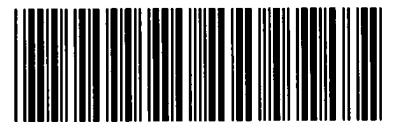


Company Registration No. 02122887 (England and Wales)

INSTANT OFFICE LIMITED
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

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INSTANT OFFICE LIMITED

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INSTANT OFFICE LIMITED

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2019

The Directors present their annual report and financial statements for the year ended 31 December 2019.

The Directors' Report has been prepared in accordance with the special provision relating to small companies under section 415a of the Companies Act 2006.

The Company has also taken advantage of the small companies' exemption not to prepare a Strategic Report.

Principal activities

The principal activities of the Company continued to be that of property letting and property management.

Results and dividends

The results for the year are set out on page 7.

No dividends were paid. The Directors do not recommend payment of a final dividend (2018: nil).

Directors

The Directors who held office during the year and up to the date of signature of the financial statements were as follows:

Andrew Kirkman	(Appointed 1 July 2019)
Henry Klotz	(Resigned 14 August 2019)
Alain Millet	
John Whiteley	(Resigned 30 June 2019)
Fredrik Widlund	
Simon Wigzell	

Directors' insurance

Qualifying third-party indemnity provisions (as defined in section 234 of the Companies Act 2006) are in force for the benefit of the Directors who held office in 2019. The ultimate parent company CLS Holdings plc maintains liability insurance for its Directors and Directors of its associated companies.

Future developments

At the date of approval of this report, the Directors do not intend to change the principal activities of the Company from those described above.

INSTANT OFFICE LIMITED

DIRECTORS' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

Statement of Directors' responsibilities

The Directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Directors to prepare financial statements for each financial year. Under that law the Directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law) including Financial Reporting Standard 101 *Reduced Disclosure Framework*. Under company law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company at the balance sheet date and of the profit or loss of the Company for the period ending on that date. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditor

The auditor, Deloitte LLP, has indicated their willingness to continue in office. Under the provisions of the Companies Act 2006, the Company is not required to hold an annual general meeting and accordingly the auditors, Deloitte LLP, will therefore be deemed to be reappointed for each succeeding financial year.

Statement of disclosure to auditor

Each of the persons who is a Director at the date of approval of this report confirms that:

- so far as each Director is aware, there is no relevant audit information of which the Company's auditor is unaware; and
- the Directors have taken all the necessary steps that they ought to have taken as Directors in order to make themselves aware of all relevant audit information and to establish that the Company's auditor is aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of section 418 of the Companies Act 2006.

INSTANT OFFICE LIMITED

DIRECTORS' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

Principal risks and uncertainties

The Directors consider there are a number of potential risks and uncertainties which could have a material impact on the Company's performance and could cause the actual results to differ materially from expected or historical results; the management and mitigation of these risks are the responsibility of the Directors of the Company. The Company is a wholly-owned subsidiary of the CLS Holdings plc Group (the "Group") and is managed on a day-to-day basis by employees of the Group. The principal risks and uncertainties facing the Company are broadly grouped as property investment risk, funding risk, political and economic risk, and COVID-19 pandemic risk.

Funding Risk

The unavailability of financing at acceptable prices, adverse interest rate movements or a breach in borrowing covenants may have a detrimental effect on the ability of the Company to meet its financial obligations. In order to mitigate this risk, the Group's treasury function closely monitors the performance of the Company and looks to limit its exposure through various financial hedging instruments.

Political and Economic Risk

The impact of the exit of the United Kingdom from the European Union remains a potential adverse risk to the overall economy, which may affect the value of net assets and profitability. It is the Directors' view that the United Kingdom's economy remains sufficiently robust to weather any immediate adverse economic effects.

COVID-19 Pandemic Risk

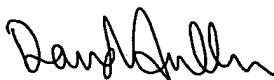
The COVID-19 pandemic presents several potential economic impacts including a potentially adverse risk to collectability of future contracted rental income. To mitigate this risk, the Company will continue to leverage the in-house management model to maintain close links with our customers. Furthermore, the Company's policy of collecting rent in advance assists management identify which customers are most significantly impacted and where mitigating action may be required.

