Report and Financial Statements

31 March 2006

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REPORT AND FINANCIAL STATEMENTS 2006

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OFFICERS AND PROFESSIONAL ADVISERS

DIRECTORS

S C Baxter J P Flanagan R D Forsyth J H Gilding R McGregor-Smith

I R Stewart

SECRETARY

MITIE Company Secretarial Services Limited (appointed 30 June 2006) C K Ross (resigned 30 June 2006)

REGISTERED OFFICE

8 Monarch Court The Brooms Emersons Green Bristol BS16 7FH

BANKERS

Barclays Bank plc Park House New Brick Road Stoke Gifford Bristol BS34 8TN

AUDITORS

Deloitte & Touche LLP Bristol

DIRECTORS' REPORT

The directors present their report and audited financial statements for the year ended 31 March 2006.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

United Kingdom company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company as at the end of the financial year and of the profit or loss of the company for that period. In preparing those 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 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, which disclose with reasonable accuracy at any time the financial position of the company to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for the system of internal control, safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

PRINCIPAL ACTIVITY AND REVIEW OF THE BUSINESS

The company is a majority owned subsidiary of MITIE Group PLC (the "Group"). The company provides security solutions. There have not been any significant changes in the company's principal activities in the year under review and the directors are not aware of any likely major changes.

As shown in the company's profit and loss account on page 7, the company's sales have increased significantly over the prior year and the loss before tax has been significantly reduced. This is in line with expectations given this is the first full year of trading.

The balance sheet on page 8 of the financial statements shows that the company's financial position at the year end is, in net assets terms, consistent with the prior year.

The Group manages its operations on a divisional basis. For this reason, the company's directors do not believe further key performance indicators are necessary for an appropriate understanding of the performance and position of the business. The performance of the Group's divisions is discussed in the Group's Annual Report which does not form part of this report.

DIVIDENDS

The directors do not recommend a dividend for the year ended 31 March 2006 (2005: £nil).

DIRECTORS' REPORT (continued)

PRINCIPAL RISKS AND UNCERTAINTIES

Loss of key customers is a key risk to the business. The company manages this risk by developing and maintaining strong relationships with these customers.

Group risks are discussed in the Group's Annual Report which does not form part of this Report.

FINANCIAL RISK MANAGEMENT

The directors have reviewed the financial risk management objectives and policies of the company. The directors do not believe there to be significant risks in this area. The company does not enter into any hedging instruments, as there are not believed to be any material exposures. It does not enter into any financial instruments for speculative purposes.

Appropriate trade terms are negotiated with suppliers and customers. Management reviews these terms and the relationships with suppliers and customers and manages any exposure on normal trade terms. The company prepares regular forecasts of cash flow and liquidity and any requirement for additional funding is managed as part of the overall MITIE Group PLC financing arrangements.

PAYMENT POLICY

The company's policy is to comply with the terms of payment agreed with a supplier. Where terms are not negotiated, the company endeavours to adhere with the supplier's standard terms. As at 31 March 2006 trade creditors, as a proportion of amounts invoiced from suppliers for the financial year, represented 31 days (2005: 128 days).

ENVIRONMENT

MITIE Group PLC and its subsidiaries endeavour to identify, monitor and manage the impact of their activities on the environment and are fully committed to environmental accountability and protection. The company operates in accordance with Group policies, which are described in the Group's Annual Report which does not form part of this Report.

EMPLOYEES

The company offers equal opportunities to all applicants for employment whatever their sex, race or religion. Disabled persons are considered for employment, training, career development and promotion on the basis of their attitudes and abilities in common with all employees, providing the disability does not make the particular employment impractical or the employee unable to conform to the stringent regulations which apply to the operations of the company.

The company recognises the importance of good communications and employee relationships. In each company there is a relationship between the Chief Executive of MITIE Group PLC and individual employees in the company. In these conditions, complex consultative procedures are seldom required to ensure that there is an understanding of the purpose of the business and the commercial realities of success. Employees are encouraged to become shareholders through the Savings Related Share Option Scheme.

DIRECTORS' REPORT (continued)

DIRECTORS AND THEIR INTERESTS

The directors during the year and subsequently were as follows:

J P Flanagan

R D Forsyth

J H Gilding

R McGregor-Smith

I R Stewart

J P Flanagan

S C Baxter (appointed 8 May 2006)

The following directors have a beneficial interest in the share capital of the company:

	At 31 March 2006 £1 'B' ordinary shares No.	At 31 March 2005 £1 'B' ordinary shares No.
R McGregor-Smith	3,200	3,200
J P Flanagan	22,500	22,500
R D Forsyth	32,000	32,000
J H Gilding	32,000	32,000

No other director had an interest in the share capital of the company.

