



**Companies House**

— for the record —

20739

**RECORDED DELIVERY**

Integrated Office Solutions, London, LLC  
60 Lombard Street  
London  
EC3V 9EA

Crown Way, Maindy,  
Cardiff, CF14 3UZ.  
Telephone 029 2038 0852  
Fax 029 2038 0857

**Your Ref**

**Our Ref** FOR/MISC/CJE/FC20739

**Date** 3 August 2000

Dear Sirs

NO REPLY HAS BEEN RECEIVED AND  
THEREFORE THE COMPANY'S PLACE  
OF BUSINESS IN LONDON IS  
BEING REGARDED AS CLOSED.

**COMPANY NAME** INTEGRATED OFFICE SOLUTIONS, LONDON, LLC  
**COMPANY NUMBER** FC20739

A final warning letter was sent by recorded delivery on 19th July 2000 to Mr. Peter Vietes (at 36 The Circle, Queen Elizabeth Boulevard, Elizabeth Street, London SE1) who is the person authorised to accept service on behalf of the above overseas company. The letter has been returned by the Post Office.

The company is in default in having failed to deliver to the Registrar a copy of its accounts for the period ended 31/12/98 as required under Schedule 21D, Part II to the Companies Act 1985. Under the provisions of the Act, the Registrar cannot grant any extension of time for the filing of accounts once the statutory period has expired, which is thirteen months after the end of the relevant accounting reference period.

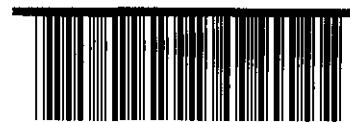
A filing fee of £15 is payable on each set of accounts.

Paragraph 13(1) of the Schedule 21D to the Companies Act provides that the company and each of its directors may each be liable to a fine of up to £5000 for failing to file a copy of the accounts.

Unless the outstanding accounts mentioned above are delivered to the registrar within 28 days of the date of this letter, the matter will be referred to the Department's Solicitors who may institute proceedings against the company and its directors or officers without further notice.



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— *for the record* —

If Mr. Peter Vietes has changed address or is no longer the person authorised to accept service on behalf of the company, the enclosed form BR6 should be completed and returned to the Registrar without delay, notifying the present address or particulars of the person now authorised to accept service on behalf of the company.

If the company has ceased to have a branch in Great Britain, this fact should be notified to the Registrar forthwith.

Yours faithfully

C . J . EARL



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