



HL BIC 007992 £450 x 30

COMPANIES HOUSE

363s

Annual Return

THE REGISTRAR OF COMPANIES
COMPANIES HOUSE
CROWN WAY
CARDIFF
CF4 3UZ



KLO *K75YCS75* 2030
COMPANIES HOUSE 09/01/97

of company number 00251293

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company name
OFFICE CLEANING SERVICES LIMITED

company type
PRIVATE COMPANY LIMITED BY SHARES

This form should be completed in black.

The information printed below is taken from Companies House records as at 29/11/96
If this information requires amendment use the spaces opposite.

Date of this return (See note 1)

The information in this return should be made up to a date not later than

Day	Month	Year
18	12	96

If you are making the return up to an earlier date, show the date here. Please note that the form must be delivered to Companies House within 28 days of this earlier date.

Day	Month	Year

Date of next return (See note 2)

If you wish to make your next return to a date earlier than the anniversary of this return please show the date here. Companies House will then send a form at the appropriate time.

Day	Month	Year

Registered Office (See note 3)

This is the address registered by Companies House.
79 LIMPSFIELD ROAD
SANDERSTEAD
SURREY
CR2 9LB

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Principal business activities (See note 4)

Trade classification is
7470 INDUSTRIAL CLEANING

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If the code cannot be determined from the notes, give a brief description of principal activity.

If the information shown needs amendment, give details below and, for secretary and director particulars, the date of any change.

Register of members (See note 5)

The register is kept at

REGISTERED OFFICE

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Register of debenture holders (See note 6)

Any register of debenture holders (or duplicate) is kept at

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Company Secretary (See note 7)

Particulars of a new secretary **must** be notified on form 288.

MALCOLM
CLARK
97 SCHOOL LANE
ADDLESTONE
SURREY KT15 1TA

Day Month Year
| | | Date of any change.

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.....

If this person has ceased to be secretary, please state when.

Day Month Year
| | | Date of resignation.

Directors (See note 7)

Particulars of a new director **must** be notified on form 288.

PETER GEORGE
GOODLIFFE
SUMMERHILL
MARK BEECH
EDENBRIDGE
KENT TN8 7LR

Day Month Year
| | | Date of any change.

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Date of Birth:- 02/04/58
Nat:BRITISH
Occ:DIRECTOR

If this person has ceased to be director, please state when.

Day Month Year
| | | Date of resignation.

Show any relevant current and previous directorships.

SEE ATTACHED SHEET
.....
.....

If the information shown needs amendment, give details below and the date of any change.

Directors - continued

Particulars.

CHRISTOPHER ROBERT
HARVEY
FORGE COTTAGE DUNN STREET ROAD
BREDHURST
GILLINGHAM
KENT ME7 3LX

Day Month Year
[][] [][] [][]

Date of any change.

Date of Birth:- 05/05/58
Nat:BRITISH
Occ:DIRECTOR

If this person has ceased to be director, please state when.

Day Month Year
[][] [][] [][]

Date of resignation.

Show any relevant current and previous directorships.

PAST: LYNX MANAGEMENT SOLUTIONS LIMITED

Particulars.

JOHN
RATHBONE
57 THE PARK
REDBOURN
ST ALBANS
HERTFORDSHIRE AL3 7LS

Day Month Year
[][] [][] [][]

Date of any change.

Date of Birth:- 17/04/52
Nat:BRITISH
Occ:COMPANY DIRECTOR

If this person has ceased to be director, please state when.

Day Month Year
[][] [][] [][]

Date of resignation.

Show any relevant current and previous directorships.

PAST: MERCIA CATERING LIMITED

Particulars.

ARTHUR
STOKES
SUNNYBANK DROPE COTTAGE
DROPE ROAD ST GEORGES
CARDIFF
CF5 6EP

Day Month Year
[][] [][] [][]

Date of any change.

Date of Birth:- 03/04/34
Nat:BRITISH
Occ:COMPANY DIRECTOR

If this person has ceased to be director, please state when.

Day Month Year
[][] [][] [][]

Date of resignation.

Show any relevant current and previous directorships.

NONE

If the information shown needs amendment, give details below and the date of any change.

Directors - continued

Particulars.

OLIVER WALTER
WEISFLOG
WEST GREEN CHAPEL LANE
FOREST ROW
EAST SUSSEX RH18 5BS

Day	Month	Year

Date of any change.

Date of Birth:- 22/04/52
Nat:BRITISH
Occ:DIRECTOR

If this person has ceased to be director, please state when.

Day	Month	Year

Date of resignation.

Show any relevant current and previous directorships.

NONE

Particulars.