I R Stewart and R McGregor-Smith are directors of MITIE Group PLC, the parent undertaking, and their interests in the share capital of that company are shown in the financial statements of MITIE Group PLC.

Share Options	At 31	Granted At 31 March during the period				e period	E during th	xercised e period	At 31 March
	24031	2005	Options	Price	From	То	Options	Price	2006
J P Flanagan	(i)	_	9,675	£1.38	2010	2011	_	-	9,675

Options under the Savings Related Option Scheme

(i)

Further details of the MITIE Group PLC Share Schemes are given in the accounts of that company.

DIRECTORS' REPORT (continued)

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/she ought to have taken as a director in order to make himself/herself 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.

A resolution to reappoint Deloitte & Touche LLP as the company's auditors will be proposed at the forthcoming Annual General Meeting.

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

R McGregor-Smith

Director

October 2006

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF

MITIE SECURITY (SOUTH WEST) LIMITED

We have audited the financial statements of MITIE Security (South West) Limited for the period ended 31 March 2006 which comprise the profit and loss account, the balance sheet, the cash flow statement and the related notes 1 to 18. 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

As described in the statement of directors' responsibilities, the company's directors are responsible for the preparation of financial statements in accordance with applicable United Kingdom law and United Kingdom Generally Accepted Accounting Practice.

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, in accordance with the relevant financial reporting framework and are properly prepared in accordance with the Companies Act 1985. We report to you whether in our opinion the information given in the directors' report is consistent with the financial statements. We also report 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 transactions is not disclosed.

We read the directors' report and the other information contained in the annual report for the above year as described in the contents section and consider the implications for our report if we become aware of any apparent misstatement or material inconsistencies with the financial statements.

Basis of audit 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 judgements 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 March 2006 and of its profit for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the directors' report is consistent with the financial statements.

Deloite x Tours LLC

DELOITTE & TOUCHE LLP

Chartered Accountants and Registered Auditors Bristol, United Kingdom

PROFIT AND LOSS ACCOUNT Year ended 31 March 2006

	Notes	Year ended 31 March 2006 £	54 week period ended 31 March 2005 £
TURNOVER	1	2,897,829	239,352
Cost of sales		(2,458,183)	(218,904)
GROSS PROFIT		439,646	20,448
Administrative expenses		(471,606)	(117,244)
OPERATING LOSS		(31,960)	(96,796)
Interest receivable		2,413	-
LOSS ON ORDINARY ACTIVITIES BEFORE TAXATION	2	(29,547)	(96,796)
Tax credit/(charge) on loss on ordinary activities	3	35,766	(591)
PROFIT/(LOSS) ON ORDINARY ACTIVITIES FOR THE FINANCIAL PERIOD	8	6,219	(97,387)

There are no recognised gains and losses for the current and preceding period other than as stated in the profit and loss account. Accordingly, no separate statement of total recognised gains and losses is presented.

BALANCE SHEET At 31 March 2006

	Notes	2006		2005	
		£	£	£	£
FIXED ASSETS Tangible assets	4		73,436		12,385
CURRENT ASSETS Debtors Cash at bank and in hand	5	489,152 12,347		113,967 224,698	
		501,499		338,665	
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	6	(346,103)		(128,437)	
NET CURRENT ASSETS			155,396		210,228
NET ASSETS			228,832		222,613
SHARE CAPITAL AND RESERVES Called up share capital Profit and loss account	7 8		320,000 (91,168)		320,000 (97,387)
TOTAL SHAREHOLDERS' FUNDS	9		228,832		222,613

These financial statements were approved by the Board of Directors on October 2006.

Signed on behalf of the Board of Directors

R McGregor-Smith

Director

CASH FLOW STATEMENT Year ended 31 March 2006

	Notes	Year ended 31 March 2006 £	54 week period ended 31 March 2005 £
Net cash outflow from operating activities	10	(141,806)	(81,414)
Returns on investments and servicing of finance Interest received		2,855	-
Capital expenditure Payments to acquire tangible fixed assets		(73,400)	(13,888)
Financing Issue of ordinary share capital			320,000
(Decrease)/increase in cash in the year/period	11	(212,351)	224,698

NOTES TO THE FINANCIAL STATEMENTS Year ended 31 March 2006

1. ACCOUNTING POLICIES

Accounting convention

The financial statements are prepared under the historical cost convention and are prepared in accordance with applicable United Kingdom accounting standards.

