

A

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

To the Registrar of Companies (Address overleaf - Note 13)

For official use

Company number

[] [] [] [] [] [] [] [] [] []

251293

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

Annual return of (note 1)

* OFFICE CLEANING SERVICES LIMITED

* insert full name of company

The information in this return is as at

23rd December 19 87 t.(The date of this return note 1)

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

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) Richard George Goodliffe Previous name(s)(note 3) None Address (notes 4 and 5) High Wold Station Road Woldingham Surrey Postcode CR3 7DA

‡ 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§ 15 continuation sheets]

§ enter number of continuation sheets attached

Signed [Signature] Director, and [Signature] Secretary

Presentor'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 [Stamp: COMPANIES REGISTRATION LC 18 JAN 1988 OFFICE]

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

Please do not write in this margin

Nominal share capital

£ 360,000

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		
1	1,000	Ordinary
2		
3		
1	359,000	Ordinary
2		
3		

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

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

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 issue 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
£			2
£			3
£ 1,000			
£ 359,000	359,000	Ordinary	1
£			2
£			3
£ Nil	None		1
£			2
£			3
£ Nil			
£ Nil			
£ Nil			
	None		1
			2
			3
£ 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 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
				2
				3
1 Ord.				4
				5
				6
				7
				8
				9
				10
				11
				12
				13
				14
				15

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 Bowthorpe		41 Croham Manor Road South Croydon Surrey
British	Company Director	
Brian Laurence Capon		37 Stratton Avenue Wallington Surrey
British	Company Director	
Christopher David Cracknell		10 Vogan Close Reigate Surrey RH2 8AS
British	Company Director	
Brian William Jack Ford		301 Laleham Road Staines Middlesex
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 RM1 4LB
British	Company Director	
Peter George Goodliffe		19 Stanhopes Estate Limpsfield High Street Limpsfield Surrey
British	Company Director	
John Henry Hammond		19 Bourne Avenue Southgate London N14
British	Company Director	
John Lane		Sheldon Lodge Sambrook Nr. Newport Shropshire TF10 8AP
British	Company Director	

OFFICE CLEANING SERVICES LIMITED
COMPANY NUMBER 251293

... CONTINUED

Eric John Mercer

British Company Director

7 Mayesford Road
Chadwell Heath
Essex

Douglas Hilary Symons

British Company Director

18 Heol Seddon
Danescourt
Llandaff
Cardiff

James Patrick White

British Company Director

15 Hengist Way
Bromley
Kent

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 & Hallis Limited	09/03/1987

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

COMPANY	DATE RESIGNED
Stockco (No. 100) Limited	Members Liq: 13/06/1983
Window Cleaners New Century Limited	Members Liq: 12/10/1983

OFFICE CLEANING SERVICES LIMITED
COMPANY NUMBER 251203

Brian Laurence Capon

37 Stratton Avenue
Wallington
Surrey

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

Collingwood Boys School Education Trust

31/07/1983

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 289
of the Companies Act 1985 as amended:

COMPANY	DATE APPOINTED
Birchgrange Limited	03/04/1985
Goodliffe Estates Limited	03/04/1985
Stout House Management Limited	21/06/1985
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
N/A	

OFFICE CLEANING SERVICES LIMITED
COMPANY NUMBER 251293

Brian William Jack Ford

301 Laleham Road
Staines
Middlesex

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 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

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 251223

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

Ernest Notcutt (Insurance Services) Limited

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

OFFICE CLEANING SERVICES LIMITED
COMPANY NUMBER 251293

Peter George Goodliffe

19 Stanhopes Estate
Limpsfield High Street
Limpsfield
Surrey

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 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

John Lane

Sheldon Lodge
Sambrook
Nr. Newport
Shropshire TF10 8AP

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 Symmons

18 Heol Seddon
Danescourt
Llandaff
Cardiff

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 209 of
the Companies Act 1985:

COMPANY

DATE RESIGNED

N/A

OFFICE CLEANING SERVICES LIMITED
COMPANY NUMBER 251293

James Patrick White

15 Hengist Way
Bromley
Kent

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

COMPANY

DATE APPOINTED

Ernest Notcutt (Insurance Services) Limited

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

COMPANY

DATE RESIGNED

N/A