MICHAEL
WILLMOTT
85 ALLINGTON ROAD
NEWICK
LEWES
EAST SUSSEX BN8 4ND

Day	Month	Year

Date of any change.

Date of Birth:- 25/03/50
Nat:BRITISH
Occ:BUSINESS EXECUTIVE

If this person has ceased to be director, please state when.

Day	Month	Year

Date of resignation.

Show any relevant current and previous directorships.

NONE

Particulars.

NO MORE DIRECTORS - ADDITIONAL SECRETARIES
OR DIRECTORS MUST BE NOTIFIED ON FORM 288a.

Day	Month	Year

Date of any change.

If this person has ceased to be director, please state when.

Day	Month	Year

Date of resignation.

Show any relevant current and previous directorships.

If the information shown needs amendment, give details below and the date of any change.

Directors - continued

Particulars.

Day	Month	Year

Date of any change.

NO MORE DIRECTORS - ADDITIONAL SECRETARIES
OR DIRECTORS MUST BE NOTIFIED ON FORM 288a.

If this person has ceased to be director, please state when.

Day	Month	Year

Date of resignation.

Show any relevant current and previous directorships.

Particulars.

Day	Month	Year

Date of any change.

NO MORE DIRECTORS - ADDITIONAL SECRETARIES
OR DIRECTORS MUST BE NOTIFIED ON FORM 288a.

If this person has ceased to be director, please state when.

Day	Month	Year

Date of resignation.

Show any relevant current and previous directorships.

Particulars.

Day	Month	Year

Date of any change.

NO MORE DIRECTORS - ADDITIONAL SECRETARIES
OR DIRECTORS MUST BE NOTIFIED ON FORM 288a.

If this person has ceased to be director, please state when.

Day	Month	Year

Date of resignation.

Show any relevant current and previous directorships.

Issued Share Capital (See note 8)

00251293

Enter details of all shares in issue at the date of this return.

Class <i>(eg Ordinary/ Preference etc)</i>	Number of shares issued	Aggregate nominal value <i>(ie Number of shares issued multiplied by nominal value per share)</i>
ORDINARY	5,000,000	£5,000,000
Totals	5,000,000	£5,000,000

List of past and present members

*(See note 9)
(Use attached schedule where appropriate)*

*Please mark the
appropriate box.*

A full list is required.

on paper not on
paper

A full list of members is enclosed

Elective resolutions (See note 10)

(Private companies only)

If an elective resolution is in force at the date of this return to dispense with annual general meetings, mark this box.

If an elective resolution is in force at the date of this return to dispense with laying accounts in general meetings, mark this box.

Certificate

I certify that the information given in this return is true to the best of my knowledge and belief.

Signed

Secretary/Director *
~~XXXXXX~~
**(delete as appropriate)*

Date 18/12/96

I enclose the fee of £ 15.

Cheques should be made payable to Companies House.

This return includes TWO continuation sheets.

(enter number)
Please ensure that you have completed all sections on this page.

To whom should Companies House direct any enquiries about the information shown in this return?

GROUP SECRETARIAT
79 LIMPFIELD ROAD
SANDERSTEAD
SURREY Postcode CR2 9LB

Telephone _____ Ext _____

LIST OF PAST AND PRESENT MEMBERS

SCHEDULE TO FORM 363

Company Number: 00251293		Account of Shares		
Company Name: OFFICE CLEANING SERVICES LIMITED		Number of shares or amount of stock held by existing members at date of this return.	Particulars of shares transferred since the date of the last return, or, in the case of the first return, since the incorporation of the company, by (a) persons who are still members, and (b) persons who have ceased to be members.	
Name and address	Number Currently Held	Number Transferred	Date of Registration of Transfer	Remarks
O.C.S. GROUP LIMITED	4,999,999			
79 LIMPSFIELD ROAD				
SANDERSTEAD				
SURREY CR2 9LB				
PETER GEORGE GOODLIFFE &	1			
O.C.S. GROUP LIMITED				
79 LIMPSFIELD ROAD				
SANDERSTEAD				
SURREY CR2 9LB				

OFFICE CLEANING SERVICES LIMITED
COMPANY NUMBER 251293

Peter George Goodliffe

Nationality: British
Date of Birth: 02/04/58

Summerhill
Mark Beech
Edenbridge
Kent TN8 7LR

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

COMPANY	DATE APPOINTED
Cleaning and Support Services Association	14/06/1989
Tunnel Services Limited	26/09/1989
Epizym Biosystems Limited	12/03/1993
The Business Services Association Limited	29/11/1993

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

COMPANY	DATE RESIGNED
Lynx Management Solutions Limited	14/12/1995