Turnover

Turnover represents the total, excluding sales taxes, receivable in respect of goods and services supplied. All turnover arises within the United Kingdom, from the company's principal activity.

Turnover from bundled contracts consists of various components which operate independently of each other and for which reliable fair values can be established. Accordingly, each component is accounted for separately as if it were an individual contractual arrangement.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided on all tangible fixed assets 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:

Computer equipment 3 to 5 years
Furniture, fixtures and fittings 3 to 5 years
Motor vehicles 4 years
Office equipment 3 to 5 years

Tax

Current tax is provided at amounts expected to be paid (or recovered) using the tax rates and laws that have been enacted or substantively enacted at the Balance Sheet date.

Deferred tax 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 current tax rates and law. 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 the financial statements. Deferred tax is not provided on timing differences arising from the revaluation of fixed assets where there is no commitment to sell the asset, or on unremitted earnings of subsidiaries and associates where there is no commitment to remit these earnings. 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

Pension costs represent amounts paid to one of the group's pension schemes. Details of the schemes are given in the financial statements of MITIE Group PLC.

Change in accounting policy

The financial statements for the year ended 31 March 2006 have been drawn up using the same accounting policies as for the year ended 31 March 2005 subject to the adoption of FRS 21 'Events after the balance sheet date', FRS 17 'Retirement Benefits' and FRS 25 'Financial Instruments'.

The adoption of FRS 17, FRS 21 and FRS 25 has had no impact on the financial statements of this company.

NOTES TO THE FINANCIAL STATEMENTS Year ended 31 March 2006

2.	OPERATING LOSS Operating loss is stated after charging:	Year ended 31 March 2006 £	54 week period ended 31 March 2005 £
	Depreciation Auditors' remuneration - audit services	12,349 1,000	1,503 1,000
3.	TAX (CREDIT)/CHARGE ON LOSS ON ORDINARY ACTIVITIES (a) Analysis of charge in period	Year ended 31 March 2006 £	54 week period ended 31 March 2005 £
	Deferred taxation: Timing differences - origination and reversal Adjustment in respect of prior years Tax (credit)/charge on loss on ordinary activities	34,724 1,042 (35,766)	591 - - 591

(b) Factors affecting tax charge in period

The tax assessed for the period differs from that resulting from applying the standard rate of corporation tax in the UK of 30% (2005: 30%). The differences are as follows:

	£	£
Loss on ordinary activities before tax	(29,547)	(96,796)
	£	£
Tax at 30% (2005: 30%) thereon	(8,864)	(29,038)
Expenses not deductible for tax purposes Capital allowances in excess of/(less than) depreciation Other timing differences Generation of tax losses	1,890 3,705 99 3,170	813 (591) - 28,816
Current tax charge for the period	-	

(c) Factors affecting future tax charges

The company is not aware of any matters that will materially affect the future tax charge.

NOTES TO THE FINANCIAL STATEMENTS Year ended 31 March 2006

TANGIBLE FIXED ASSETS					
	Office equipment £	Furniture, fixtures and fittings	Computer equipment	Motor vehicles £	Total £
Cost					12.000
At 1 April 2005	-	-		•	13,888
Additions	4,022	19,433	1,007	48,938	73,400
At 31 March 2006	4,022	19,433	4,117	59,716	87,288
Depreciation		-			
At 1 April 2005	-	-			1,503
Charge for the year	438	1,091	1,218	9,602	12,349
At 31 March 2005	438	1,091	1,823	10,500	13,852
Net book value					
At 31 March 2006	3,584	18,342	2,294	49,216	73,436
At 31 March 2005			2,505	9,880	12,385
DEBTORS				2006 £	2005 £
Trada debtors				404.764	113,526
	rings			,	441
	mig3				_
				•	-
Prepayments				42,788	-
				489,152	113,967
	Cost At 1 April 2005 Additions At 31 March 2006 Depreciation At 1 April 2005 Charge for the year At 31 March 2005 Net book value At 31 March 2006 At 31 March 2006 Trade debtors Amounts owed by group undertake Deferred taxation Other debtors	Cost At 1 April 2005 Additions 4,022 At 31 March 2006 At 1 April 2005 Charge for the year At 31 March 2005 Charge for the year At 31 March 2005 Net book value At 31 March 2006 At 31 March 2006 At 31 March 2006 Trade debtors Amounts owed by group undertakings Deferred taxation Other debtors	Cost At 1 April 2005 Additions 4,022 19,433 At 31 March 2006 4,022 19,433 Depreciation At 1 April 2005 Charge for the year At 31 March 2005 438 1,091 Net book value At 31 March 2006 3,584 18,342 At 31 March 2005 Trade debtors Amounts owed by group undertakings Deferred taxation Other debtors	Office equipment Furniture, fixtures and fittings Equipment	Computer Furniture, fixtures and fittings Furniture Furniture Furniture Furniture Fixtures and Furniture Fixtures and Fix

