provided in the normal course of business, net of trade discounts, VAT and other sales related taxes. All turnover is generated within the United Kingdom.

| | | 12 months ended 31 August 1998 £000 | 8 months ended 31 August 1997 £000 |
|---|----------------------------------|---|--|
| 2 | INCOME FROM INVESTMENTS | | |
| | Income from unlisted investments | 1,774 | 183 |

NOTES TO THE ACCOUNTS for the year ended 31 August 1998

| | | 12 months ended 31 August 1998 £000 | 8 months ended 31 August 1997 £000 |
|---|---|---|--|
| 3 | INTEREST PAYABLE AND SIMILAR CHAR | RGES | |
| ! | Interest payable on mortgage and bank loans Other interest | 22 | 3 |
| | | 22 | 3 |
| 4 | PROFIT ON ORDINARY ACTIVITIES BEFOR | E TAXATION | |
| | This is stated after charging/(crediting) | | |
| | Auditors' remuneration | | |
| | - audit services | - | 33 |
| | Other income | - | (168) |
| 5 | STAFF COSTS | | |
| | The only employees of the company were the dire | ctors in both years. | |
| 6 | DIRECTORS' REMUNERATION | | |
| | Remuneration | | |
| | The remuneration of the directors was as follows : | | 440 |
| | Emoluments | 132 | 416 |
| | Company contributions to money purchase pension schemes | 15 | - |
| | | 147 | 416 |
| | Pensions | | |
| | The number of directors who were members of pe | nsion schemes was as fo | llows: |
| | | 1998 | 1997 |
| | Managara and and a | Number 5 | Number 6 |
| | Money purchase schemes | 5 | 0 |

NOTES TO THE ACCOUNTS for the year ended 31 August 1998

| | 1 | 2 months ended 31 August 1998 £000 | 8 months ended 31 August 1997 £000 |
|---|---|--|--|
| 7 | TAX ON PROFIT ON ORDINARY ACTIVITIES | | |
| | UK corporation tax at an effective rate of 21% (1997: 399) Overprovision of tax in prior years | %) (7) - | (2) |
| | | (7) | (2) |
| 3 | DIVIDENDS | | |
| | Preference: | | |
| | Interim paid | 2 | 2 |
| | Interim paid | 60 | 20 |
| | Interim paid | 96 | - |
| | Interim paid | 34 | • |
| | Final proposed | - | 6 |
| | Ordinary: | | |
| | Interim paid of - p per share (1997: 4.11p) | | 49 |
| | Interim proposed of - p per share (1997: 1.39p) | - | 18 |
| | Final proposed of 60.98p per share (1997: 5.0p) | 1,366 | 61 |
| | | 1,558 | 156 |
| • | INVESTMENTS | | |
| | Shares in subsidiary undertakings at 1 September 1997 | 4,838 | 4,838 |
| | Deferred consideration not paid out | (226) | - |
| | 31 August 1998 | 4,612 | 4,838 |

NOTES TO THE ACCOUNTS for the year ended 31 August 1998

9 INVESTMENTS (CONTINUED)

The company has the following investments in subsidiary undertakings that principally affected the profits or net assets of the group. All subsidiaries were 100% owned and incorporated in England. Their principal activities are detailed below.

To avoid a statement of excessive length, details of investments that are not significant to the group have been omitted.

Principal activity

*OyezStraker Office Supplies Limited (formerly Straker Office Supplies plc) CS Office Supplies (Shrewsbury) Limited Sutton Stationery Limited Mayfair Office Supplies (UK) Limited Stationery, furniture and commercial printing

Stationery, furniture and commercial printing Stationery, furniture and commercial printing Stationery, furniture and commercial printing

OyezStraker Office Environments Limited (formerly Straker Office Environments Limited)

Furniture suppliers

Consolidated accounts have not been prepared since the results of the subsidiaries have been consolidated with the accounts of the ultimate parent company OyezStraker Group Limited.

