

# **WILLIS JAPAN LIMITED**

(Registered No. 1689758)

## **DIRECTORS' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2003**

### **DIRECTORS**

MP Chitty  
MDT Faber

### **SECRETARY**

TM Warren

### **REGISTERED OFFICE**

Ten Trinity Square  
London EC3P 3AX

### **AUDITORS**

Deloitte & Touche LLP  
London



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COMPANIES HOUSE

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0438  
29/10/04

**DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2003**

The directors present their report, together with the financial statements, for the year ended 31 December 2003.

**PRINCIPAL ACTIVITY AND REVIEW OF DEVELOPMENTS**

The Company has a branch office in Tokyo, Japan, which assists in Japanese retail insurance, international insurance and reinsurance activities.

**RESULTS**

The profit on ordinary activities after taxation amounted to £103,000 (2002: £53,000).

**FUTURE DEVELOPMENTS**

The Company does not anticipate any changes to its business in the coming years.

**DIVIDENDS**

No interim dividend was paid during the year (2002: £Nil). The directors do not recommend the payment of a final dividend (2002: £Nil).

**DIRECTORS AND THEIR INTERESTS**

The present directors of the Company are named on page 1 which forms part of this report. There have been no changes during the year or after the year-end.

The directors who held office on 31 December 2003 and whose interests are not reported in the financial statements of a parent company had the following interests in the common shares of Willis Group Holdings Limited, the ultimate parent company, as recorded in the register kept for the purpose.

Director	Common shares of \$0.000115 each		Options over common shares of \$0.000115 each			
	1.1.2003	31.12.2003	1.1.2003	Granted	Exercised	31.12.03
MDT Faber	106,200	106,200	120,590	98	-	120,688

**STATEMENT OF DIRECTORS' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

The directors are required to report on their responsibilities in relation to the preparation of financial statements for each financial year and the following statement should be read in conjunction with the auditors' statement of their responsibilities set out on page 4.

The Companies Act 1985 (as amended) 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 for the financial year.

In preparing the financial statements on pages 5 to 12 the directors consider that :

- (a) they have used appropriate accounting policies, consistently applied and supported by reasonable and prudent judgements and estimates;
- (b) all applicable accounting standards, have been followed;
- (c) it is appropriate to prepare the financial statements on the going concern basis.

The directors have responsibility for ensuring that the Company keeps accounting records which disclose with reasonable accuracy the financial position of the Company and which enable them to ensure that the financial statements comply with the Companies Act 1985 (as amended).


They are also responsible for the system of internal control, for safeguarding the assets of the Company and have taken reasonable steps for the prevention and detection of fraud and other irregularities.

**DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2003 (continued)**

**AUDITORS**

The Company has elected to dispense with the obligation to appoint auditors annually and, accordingly, Deloitte & Touche LLP shall be deemed to be re-appointed as auditors for a further term under the provisions of section 386(2) of the Companies Act 1985.

By Order of the Board

A handwritten signature in dark ink, appearing to read 'TM Warren', is written over a horizontal line.

TM Warren  
Secretary

28 October 2004  
Ten Trinity Square  
London EC3P 3AX

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF WILLIS JAPAN LIMITED**

We have audited the financial statements of Willis Japan Limited for the year ended 31 December 2003 which comprise the profit and loss account, the balance sheet, the movement in shareholders' funds 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 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 the 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 the directors' responsibilities, the Company's directors are responsible for the preparation of the financial statements in accordance with applicable United Kingdom law and accounting standards. Our responsibility is to audit the financial statements in accordance with relevant United Kingdom legal and regulatory requirements and auditing standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report if, in our opinion, the directors' report is not consistent with the financial statements, if 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 with the Company is not disclosed.

We read the directors' report for the above year and consider the implications for our report if we become aware of any apparent misstatements.