A deferred tax asset of £35,175 has been recognised at 31 March 2006 (2005: liability of £591). This asset relates to accelerated capital allowances. The amount credited to the profit and loss account in the period was £35,766 (2005: debit of £591).

NOTES TO THE FINANCIAL STATEMENTS Year ended 31 March 2006

6.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2006 £	2005 £
	Trade creditors	15,428	39,269
	Amounts owed to group undertakings	19,689	20,540
	Other taxes and social security costs	199,660	59,341
	Other creditors	7,085	-
	Accruals and deferred income	104,241	8,696
	Deferred tax		591
		346,103	128,437
			 -
7.	CALLED UP SHARE CAPITAL	2006	2005
		£	£
	Authorised	225 422	226 400
	326,400 £1 'A' ordinary shares	326,400	326,400
	313,600 £1 'B' ordinary shares	313,600	313,600
		640,000	640,000
			
		£	£
	Allotted and fully paid	163,200	163,200
	163,200 £1 'A' ordinary shares	156,800	156,800
	156,800 £1 'B' ordinary shares		
		320,000	320,000

Rights attaching to shares

The rights attaching to the 'A' and 'B' £1 ordinary shares are as follows:

Income

Subject to the approval of the board, the profits of the Company available for distribution in respect of any financial year shall be applied:

- (i) first, in paying to the shareholders of "A" and "B" Shares a dividend of such amount as the board shall decide;
- (ii) second, in paying as a cumulative dividend to the holders together of the "A" shares one half of the profits of the Company available for distribution in each financial year less the amounts already paid in respect of the "A" shares under clause (i) together with any arrears of such cumulative dividend unpaid from any previous financial year insofar as there is sufficient profit remaining after the payment in clause (i); and

NOTES TO THE FINANCIAL STATEMENTS Year ended 31 March 2006

7. CALLED UP SHARE CAPITAL (continued)

Income (continued)

(iii) third, the balance of the profits available for distribution which are resolved to be distributed shall be distributed among the holders of the "A" Share and "B" Shares pari passu as if they constituted one class of share.

Every dividend shall be distributed to the appropriate Shareholders pro rata according to the nominal value of the shares held by them respectively.

Capital

On a return of capital, the assets of the company will be distributed equally to all ordinary shareholders.

Voting

Each 'A' and 'B' share will carry one vote.

8. PROFIT AND LOSS ACCOUNT

ō.	PROFIT AND LOSS ACCOUNT	£	
	At 31 March 2005	(97,387)	
	Profit for the financial year	6,219	
	At 31 March 2006	(91,168)	
9.	RECONCILIATION OF MOVEMENTS IN SHAREHOLDERS' FUNDS	2006 £	2005 £
	Profit/(loss) for the financial year/period Issue of ordinary shares in the year/period	6,219	(97,387) 320,000
	Net addition to shareholders' funds Opening shareholders' funds	6,219 222,613	222,613
	Closing shareholders' funds	228,832	222,613

NOTES TO THE FINANCIAL STATEMENTS Year ended 31 March 2006

10.	RECONCILIATION OF OPERATING LOSS TO NET CASH OUTFLOW FROM OPERATING ACTIVITIES	Year ended 31 March 2006 £	54 week period ended 31 March 2005 £
	Operating loss Depreciation Increase in debtors Increase in creditors	(31,960) 12,349 (340,011) 217,816 (141,806)	(96,796) 1,503 (113,967) 127,846 (81,414)
11.	Net cash outflow from operating activities ANALYSIS OF CHANGES IN NET FUNDS At 1 April 2005	Cash flow	At 31 March 2006
	Cash at bank and in hand 224,698	(212,351)	12,347
12.	RECONCILIATION OF NET CASH FLOW TO MOVEMENT IN NET FUNDS	2006 £	2005 £
	(Decrease)/increase in cash in the year Net funds at beginning of year	(212,351) 224,698	224,698
	Net funds at end of year	12,347	224,698