All holdings are of ordinary shares unless otherwise stated.

^{* 100%} of deferred share capital held additionally.

| | | 1998 £000 | 1997 £000 |
|------|------------------------------------|--------------|--------------|
| 10 I | DEBTORS | | |
| , | Amounts owed by group undertakings | 263 | 148 |
| | Other debtors | - | 125 |
| I | Dividends receivable | 1,774 | - |
| | | 2,037 | 273 |

NOTES TO THE ACCOUNTS for the year ended 31 August 1998

| | | | 12 months 31 Augus | | | nths ended august 1997 £000 |
|-----|--|-------------------|--|-------------|------------|-----------------------------------|
| 11 | CREDITORS: amounts falling due within one year | | | | | |
| | Amounts owed to group undertakings | | | 378 | | 330 |
| | Corporation tax | | | _ | | 21 |
| | Other creditors | | | 16 | | 14 |
| | Dividends payable | | | 1,366 | | 61 |
| | Deferred consideration | | | 25 | | 25 |
| | | | | 1,785 | | 451 |
| 12 | CREDITORS: amounts falling due at | fter more than | one year | | | |
| | Amounts owed to group undertaking Deferred consideration | | | 1,900 50 | | 1,900 301 |
| | | | | 1,950 | | 2,201 |
| | | 31 August 1998 | 31 August 1998 Number | 1 Septem | ber 997 | 1 September 1997 Number |
| | | £000 | Number | £ | 000 | Nambo |
| 13. | CALLED UP SHARE CAPITAL | | ······································ | | | |
| | Authorised: Equity shares: | | | | | |
| | - ordinary shares of 10p each Non-equity shares: | 228 | 2,280 | : | 228 | 2,280 |
| | - cumulative redeemable participating preference shares of £1 each - 10% cumulative redeemable | 802 | 802 | : | 802 | 802 |
| | preference share of £1 each | 128 | 128 | | 128 | 128 |
| | | 1,158 | 3,210 | 1, | 158 | 3,210 |

NOTES TO THE ACCOUNTS for the year ended 31 August 1998

| | 31 August 1998 £000 | 31 August 1 S 1998 Number 000 | eptember 1997 £000 | 1 September 1997 Number 000 |
|--|---------------------------|--|--------------------------|--------------------------------------|
| 3 CALLED UP SHARE CAPITAL (CON | ITINUED) | | | |
| Allotted, called up and fully paid: Equity shares: | | | | |
| ordinary shares of 10p each Non-equity shares: | 224 | 2,240 | 196 | 1,960 |
| - cumulative redeemable participating preference shares of £1 each | 160 | 160 | 321 | 321 |
| 10% cumulative redeemable preference shares of £1 each | - | - | 56 | 56 |
| | 384 | 2,400 | 573 | 2,337 |

Dividend Rights

The cumulative redeemable participating preference shares of £1 each and the 10% cumulative redeemable preference shares of £1 each rank pari passu with each other with respect to their dividend rights. The cumulative redeemable participating preference shares of £1 each have the right to receive a fixed cumulative preferential gross dividend at the Annual Preference Coupon, based on the nominal value of those shares. The Annual Gross (Net) Preference Coupons for 1995, 1996, 1997 and 1998 are 11.25% (9%), 12.5% (10%), 13.75% (11%) and 15% (12%) respectively. The cumulative redeemable preference shares have the right to receive a fixed cumulative preferential gross cash dividend equal to 10% (8%) per annum on the amount of the paid up shares.

Subject to payment in full of the two types of preference dividend as detailed above, the 10p ordinary shares of £1 each have the right to receive a fixed cumulative gross cash dividend at the Annual Ordinary Coupon. The Annual Gross (Net) Ordinary Coupons for 1995, 1996, 1997 and 1998 are 3.125p (2.5p), 6.25p (5.0p), 6.875p (5.5p) and 7.5p (6.0p) per ordinary share respectively.