**Basis of audit opinion**

We conducted our audit in accordance with United Kingdom auditing standards 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 of the state of the Company's affairs as at 31 December 2003 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



Deloitte & Touche LLP  
Chartered Accountants and Registered Auditors  
London

28 October 2004

**PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2003**

	Note	2003 £000	2002 £000
Turnover		1,093	952
Other income		2,550	1,883
<b>OPERATING REVENUE</b>	<b>3</b>	<b>3,643</b>	<b>2,835</b>
Operating expenses		3,480	2,746
<b>PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION</b>	<b>4</b>	<b>163</b>	<b>89</b>
Tax on profit on ordinary activities	7	60	36
<b>PROFIT ON ORDINARY ACTIVITIES AFTER TAXATION</b>		<b>103</b>	<b>53</b>
<b>RETAINED PROFIT</b>	<b>15</b>	<b>103</b>	<b>53</b>

All activities derive from continuing operations.

**RECOGNISED GAINS AND LOSSES FOR THE YEAR ENDED 31 DECEMBER 2003**

There are no recognised gains or losses other than the profit attributable to shareholders of the Company of £103,000 in the year ended 31 December 2003 and profit of £53,000 in the year ended 31 December 2002.

# WILLIS JAPAN LIMITED

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## BALANCE SHEET AT 31 DECEMBER 2003

	Note	2003 £000	2002 £000
<b>FIXED ASSETS</b>			
Tangible assets	8	41	57
<b>CURRENT ASSETS</b>			
Debtors	9	1,052	1,221
Deposits and cash		229	145
		<u>1,281</u>	<u>1,366</u>
<b>CURRENT LIABILITIES</b>			
CREDITORS : amounts falling due within one year	11	601	805
<b>NET CURRENT ASSETS</b>		<u>680</u>	<u>561</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		721	618
CREDITORS : amounts falling due after more than one year	12	460	460
PROVISION FOR LIABILITIES AND CHARGES	13	29	29
		<u>232</u>	<u>129</u>
<b>CAPITAL AND RESERVES</b>			
Called up share capital	14	1	1
Profit and loss account	15	231	128
<b>EQUITY SHAREHOLDERS' FUNDS</b>		<u>232</u>	<u>129</u>

These financial statements were approved by the Board of directors on 28 October 2004 and signed on its behalf.



MDT Faber  
Director

**MOVEMENT IN SHAREHOLDERS' FUNDS FOR THE YEAR ENDED 31 DECEMBER 2003**

	2003 £000	2002 £000
Profit for the financial year	<u>103</u>	<u>53</u>
Net movement in shareholders' funds for the year	103	53
Shareholders' funds at 1 January	<u>129</u>	<u>76</u>
Shareholders' funds at 31 December	<u>232</u>	<u>129</u>

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2003

## 1. ULTIMATE PARENT COMPANY

The Company is a wholly-owned subsidiary of Willis Faber Limited. The ultimate parent company is Willis Group Holdings Limited, a company incorporated in Bermuda, whose group financial statements are available from the Company Secretary, Ten Trinity Square, London EC3P 3AX.

Until 21 April 2004 the Company's ultimate controlling party was KKR 1996 Overseas, Limited, a company incorporated in the Cayman Islands.

The largest group in which the results of the Company are consolidated is that headed by Willis Group Holdings Limited, with the smallest group being headed by TA I Limited. The financial statements for these groups are available to members of the public from the Company Secretary, Ten Trinity Square, London EC3P 3AX.

## 2. ACCOUNTING POLICIES

## (a) Basis of preparation

These financial statements have been prepared on the going concern basis under the historical cost convention (as modified by the revaluation of certain land and buildings) and comply with accounting standards applicable in the United Kingdom.

## (b) Turnover

The Company takes credit for brokerage and fee income at the date when the insured is debited or at the inception date of the policy, whichever is the later.

## (c) Currency Translation

Transactions in foreign currencies are recorded at the rate of exchange at the date of transaction, or, in the case of forward contracts, in respect of the current year's income, at the contracted rate. Monetary assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Differences arising from trading activities are dealt with in the profit and loss account.

## (d) Depreciation

Depreciation is calculated on a reducing balance basis at rates estimated to write down the value of assets, to their residual value, over their expected useful lives. The following depreciation rates have been used:

Leasehold Improvements	14.2% per annum
Furniture & Equipment	Between 14.2% and 36.9% per annum

## (e) Deferred taxation

Deferred tax is provided in full on timing differences which result in an obligation at the balance sheet date to pay more or less tax, at a future date, at rates expected to apply when they reverse 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 financial statements.

