

A

COMPANIES FORM No. 363

363

Annual return of a company

Pursuant to sections 363 and 364 of the Companies Act 1985

Note The appropriate fee should accompany this form

Please do not
write in
this margin

Please complete
legibly, preferably
in black type, or
bold block lettering

* Insert full name
of company.

† If the company has a
share capital, this
date must be the
14th day after the
annual general
meeting

To the Registrar of Companies
(Address overleaf - Note 12)

For official use

Company number

[][][][]

251293

Annual return of (note 1)

* OFFICE CLEANING SERVICES LIMITED

The information in this return is as at

23rd December 19 88 †.(The date of this return note 1)

Address of registered office of the company

79 Limpsfield Road Sanderstead Surrey
Postcode CR2 9LB

Total amount of indebtedness of the company
in respect of mortgages and charges
(note 2).

£ Nil

If different from the
registered office, state
address where the register
of members or any register
of debenture holders or
any duplicate or part of any
register of debentures is
kept or may be inspected.

Register of members

As above

Register of debenture holders

As above

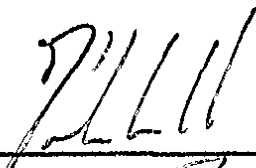
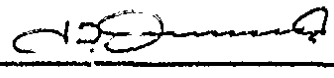
Particulars of the secretary

Name (notes 3 and 4) John Frederick Oliver
Previous name(s)(note 3) None
Address (notes 4 and 5) 15 Cobhams Barden Road Speldhurst
Tunbridge Wells Kent Postcode TN3 0QA

‡ only pages 1 and 2
need be completed
in the case of a
company without
share capital

We certify this return which comprises pages 1, 2, [3, 4, 5 and 6]‡ (plus 14 continuation sheets)

§ enter number of
continuation sheets
attached

Signed  Director, and  Secretary

Presenter's name address and
reference (if any):

Group Secretariat
79 Limpsfield Road
Sanderstead
Surrey
CR2 9LB
SEC/DEPT.

For official Use
General Section

Post room

11/01/85/10970
237711

Particulars of the director(s) of the company (notes 6 and 7)

Please do not write in this margin

Name (note 3) <i>See attached list</i>		Business Occupation
Previous name(s) (note 3)		Nationality
Address (note 5)		Date of birth (note 9)
Postcode		
Other relevant past or present directorships* (note 8)		

Please complete legibly, preferably in black type, or bold blocklettering

* delete if inappropriate. Enter particulars of other directorships held or previously held. If this space is insufficient use a continuation sheet

Name (note 3)		Business Occupation
Previous name(s) (note 3)		Nationality
Address (note 5)		Date of birth (note 9)
Postcode		
Other relevant past or present directorships* (note 8)		

Name (note 3)		Business Occupation
Previous name(s) (note 3)		Nationality
Address (note 5)		Date of birth (note 9)
Postcode		
Other relevant past or present directorships* (note 8)		

Name (note 3)		Business Occupation
Previous name(s) (note 3)		Nationality
Address (note 5)		Date of birth (note 9)
Postcode		
Other relevant past or present directorships* (note 8)		

Summary of share capital and debentures

Nominal share capital

£ 360,000

Please do not write in this margin

divided into:-

	Number of shares	Class	Nominal value of each share
1	360,000	Ordinary	£ 1
2			£
3			£

Please complete legibly, preferably in black type, or bold block lettering

Issued share capital and debentures

1. Number of shares of each class taken up to the date of this return.

	Number	Class
1	360,000	Ordinary
2		
3		

2. Number of shares of each class issued subject to payment wholly in cash

1	1,000	Ordinary
2		
3		

3. Number of shares of each class issued as fully paid up for a consideration other than cash

1	359,000	Ordinary
2		
3		

4. Number of shares of each class issued as partly paid up for a consideration other than cash and extent to which each such share is so paid up