The above preference and ordinary dividends are payable in two equal instalments on 1 February and 1 August in respect of 6 month periods ending December and June respectively.

The ordinary shares of 10p each also have the right to receive a net cash participating ordinary dividend, calculated using a formula based on the profit for the year. The payment of this dividend is subject to the payment of both the preference and ordinary dividends detailed above. The dividend is payable on 1 April following the end of the calendar year by which that dividend was calculated.

Subject to the payment of the two types of preference dividends, the ordinary dividends and participating ordinary dividends detailed above, the holders of the cumulative redeemable participating preference shares of £1 each as a class also carry the right to receive a participating preference dividend equal to 1% of the ordinary dividend paid in that year. At the discretion of the directors, this total participating preference dividend may be increased up to the maximum amount of 5% of the ordinary dividend paid in that year. Such cumulative redeemable participating preference dividends will be payable on 1 April of the following year.

NOTES TO THE ACCOUNTS for the year ended 31 August 1998

13 CALLED UP SHARE CAPITAL (CONTINUED)

Other Rights

Upon a return of capital both classes of the cumulative redeemable preference shares carry preferential rights up to the issue price of each share, plus arrears of dividends to date. The issue price is the aggregate of the amount paid up and amounts credited to the share premium account on such shares. The ordinary shareholders are then entitled to all or part of the issue price of each share held, dependent upon the amount remaining for distribution. If any profits then remain, they will be distributed between the holders of the ordinary shares.

The preferential shares do not carry voting rights.

The cumulative redeemable participating preference shares of £1 each are redeemable in five equal annual tranches starting on 1 October 1994 at issue price.

The cumulative redeemable preference shares are redeemable in four equal annual tranches starting on 1 May 1996 at issue price. On August 1998, a resolution was passed allowing the final redemption of the shares to take place.

The number of share options in issue at the year end in OyezStraker Holdings Limited was nil.

All of the outstanding options were exercised on 1 September 1997, immediately prior to the acquisition by SLSS (Holdings) Limited (see note 24).

| Share Premium £000 | Capital redemption £000 | Profit and loss account £000 |
|--------------------------|--------------------------------------|--|
| | | |
| 1,261 | 537 | 89 |
| 442 | - | - |
| - | 216 | (216) |
| - | - | 201 |
| 1,703 | 753 | 74 |
| | Premium £000 1,261 442 - | Premium redemption £000 1,261 537 442 - 216 - |

NOTES TO THE ACCOUNTS for the year ended 31 August 1998

| | | 1998 £000 | 1997 £000 |
|---|---|--------------------|----------------|
| 5 | RECONCILIATION OF MOVEMENT IN SHAREHOLDERS' FUNDS | | |
| | Profit for the financial period Dividends | 1,759 (1,558) | 211 (156) |
| | | 201 | 55 |
| | New share capital New share capital subscribed Transfer of capital redemption reserve | 27 442 (216) | - - (28) |
| | Net addition to shareholders' funds | 454 | 27 |
| | Opening shareholders' funds | 2,460 | 2,433 |
| | Closing shareholders' funds | 2,914 | 2,460 |

16 SECURITY AND CONTINGENT LIABILITY

The company entered into a working capital facility with the Bank of Scotland on 1 September 1997. The facility is secured by a fixed and floating charge on the assets of the company, its holding company and certain of its fellow subsidiaries.

The company and certain fellow subsidiaries are acting as guarantors on a loan which the holding company, OyezStraker Group Limited has with the Bank of Scotland. The amount outstanding at 31 August 1998 amounted to £6,375 thousand.

17 ULTIMATE PARENT UNDERTAKING

The directors regard OyezStraker Group Limited, a company registered in England, as the company's ultimate parent undertaking.

Copies of the group accounts may be obtained from the Company Secretary, Unit 4, 500 Purley Way, Croydon, CRO 4NZ.