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.

## (f) Operating leases

Rentals payable in respect of operating leases are charged to the profit and loss account as incurred.

## (g) Pensions

## Japanese staff retirement allowance

The cost of providing benefit on-retirement is charged to the profit and loss account over the periods benefiting from the employees' services, based on the cumulative length of qualifying service of each employee.

## UK staff pensions

The regular cost of providing benefits is charged to operating profit over the employees' service lives on the basis of a constant percentage of pensionable earnings. Variations from regular cost, arising from periodic actuarial valuations, are allocated to operating profit on a systematic basis over the expected remaining service lives of current employees. Pension contributions charged to the Company are based on pension costs across the Group's United Kingdom companies as a whole.

## (h) Cash flow statement

Under FRS1 the Company is exempt from the requirement to prepare a cash flow statement on the grounds that it is prepared at Group level.



## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2003 (continued)

## 3. OPERATING REVENUE

The table below analyses the Company's brokerage and fees by the accounting address of the client from whom the business is derived. This does not necessarily reflect the original source or location of the business.

	2003 £000	2002 £000
Rest of the World	1,093	952

Rest of the World represents income derived from insurance activities in Japan. Other income, which makes up all the income from UK and USA, represents fees received from group undertakings as reimbursement for services performed on their behalf.

## 4. PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION

	2003 £000	2002 £000
The profit on ordinary activities before taxation was arrived at after charging:		
Auditors remuneration :		
Audit fees	-	3

Audit fees were borne by another Group undertaking in the year ended 31 December 2003.

Depreciation on :		
Long leasehold property	1	2
Owned assets	20	24
Operating lease rentals:		
Land and buildings	92	92

## 5. EMPLOYEE COSTS

	2003 £000	2002 £000
Employee costs net of amounts reimbursed by fellow subsidiary undertakings during the year consisted of :		
Salaries	2,027	1,910
Social security costs	116	55
Pension costs	68	61
	2,211	2,026

	2003 Number	2002 Number
Number of employees - average for the year	28	24

Certain members of staff working for the Company in the United Kingdom are employed by other subsidiary undertakings of Willis Group Holdings Limited. The Company bears the cost of the salaries, social security payments and pension contributions relating to such staff and reimburses the employing company for the full amount of the costs incurred, as shown above.

## 6. DIRECTORS' REMUNERATION

The directors of the Company received no remuneration for services rendered to the Company during the year (2002: £nil).

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2003 (continued)

7.	TAX ON PROFIT ON ORDINARY ACTIVITIES	2003 £000	2002 £000
	(a) Analysis of charge for the year:		
	Current tax:		
	UK corporation tax on profits at 30% (2002: 30%)	8	62
	Double tax relief	-	(1)
	Adjustments in respect of prior periods	1	-
		9	61
	Foreign tax on profits for the year	5	1
	Total current tax (note 7(b))	14	62
	Deferred tax:		
	Origination and reversal of timing differences	46	(26)
	Total deferred tax (note 10)	46	(26)
	Tax on profit on ordinary activities	60	36
	(b) Factors affecting tax charge for the year:		
	The tax assessed for the year is lower/higher than the standard rate of corporation tax in the UK (30%). The differences are explained below:		
	Profit on ordinary activities before tax	163	89
	Profit on ordinary activities multiplied by standard rate of corporation tax in the UK of 30% (2002: 30%)	49	27
	Effects of:		
	Timing difference on pension provision	(51)	23
	Expenses not deductible for tax purposes	5	9
	Depreciation for the year in excess of capital allowances	5	3
	Irrecoverable foreign tax	5	-
	Adjustment to tax charge in respect of previous years	1	-
	Current tax charge for the year (note 7(a))	14	62
	(c) Factors that may affect future tax charges		
	In line with the stated accounting policy, the Group's future tax charges will continue to recognise deferred tax assets which have arisen from timing differences relating to the taxation of provisions.		

