### **FILE AND DATA STORAGE LIMITED**

# ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2007

Company Number 3275112

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### **DIRECTORS**

A S Croft M J Pullan N R Hodges H E Sear S Lockett

### **SECRETARY**

P Maynard

### **REGISTERED OFFICE**

Unit 4 500 Purley Way Croydon CR0 4NZ

### **INDEPENDENT AUDITORS**

Deloitte & Touche LLP Chartered Accountants Crawley

### FILE AND DATA STORAGE LIMITED DIRECTORS' REPORT

for the year ended 31 December 2007

The directors present their annual report together with the financial statements and auditors' report for the year ended 31 December 2007.

#### **DIRECTORS' RESPONSIBILITIES**

The directors are responsible for preparing the annual report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, 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 UK accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements 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 ACTIVITIES

The principal activity of the company is that of record storage management.

#### **REVIEW OF THE BUSINESS**

EBITDA improved to a loss of £69,000 in the year from a loss of £218,000 in the prior year. A key achievement was the further racking of the warehouse in order to provide additional record storage facilities.

The Directors use the statistics detailed above as the key performance indicators of the business. They also review the working capital in relation to sales to monitor working capital efficiency.

The key risk for the business is always client retention and sales margin erosion. Management seek to minimise these risks by providing excellent service.

#### **RESULTS AND DIVIDENDS**

Sales increased by 25% from £751,000 to £940,000 whilst the trading loss for the year after taxation reduced from £317,000 to £200,000. The directors do not recommend the payment of a dividend (2006: £nil).

#### **DIRECTORS**

The current directors are set out on page 1. A C Attwood resigned as a director on 19 January 2007.

#### **EMPLOYEE INVOLVEMENT**

During the year, staff briefings have taken place in order to provide employees with information on matters of concern to them regarding the Group's activities and progress generally.

#### **DISABLED EMPLOYEES**

The policy in respect of employment of disabled persons is:

- 1) to give full and fair consideration for all types of vacancies;
- 2) to retain newly disabled employees, wherever possible, for rehabilitation and training; and
- to give equal opportunities for training, career development and promotion and, where appropriate, to modify equipment and premises to use special employment aids or to restructure jobs.

#### INDEPENDENT AUDITORS

Disclosure of information to auditors

Each of the persons who is a Director at the date of approval of this report confirms that:

- 1. so far as the Director is aware, there is no relevant audit information of which the company's auditors are unaware; and
- 2. the Director has taken all the steps that he ought to have taken as a Director in order to make himself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of s234ZA of the Companies Act 1985.

Deloitte & Touche LLP have expressed their willingness to continue in office as auditors of the company and a resolution to reappoint them will be proposed at the forthcoming Annual General Meeting.

Approved by the Board of Directors and signed on behalf of the Board

Pippa Maynard Secretary

30 October 2008

### INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF **FILE & DATA STORAGE LIMITED**

We have audited the financial statements of File & Data Storage Limited for the year ended 31 December 2007, which comprise the Profit and Loss Account, the Balance Sheet and the related notes 1 to 17. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### Respective responsibilities of directors and auditors

The directors' responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Directors' Report.

Our responsibility is to audit the financial statements in accordance with relevant United Kingdom legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether, in our opinion, the Directors' Report is consistent with the financial statements. In addition, we report to you if, in our opinion, the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and other transactions is not disclosed.

We read the Directors' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

### **Basis of opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, 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 financial statements 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 financial statements.

#### **Opinion**

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the company's affairs as at 31 December 2007 and of its loss for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act

the information given in the Directors' Report is consistent with the financial statements.

bloith a Touche W **Deloitte & Touche LLP** 

**Chartered Accountants and Registered Auditors** 

Crawley, United Kingdom

31 October 2008

# FILE AND DATA STORAGE LIMITED PROFIT AND LOSS ACCOUNT

for the year ended 31 December 2007

	Notes	2007 £'000	2006 £'000
Turnover	1	940	751
Cost of sales		(196)	(125)
Gross profit		744	626
Distribution costs		(614)	(580)
Administrative expenses		(260)	(324)
Operating loss		(130)	(278)
Interest payable and similar charges	2	(70)	(39)
Loss on ordinary activities		(200)	(247)
before taxation  Tax on loss on ordinary activities	3 6	(200)	(317)
Tax on 1055 on ordinary activities			
Loss on ordinary activities after taxation	on .	(200)	(317)
Retained loss for the financial year		(200)	(317)
Profit and loss account balance brougl	nt forward	(343)	(26)
Profit and loss account balance carried	l forward	(543)	(343)