Amount per share

1	£ Nil	None
2	£	
3	£	

5. Number of shares (if any) of each class issued at a discount

1	None	
2		
3		

Continued on page 4

LIST OF PAST

Folio in register ledger containing particulars	Names and Addresses	
	O.C.S. Group Limited	1
	79 Limpsfield Road Sanderstead Surrey CR2 9LB	2
		3
	O.C.S. Group Limited & D.H.G. Goodliffe	4
	79 Limpsfield Road Sanderstead Surrey CR2 9LB	5
		6
		7
		8
		9
		10
		11
		12
		13
		14
		15

Summary of share capital and debentures continued

Amount

Number

Class

6 Amount of discount on the call of shares which has not been written off at the date of this return
 7 Amount per share called up on number of shares of each class

£ Nil		
£ 1	1,000	Ordinary
£		
£		
£ 1,000		
£ 359,000	359,000	Ordinary
£		
£		
£ Nil	None	
£		
£		
£ Nil		
£ Nil		
£ Nil		
	None	
£ Nil		
£ Nil		
£ Nil		
£ Nil		
	None	
	None	

8 Total amount of calls received (note 10)
 9 Total amount (if any) agreed to be considered as paid on number of shares of each class issued as fully paid up for a consideration other than cash
 10 Total amount (if any) agreed to be considered as paid on number of shares of each class issued as partly paid up for a consideration other than cash
 11 Total amount of calls unpaid
 12 Total amount of sums (if any) paid by way of commission in respect of any shares or debentures
 13 Total amount of the sums (if any) allowed by way of discount for any debentures since the date of the last return
 14 Total number of shares of each class forfeited
 15 Total amount paid (if any) on shares forfeited
 16 Total amount of shares for which share warrants to bearer are outstanding
 17 Total amount of share warrants to bearer issued and surrendered respectively since the date of the last return
 18 Number of shares comprised in each share warrant to bearer, specifying in the case of warrants of different kinds, particulars of each kind

Please do not write in this margin

Please complete legibly, preferably black type, or bold block lettering

AND PRESENT MEMBERS (notes 11 and 12)

Account of Shares			
Number of shares or amount of stock held by existing members at date of return (note 11)	Particulars of shares transferred since the date of the last return, or, in the case of the first return, of the incorporation of the company, by (a) persons who are still members, and (b) persons who have ceased to be members (note 12)		Remarks
	Number	Date of Registration of transfer (a) (b)	
359,999 Ord.			
1 Ord.			

Particulars of the directors of the Company at the date of the return.
Please see attached sheets for details of other directorships.

DIRECTORS

Stephen Geoffrey Bonner	29 Bolderwood Way West Wickham Kent BR4 9PH
British Company Director	
Gerald Harry Bouthorpe	41 Croham Manor Road South Croydon Surrey
British Company Director	
Christopher David Cracknell	10 Vogan Close Reigate Surrey RH2 8AS
British Company Director	
Frederick David Cracknell	Sunting's Ghyll Colemans Hatch Hartfield East Sussex TN7 4EL
British Company Director	
John Noel Patrick Ford	"Ibert House" 4 Station Road Balfron Stirlingshire
British Company Director	
Terence Fox	64 Lord Avenue Clayhall Ilford Essex
British Company Director	
Derek Henry George Goodliffe	"Cherry Trees" Castle Hill Bletchingley Redhill Surrey RH1 4LB
British Company Director	
Peter George Goodliffe	The Hayloft Millers Lane Outwood Surrey RH1 5PU
British Company Director	
John Henry Hammond	19 Bourne Avenue Southgate London N14
British Company Director	
Peter David Jury	11 Becketts Park Drive Leeds LS6 3PD
British Company Director	
John Lane	Sheldon Lodge Sambrook Shropshire TF10 8AF
British Company Director	