13. FINANCIAL COMMITMENTS

Operating leases

At 31 March 2006 the company had annual commitments under non-cancellable operating leases as follows:

Land and buildings	2006 £	2005 £
Expiry date: - within one year - between two to five years	10,000 20,500	<u>-</u> -
	30,500	

Commitments on behalf of group undertakings

The company is party with other group undertakings to cross-guarantees of each other's bank overdrafts and loans. As at 31 March 2006, the overall commitment was £33 million (2005: nil).

NOTES TO THE FINANCIAL STATEMENTS Year ended 31 March 2006

14. DIRECTORS

The emoluments of directors of the company were:	2006 £	2005 £
Fees and other emoluments (including benefits-in-kind)	149,780	62,699
	No.	No.
The number of directors who were members of a defined benefit pension scheme	2	

I R Stewart and R McGregor-Smith are directors of MITIE Group PLC and their emoluments and pension details are disclosed in the group accounts. It is not practicable to allocate their remuneration between their services as directors of MITIE Security (South West) Limited and their services as directors of other group companies.

15. EMPLOYEES

Number of employees

The average number of persons (including directors) employed by the company during the period was:

	2006 No.	2005 No.
Operatives	159	12
Administration and management	6	2
	165	14
		
Employment costs	£	£
Wages and salaries	2,467,771	263,541
Social security costs	227,300	20,728
MITIE defined benefit pension costs	10,700	-
Other money purchase pension costs	1,150	
	2,706,921	284,269

J P Flanagan is a director of MITIE Security Limited and his emoluments and pension details are disclosed in the accounts of that company. It is not practicable to allocate his remuneration between his services as a director of MITIE Security (South West) Limited and his services as a director of other group companies.

NOTES TO THE FINANCIAL STATEMENTS Year ended 31 March 2006

16. PENSION ARRANGEMENTS

The company participates in the MITIE Group PLC Pension Scheme. This is a defined benefit multi-employer scheme, the assets and liabilities of which are held independently from the group. For the purposes of Financial Reporting Standard 17 ("Retirement Benefits"), the company has been unable to identify its share of the underlying assets and liabilities in the main group scheme on a consistent and reasonable basis. Therefore the company is accounting for contributions to the scheme as if it were a defined contribution scheme. Note 29 to the Report and Accounts of the group sets out the details of the International Accounting Standard 19 'Employee Benefits' net pension surplus of £1.8 million (2005: deficit of £7.6 million).

Contributions to the scheme for the period are shown in note 15 and the agreed contribution rate for the next 12 months is 10% (2005: 10%) and 7.5% (2005: 7.5%) for the group and employees respectively.

17. RELATED PARTY TRANSACTIONS

MITIE Group PLC is a 51% shareholder of the company. The following represents the transactions and outstanding balances with fellow group companies.

	Management charges receivable from £	Management charges payable to £	Goods and services provided to £	Goods and services provided by £	Balance at period end £
Cole Motors Limited	_	-	-	2,300	92
MITIE Group PLC	-	-	43,900	73,100	-
MITIE Cleaning (South Wales) Limited	d -	-	-	400	-
MITIE Cleaning (South West) Limited		-	3,900	14,300	2,016
MITIE Cleaning Limited	-	-	4,400	-	1,351
MITIE Engineering Maintenance (South West) Limited	-	-	2,200	-	2,549
MITIE Engineering Maintenance Limited	-	-	-	24,700	4,957
MITIE Engineering Services (Swansea Limited		-	-	500	-
MITIE Security (North) Limited	-	12,000	9,300	-	-
MITIE Security (Scotland) Limited	-	-	500		
MITIE Security Limited	-	4,800	1,000	46,200	7,000
MITIE Trident Security Limited	-	4,000	500	4,700	1,175
		20,800	65,700	166,200	19,140

18. ULTIMATE PARENT UNDERTAKING AND CONTROLLING PARTY

The directors regard MITIE Group PLC, a company registered in Scotland, as the company's ultimate parent undertaking and controlling party. MITIE Group PLC is both the smallest and largest group for which group accounts are prepared. Copies of the group financial statements can be obtained from the Company Secretary at the registered office.