All of the above results were derived from continuing operations. There are no other recognised gains or losses for other financial year and accordingly no statement of total recognised gains and losses is presented

# FILE AND DATA STORAGE LIMITED BALANCE SHEET as at 31 December 2007

	Notes	2007 £'000	2006 £'000
FIXED ASSETS			
Tangible fixed assets	7	347	391
	•	• • • • • • • • • • • • • • • • • • • •	•
		347	391
CURRENT ASSETS			
Debtors	8	291	204
Cash at bank and in hand		32	50
		323	254
CREDITORS: Amounts falling			
due within one year	9	(1,094)	(834)
Net current liabilities		(771)	(580)
Total assets less current liabilities		(424)	(189)
CREDITORS: Amounts falling			
due after more than one year	10	(89)	(124)
Net liabilities		(513)	(313)
CAPITAL AND RESERVES			·
Called up share capital	13	28	28
Share premium		2	2
Profit and loss account - deficit		(543)	(343)
Shareholders' (deficit)	14	(513)	(313)

The financial statements were approved by the Board of Directors on 30 October 2008 and signed on its behalf by:

N R Hodges Director

for the year ended 31 December 2007

#### 1 ACCOUNTING POLICIES

The principal accounting policies are summarised below.

#### **Basis of Accounting**

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards which have been applied consistently in the current and preceding year.

#### **Tangible Fixed Assets**

Tangible fixed assets are stated at cost, net of depreciation and any provision for impairment. Depreciation is provided on all tangible fixed assets except freehold land, at rates calculated to write off the cost, less estimated residual value, of each asset, on a straight line basis over its expected useful life, as follows:

Leasehold properties

Plant & Machinery Office Equipment Motor vehicles Over the lease term or expected useful life, whichever is the shorter Over 3 to 10 years Over 3 to 10 years Over 4 years

#### **Cash Flow Statement**

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from producing a cash flow statement on the grounds that it is a wholly owned subsidiary of OyezStraker Group Holdings Limited, which prepares group accounts including a cashflow statement.

#### **Taxation**

Current tax comprises UK corporation tax and is provided at amounts expected to be paid (or recovered) using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date. Deferred taxation is provided in full on timing differences that result in an obligation at the balance sheet date to pay more tax, or a right to pay less tax, at a future date, at rates expected to apply when they crystallise based on tax rates and law that have been enacted or substantively enacted by the balance sheet date. Timing differences arise from the inclusion of items of income and expenditure in taxation computations in periods different from those in which they are included in financial statements. Deferred tax assets are recognised to the extent that it is regarded as more likely than not that they will be recovered. Deferred tax assets and liabilities are not discounted.

#### **Pension Costs**

The company operates a defined contribution (money purchase) scheme. The amount charged to the profit and loss account in respect of pension costs is the contributions payable in the period. Differences between contributions payable in the period and contributions actually paid are shown as either accruals or prepayments in the balance sheet.

for the year ended 31 December 2007

### 1 ACCOUNTING POLICIES (CONTINUED)

#### <u>Leases</u>

Assets held under hire purchase arrangements, which confer the rights and obligations similar to those attached to owned assets are capitalised as tangible fixed assets and are depreciated over their useful lives. The capital elements of future lease obligations are recorded as liabilities, while the interest elements are charge to the profit and loss account. Rentals under operating leases are charged on a straight line basis over the lease term, even if the payments are not made on such a basis. Benefits received and receivable as an incentive to sign an operating lease are similarly spread on a straight line basis over the lease term, except where the period to the review date on which the rent is first expected to be adjusted to the prevailing market rate is shorter than the full lease term, in which case the shorter period is used.