OFFICE CLEANING SERVICES LIMITED
COMPANY NUMBER 251293

... CONTINUED

Eric John Meccer

British Company Director

7 Mayesford Road
Chadwell Heath
Essex

Douglas Hilary Symmons

British Company Director

16 Tarrus Close
Henvoe
Near Cardiff
South Glamorgan CF5 6BT

OFFICE CLEANING SERVICES LIMITED
COMPANY NUMBER 251293

Stephen Geoffrey Bonner

29 Bolderwood Way
West Wickham
Kent
BR4 9PH

Particulars of other directorships required to be filed pursuant to Section 289
of the Companies Act 1985 as amended:

COMPANY	DATE APPOINTED
N/A	

Past directorships other than relevant companies as defined in Section 289 of
the Companies Act 1985:

COMPANY	DATE RESIGNED
N/A	

OFFICE CLEANING SERVICES LIMITED
COMPANY NUMBER 251293

Gerald Harry Bowthorpe

41 Croham Manor Road
South Croydon
Surrey

Particulars of other directorships required to be filed pursuant to Section 289 of the Companies Act 1985 as amended:

COMPANY	DATE APPOINTED
Birchgrange Limited	06/05/1983
Goodliffe Estates Limited	02/04/1979
Brown & Wallis Limited	09/03/1987
Contract Cleaning & Maintenance Association	12/01/1988
O. C. S. (Ireland) Limited (Per Rep. Ireland)	
Office Cleaning Services (Scotland) Limited (Per Scotland)	

Past directorships other than relevant companies as defined in Section 289 of the Companies Act 1985:

COMPANY	DATE RESIGNED
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OFFICE CLEANING SERVICES LIMITED
COMPANY NUMBER 251293

Christopher David Cracknell

10 Vogan Close
Reigate
Surrey
RH2 8AS

Particulars of other directorships required to be filed pursuant to Section 269 of the Companies Act 1985 as amended:

COMPANY	DATE APPOINTED
Birchgrange Limited	03/04/1985
Goodliffe Estates Limited	03/04/1985
Brown & Wallis Limited	09/03/1987

Past directorships other than relevant companies as defined in Section 289 of the Companies Act 1985:

COMPANY	DATE RESIGNED
Stout House Management Limited	May 1987

OFFICE CLEANING SERVICES LIMITED
COMPANY NUMBER 251293

Frederick David Cracknell

Sunting's Ghyll
Colemans Hatch
Hartfield
East Sussex TN7 4EL

Particulars of other directorships required to be filed pursuant to Section 289
of the Companies Act 1985 as amended:

COMPANY	DATE APPOINTED
Cannon Hygienic Products (Ireland) Limited (Per Rep. Ireland)	
Ernest Notcutt (Insurance Services) Limited	23/06/1988
O. C. S. (Ireland) Limited (Per Rep. Ireland)	23/04/1985

Past directorships other than relevant companies as defined in Section 289 of
the Companies Act 1985:

COMPANY	DATE RESIGNED
Gold Oak Finance Limited	12/06/1986

OFFICE CLEANING SERVICES LIMITED
COMPANY NUMBER 251293

John Noel Patrick Ford

"Ibert House"
4 Station Road
Balfron
Stirlingshire

Particulars of other directorships required to be filed pursuant to Section 289
of the Companies Act 1985 as amended:

COMPANY	DATE APPOINTED
Grange Cleaning Services Limited (Per N. Ireland)	
Office Cleaning Services (Scotland) Limited (Per Scotland)	

Past directorships other than relevant companies as defined in Section 289 of
the Companies Act 1985:

COMPANY	DATE RESIGNED
N/A	

OFFICE CLEANING SERVICES LIMITED
COMPANY NUMBER 251293

Terence Fox

64 Lord Avenue
Clayhall
Ilford
Essex

Particulars of other directorships required to be filed pursuant to Section 289
of the Companies Act 1985 as amended:

COMPANY

DATE APPOINTED

N/A

Past directorships other than relevant companies as defined in Section 289 of
the Companies Act 1985:

