

Mailroom

Mailroom In Action Limited

Director's report and financial statements

31 December 1997

Registered number 3281505





Mailroom In Action

Director's report and financial statements

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Director's report

The director presents his annual report and the financial statements for the period ended 31 December 1997.

Principal activities

The company was incorporated on 20 November 1996.

The company has not traded since incorporation.

Directors and directors' interests

The director who held office during the period was as follows:

R J George (Chairman)

The director who held office at the end of the year had no disclosable interest in the shares of the company. The director's interest in the shares of PFE International Limited are disclosed in the directors' report of that company.

Auditors

The company met the total exemption conditions set out in section 249A(1) of the Companies Act 1985 relating to the audit of accounts and consequently has not appointed an auditor.

By order of the board

A handwritten signature in black ink, appearing to be "R J George".

R J George
Director

PFE International House
Oakwood Hill Industrial Estate
Oakwood Hill
Loughton
Essex
IG10 3TZ

18 September 1998

Statement of the director's responsibilities

Company law requires the director to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss for that period. In preparing those financial statements, the director is 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 financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The director is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable him to ensure that the financial statements comply with the Companies Act 1985. He has general responsibility for taking such steps as are reasonably open to him to safeguard the assets of the company and to prevent and detect fraud and other irregularities.



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Balance sheet at 31 December 1997

	<i>Note</i>	1997	
		£	£
Current assets			
Debtors	3	100	
Net current assets			<u>100</u>
Net assets			<u>100</u>
Capital and reserves			
Called up equity share capital	4		<u>100</u>
Equity shareholder's funds			<u>100</u>

During the above financial period, the company met the total exemption conditions set out in section 249A(1) of the Companies Act 1985, relating to the audit of accounts. The company was also dormant within the meaning of section 250 of the Companies Act 1985, there having been no significant accounting transactions of the company required to be entered in its accounting records and accordingly no profit and loss account has been prepared.

These financial statements were approved by the director on 18 September 1998 and were signed by:

R J George
Director



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Notes

(forming part of the financial statements)

1 **Accounting policies**

The following accounting policy has been applied consistently in dealing with items which are considered material in relation to the company's financial statements.

Basis of preparation

The financial statements have been prepared in accordance with applicable accounting standards, and under the historical cost accounting rules.

2 **Staff numbers and costs**

There were no employees of the company other than the director. No emoluments were paid by the company to the director.

3 **Debtors: amounts due within one year**

1997

£

Amount owed by parent undertaking

100

4 **Called up share capital**

1997

£

Authorised

1,000 Ordinary shares of £1 each

1,000

Allotted, called up and fully paid

100 Ordinary shares of £1 each

100

5 **Commitments**

There were no capital commitments at 31 December 1997



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Notes *(continued)*

11 **Ultimate parent company**

The company is a subsidiary undertaking of PFE International Limited, a company registered in England and Wales.

PFE International Limited heads the only group in which the results of the company are consolidated. A copy of the consolidated financial statements can be obtained from:

PFE International House
Oakwood Hill Industrial Estate
Oakwood Hill
Loughton
Essex
IG10 3TZ