#### **Turnover**

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

		2007 £'000	2006 £'000
2	INTEREST PAYABLE AND SIMILAR CHARGES		
	Other interest Hire purchase contracts	70 -	15 24
		70	39
3	LOSS ON ORDINARY ACTIVITIES BEFORE TAX	ATION	
	This is stated after charging		
		ts	
	Depreciation and amounts written off tangible fixed assertire purchase contracts	ts -	10
	Depreciation and amounts written off tangible fixed asset - hire purchase contracts - owned	ts - 61	10 50
	Depreciation and amounts written off tangible fixed asset - hire purchase contracts - owned Operating lease rental	- 61	50
	Depreciation and amounts written off tangible fixed asset - hire purchase contracts - owned	•	
	Depreciation and amounts written off tangible fixed asset - hire purchase contracts - owned Operating lease rental - plant and machinery	- 61 23	50
	Depreciation and amounts written off tangible fixed assertine purchase contracts - owned Operating lease rental - plant and machinery - other  The analysis of auditors' remuneration is as follows: Fees payable to the Company's auditors for	- 61 23	50
	Depreciation and amounts written off tangible fixed assertine purchase contracts  - owned Operating lease rental  - plant and machinery  - other  The analysis of auditors' remuneration is as follows:	- 61 23	50
_	Depreciation and amounts written off tangible fixed assertine purchase contracts - owned Operating lease rental - plant and machinery - other  The analysis of auditors' remuneration is as follows: Fees payable to the Company's auditors for	- 61 23 195	50 22 195

for the year ended 31 December 2007

		2007	2006
4	STAFF COSTS		
	The average number of employees (including		Al
	directors) was:	Number	Number
	Sales and distribution	11	10
	Administration and management	7	7
•		18	17
		£'000	£'000
	Their aggregate remuneration comprised:		
	Wages and salaries	409	379
	Social security costs	39	40
	Other pension costs	18	15
		466	434
5	DIRECTORS' REMUNERATION		
	Remuneration		
	The remuneration of the directors was as follows:		
	Emoluments	108	142
	Company contributions to money purchase pension schemes	13	13
		121	156
	Pensions		
	2 (2006 <sup>-</sup> 3) of the directors are members of the money purchas	e scheme	

for the year ended 31 December 2007

		Year to 31 December 2007 £'000	Year to 31 December 2006 £'000
6	TAX ON PROFIT ON ORDINARY ACTIVITIES		
	Analysis of tax credit on ordinary activities		
	Current tax United Kingdom Corporation tax at 30% (2006: 30%)	•	7
	Total current tax	-	7
	Deferred tax Origination of timing differences	•	(7)
	Total deferred tax	-	(7)
	Total tax on loss on ordinary activities		-
	The current tax charge/(credit) for the year differs to corporation tax as explained below:	the standard 30% (20	006 : 30%) rate of UK
		%	%
	Standard tax rate as a percentage of losses	30	30
	Expenses not deductible for tax purposes	(30)	4-41
			(31)
	Accelerated capital allowances		(31) (1)
		-	
	Accelerated capital allowances	-	(1)
	Accelerated capital allowances  Current tax rate as a percentage of losses	£'000	(1)
	Accelerated capital allowances  Current tax rate as a percentage of losses  Deferred Tax Note  Movement on deferred tax balance in the year:	-	(2)
	Accelerated capital allowances  Current tax rate as a percentage of losses  Deferred Tax Note	-	£'000

A deferred tax asset has not been recognised in respect of timing differences related to revenue losses as there is insufficient evidence that the asset will be recovered in full. The amount of the asset not recognised is £183,584 (2006: £121,846). The asset would be recovered in full if there was evidence that sufficient taxable profits would arise in the foreseeable future against which to offset the asset.

### FILE AND DATA STORAGE LIMITED NOTES TO THE ACCOUNTS for the year ended 31 December 2007

	TANGIBLE FIXED	ASSETS				
			Plant			
		Leasehold	and	Office	Motor	
		property	machinery	equipment	vehicles	Total
		£'000	£'000	£'000	£'000	£'000
	Cost					
	At 1 January 2007	135	273	83	47	538
	Additions	2	3	12	-	17
	Disposals	-	-	(18)	-	(18)
	At 31 December 2007	137	276	87	47	537
	Depreciation					
	At 1 January 2007	10	38	67	32	147
	Charge for the year	9	34	10	8	61
	Disposals	-	•	(18)	-	(18)
•	At 31 December 2007	19	72	59	40	190
	Net book value					
	At 31 December 2007	118	204	71	7	347
	Net book value					
	At 31 December 2006	125	235	16	15	391
	Assets held under hir included above:	e purchase cor	ntracts			
	Net book value					
	At 31 December 2007	-	-	-	-	-
	At 31 December 2006	_	217	_	_	217