COMPANY

DATE RESIGNED

N/A

OFFICE CLEANING SERVICES LIMITED
COMPANY NUMBER 251293

Derek Henry George Goodliffe

"Cherry Trees"
Castle Hill
Bletchingley
Redhill Surrey RH1 4LB

Particulars of other directorships required to be filed pursuant to Section 289 of the Companies Act 1985 as amended:

COMPANY		DATE APPOINTED
Cleaning Services Limited	(Per Rep. Ireland)	
Ernest Notcutt (Insurance Services) Limited		
Maidstone Limited	(Per Rep. Ireland)	05/09/1985
O. C. S. (Ireland) Limited	(Per Rep. Ireland)	
Office Cleaning Services (Scotland) Limited	(Per Scotland)	05/09/1985
Target Cleaning Limited	(Per Rep. Ireland)	05/09/1985

Past directorships other than relevant companies as defined in Section 289 of the Companies Act 1985:

COMPANY	DATE RESIGNED
Cee Bee Chemical Company Limited	28/10/1985
R. M. Moody Limited	31/10/1988

OFFICE CLEANING SERVICES LIMITED
COMPANY NUMBER 251293

Peter George Goodliffe

The Hayloft
Millers Lane
Outwood
Surrey RH1 5PU

Particulars of other directorships required to be filed pursuant to Section 289 of the Companies Act 1985 as amended:

COMPANY		DATE APPOINTED
Cleaning Services Limited	(Per Rep. Ireland)	01/04/1985
Maidstone Limited	(Per Rep. Ireland)	
O.C.S. (Ireland) Limited	(Per Rep. Ireland)	23/04/1985

Past directorships other than relevant companies as defined in Section 289 of the Companies Act 1985:

COMPANY	DATE RESIGNED
N/A	

OFFICE CLEANING SERVICES LIMITED
COMPANY NUMBER 251293

John Henry Hammond

19 Bourne Avenue
Southgate
London
N14

Particulars of other directorships required to be filed pursuant to Section 289 of the Companies Act 1985 as amended:

COMPANY	DATE APPOINTED
N/A	

Past Directorships other than relevant companies as defined in Section 289 of the Companies Act 1985:

COMPANY	DATE RESIGNED
N/A	

OFFICE CLEANING SERVICES LIMITED
COMPANY NUMBER 251293

Peter David Jury

11 Becketts Park Drive
Leeds
LS6 3PD

Particulars of other directorships required to be filed pursuant to Section 289
of the Companies Act 1985 as amended:

COMPANY	DATE APPOINTED
N/A	

Past directorships other than relevant companies as defined in Section 289 of
the Companies Act 1985:

COMPANY	DATE RESIGNED
N/A	

OFFICE CLEANING SERVICES LIMITED
COMPANY NUMBER 251293

John Lane

Sheldon Lodge
Sawbrook
Shropshire
TF10 8AF

Particulars of other directorships required to be filed pursuant to Section 289 of the Companies Act 1985 as amended:

COMPANY

DATE APPOINTED

N/A

Past directorships other than relevant companies as defined in Section 289 of the Companies Act 1985:

COMPANY

DATE RESIGNED

N/A

OFFICE CLEANING SERVICES LIMITED
COMPANY NUMBER 251293

Eric John Mercer

7 Mayesford Road
Chadwell Heath
Essex

Particulars of other directorships required to be filed pursuant to Section 289 of the Companies Act 1985 as amended:

COMPANY	DATE APPOINTED
N/A	

Past directorships other than relevant companies as defined in Section 289 of the Companies Act 1985:

COMPANY	DATE RESIGNED
N/A	

OFFICE CLEANING SERVICES LIMITED
COMPANY NUMBER 251293

Douglas Hilary Symons

16 Tarras Close
Kenyas
Near Cardiff
South Glamorgan CF5 6BT

Particulars of other directorships required to be filed pursuant to Section 289
of the Companies Act 1985 as amended:

COMPANY	DATE APPOINTED
N/A	

Past directorships other than relevant companies as defined in Section 289 of
the Companies Act 1985:

COMPANY	DATE RESIGNED
N/A	