## 8. TANGIBLE ASSETS

	Long leasehold property £000	Furniture and equipment £000	Total £000
Cost :			
1 January 2003	45	222	267
Additions	-	7	7
Disposals	-	(2)	(2)
31 December 2003	45	227	272
Depreciation :			
1 January 2003	37	173	210
Provision for year	1	20	21
31 December 2003	38	193	231
Net book value 31 December 2003	7	34	41
Net book value 31 December 2002	8	49	57

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2003 (continued)

9.	DEBTORS	2003 £000	2002 £000
	Due within one year:		
	Amounts owed by group undertakings	817	976
	Other debtors	170	134
		<hr/>	<hr/>
		987	1,110
	Due after more than one year:		
	Deferred tax asset (see note 10)	65	111
		<hr/>	<hr/>
	Amounts owed by group undertakings	1,052	1,221
		<hr/>	<hr/>
10.	DEFERRED TAX	2003 £000	2002 £000
	The deferred tax included in the balance sheet is as follows:		
	Included in debtors (note 9)		
	Deferred tax consists of:		
	Timing differences on pension provision	60	111
	Timing differences on capital allowances	5	-
		<hr/>	<hr/>
		65	111
	At 1 January	111	85
	Deferred tax (debit)/credit in profit and loss account (note 7(a))	(46)	26
		<hr/>	<hr/>
	At 31 December	65	111
		<hr/>	<hr/>
11.	CREDITORS : amounts falling due within one year	2003 £000	2002 £000
	Corporate tax	29	81
	Accruals and deferred income	572	724
		<hr/>	<hr/>
		601	805
		<hr/>	<hr/>
	Included within accruals and deferred income is £200,772 (2002: £371,345) in respect of an unfunded retirement allowance. The allowance is provided for officers and employees of the Tokyo branch based on length of service, standard monthly salary at date of termination and whether termination is voluntary or involuntary (involuntary termination is considered to occur upon mandatory retirement at the age of 60, death or certain other instances). The reserve for retirement allowance within accruals represents 100% of the aggregate liability computed under the assumption that all officers and employees involuntarily terminate at the balance sheet date.		
12.	CREDITORS : amounts falling due after more than one year	2003 £000	2002 £000
	Amounts owed to group undertakings	460	460
		<hr/>	<hr/>
13.	PROVISIONS FOR LIABILITIES AND CHARGES	2003 £000	2002 £000
	1 January 2003	29	29
		<hr/>	<hr/>
	31 December 2003	29	29
		<hr/>	<hr/>
	The property provision represents amounts provided in respect of termination of a lease commitment.		
14.	CALLED UP SHARE CAPITAL	2003 £000	2002 £000
	Authorised, allotted, issued and fully paid: 1,000 ordinary shares of £1 each	1	1
		<hr/>	<hr/>

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2003 (continued)

15. PROFIT AND LOSS ACCOUNT	2003 £000	2002 £000
1 January	128	75
Retained profit for the year	103	53
31 December	<u>231</u>	<u>128</u>

## 16. PENSIONS

Certain members of staff working for the Company are eligible to be members of the Willis Pension Scheme, which is funded externally and is of the defined benefit type. Pension contributions are based on pension costs across the Group as a whole. The pension cost is assessed in accordance with the advice of professionally qualified actuaries using the projected unit credit method. The latest full valuation was at 31 December 2001, details of which are given in the accounts of Willis Group Limited.

Financial Reporting Standard No.17 'Retirement Benefits' ('FRS17') is effective for periods ending on or after 22 June 2003, with certain disclosures required for periods ending on or after 22 June 2001. The directors consider that the share of the Willis Pension Scheme's underlying assets and liabilities attributable to the Company's employees cannot be separately identified. The Willis Pension Scheme showed an overall deficit of £71.7 million based on the most recent valuation as at 31 December 2003. Full disclosures for the Willis Pension Scheme under FRS17 are included in the accounts of Willis Group Limited.

17. COMMITMENTS	Land & Buildings	
	2003	2002
	£000	£000
Operating lease commitments		
Payments committed to be made within one year by the Company for leases expiring:		
After five years	<u>94</u>	<u>96</u>

## 18. RELATED PARTY TRANSACTIONS

Financial Reporting Standard 8 exempts the reporting of transactions between Group companies. The Company has taken advantage of this exemption.