for the year ended 31 December 2007

		2007 £'000	2006 £'000
8	DEBTORS		
	Trade debtors Prepayments and accrued income	136 155	107 97
		291	204
9	CREDITORS: Amounts falling due within one year		*
	Other loans (note 11)	13	13
	Trade creditors	54	40
	Amounts owed to group undertakings	872	720
	Other taxation and social security Accruals and deferred income	36 119	31 30
	Accidats and deterred income		
		1,094	834
10	CREDITORS: Amounts falling due after more than one year Other loans (note 11) Operating lease incentive	49 40	63 61
		89	124
11	LOAN AND OVERDRAFTS	·	
	An analysis of the maturity of the loans is given below :		
	Amounts falling due within one year or on demand: Other loans	13	13
		13	13
	Amounts falling due between one and two years:		
	Other loans	49	63
	Amounts falling due between one and two years:		

for the year ended 31 December 2007

				2007 £'000	2006 £'000		
12	FINANCIAL COMMITMENTS						
	Annual commitments under non-canc	ellable operatin	g leases are	as follows:			
		20	07	20	06		
	Expiry date:	Land and buildings £000	Other leases £000	Land and buildings £000	Other leases £000		
	<ul><li>within one year</li><li>between two and five years</li></ul>	-	- 23	-	- 20		
	- after five years	217	-	217	-		
		217	23	217	20		
13	CALLED UP SHARE CAPITAL  Authorised						
	99,400 (2006 – 99,400) A Ordinary sha 600 (2006 – 600) B Ordinary shares of			99 1	99 1		
				100	100		
	Allotted, issued and fully paid				,-		
	28,251 (2006 – 28,251) A Ordinary shares of			28	28		
				28	28		
	With the exception of the rights de respects.	tailed below th	ne A and B	shares rank pari	passu in		
	The A ordinary shares carry full rights.						
	The B Ordinary shares have no right to Any holder of the B shares shall not Company.						

for the year ended 31 December 2007

		2007 £'000	2006 £'000			
14	RECONCILIATION OF MOVEMENTS IN SHAREHOLDERS' FUNDS / (DEFICIT)					
	Loss for the financial year	(200)	(317)			
		(200)	(317)			
	Opening shareholders' funds	(313)	4			
	Closing shareholders' funds	(513)	(313)			

#### 15 CONTINGENT LIABILITY

The OfficeTeam Group Limited (formerly OyezStraker Group Holdings Limited) group Royal Bank of Scotland facilities are secured by first legal charges over properties owned by all companies within that group, and by debentures over all assets and undertakings of that group (with the exception of Oyez Professional Services Limited), together with a charge over certain key man insurance policies. The total amount outstanding at 31 December 2007 was £98,842,000 (2006: £39,275,000).

#### 16 RELATED PARTY TRANSACTIONS

In accordance with exemptions available to wholly owned subsidiaries, the company has taken advantage of paragraph 3 (c) of FRS 8 not to disclose transactions with other group undertakings.

#### 17 PARENT UNDERTAKINGS

File and Data Storage Holdings Limited is the company's immediate parent company.

On 20 June 2007 the group headed by Pearl Equity Limited, now OSG Holdings Limited, acquired the group headed by OfficeTeam Group Limited (formerly OyezStraker Group Holdings Limited). Shareholders of OSG Holdings Limited include the limited partnership fund AAC NEBO Fund LP, which is registered in England. The directors consider this to be the controlling entity as well as the ultimate parent undertaking. The majority investor in this fund is AAC Capital NEBO NL Feeder BV, which until November 2007 was ultimately owned by ABN AMRO Holding NV, incorporated in the Netherlands. AAC Capital NEBO NL Feeder BV is now ultimately owned by RFS Holdings BV, incorporated in the Netherlands.

The parent of the smallest group into which the company is consolidated is OfficeTeam Group Limited (formerly OyezStraker Group Holdings Limited) and the parent of the largest group into which the company is consolidated is OSG Holdings Limited (formerly Pearl Equity Limited). The group accounts of both companies are available from the Company Secretary, Unit 4, 500 Purley Way, Croydon, CR0 4NZ.