The Directors have considered the risks attached to the Company's financial instruments. The Company's exposure to price risk, credit risk, liquidity risk and cash flow risk is not considered material to the assessment of assets and liabilities in the financial statements. Further discussion of risks and uncertainties, in the context of the Group as a whole, is provided in the Group's annual report which does not form part of this report and can be found on www.cls Holdings.com or from its registered address (see note 17).

Going concern

At the time of approving the financial statements, the Directors have a reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future despite the net liability position at 31 December 2019. The Directors are in receipt of an unequivocal letter of support from the Parent Company confirming that sufficient funds will be available to ensure all liabilities are met as they fall due for a period of 12 months from the date of approval of the financial statements, so long as the Company is a wholly owned direct or indirect subsidiary of its current ultimate parent company (note 17). The Directors do not expect that the ownership of the Company will change in the foreseeable future. The Board of Directors of the ultimate parent company have assessed the resilience of the Group with reference to the impact of COVID-19. This assessment supports the ability of the Group to continue as a going concern and thus the Directors continue to adopt the going concern basis of accounting in preparing the financial statements.

Approved by the Board and signed on its behalf



David Fuller

Company Secretary

17 July 2020

16 Tinworth Street, London, SE11 5AL

INSTANT OFFICE LIMITED

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF INSTANT OFFICE LIMITED

Report on the audit of the financial statements

Opinion

In our opinion the financial statements of Instant Office Limited (the "Company"):

- give a true and fair view of the state of the Company's affairs as at 31 December 2019 and of its loss for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice including Financial Reporting Standard 101 "Reduced Disclosure Framework"; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

We have audited the financial statements which comprise:

- the statement of comprehensive income;
- the balance sheet;
- the statement of changes in equity; and
- the related notes 1 to 17.

The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 101 "Reduced Disclosure Framework" (United Kingdom Generally Accepted Accounting Practice).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) ("ISAs (UK)") and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report.

We are independent of the Company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the Financial Reporting Council's (the FRC's) Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We are required by ISAs (UK) to report in respect of the following matters where:

- the Directors' use of the going concern basis of accounting in preparation of the financial statements is not appropriate; or
- the Directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

We have nothing to report in respect of these matters.

Other information

The Directors are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in respect of these matters.

INSTANT OFFICE LIMITED

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF INSTANT OFFICE LIMITED

Responsibilities of Directors

As explained more fully in the Statement of Directors' responsibilities, the Directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Directors are responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Directors either intend to liquidate the Company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Report on other legal and regulatory requirements

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' report has been prepared in accordance with applicable legal requirements.

In the light of the knowledge and understanding of the Company and its environment obtained in the course of the audit, we have not identified any material misstatements in the Directors' report.

INSTANT OFFICE LIMITED

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF INSTANT OFFICE LIMITED

Matters on which we are required to report by exception

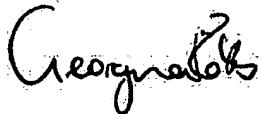
Under the Companies Act 2006 we are required to report in respect of the following matters if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Directors were not entitled to take advantage of the small companies' exemptions in preparing the Directors' Report and from the requirement to prepare a Strategic Report.

We have nothing to report in respect of these matters.

Use of our report

This report is made solely to the Company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit 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 auditor's report and for no other purpose. To the fullest extent permitted by 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.



Georgina Robb FCA (Senior statutory auditor)
for and on behalf of Deloitte LLP
Statutory Auditor
London, United Kingdom
17 July 2020

INSTANT OFFICE LIMITED

STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31 DECEMBER 2019

	Notes	2019 £	2018 £
Turnover	4	745,159	1,559,022
Service charge expenditure		(1,319,568)	(1,673,539)
Net rental income		<u>(574,409)</u>	<u>(114,517)</u>
Administrative expenses		(33,244)	(33,136)
Operating loss		<u>(607,653)</u>	<u>(147,653)</u>
Interest payable and similar expenses	7	(231,416)	(156,698)
Net profit on sale of lease of Buspace Studios		-	738,065
(Loss)/profit before taxation		<u>(839,069)</u>	<u>433,714</u>
Tax on (loss)/profit	8	156,534	(78,804)
(Loss)/profit and total comprehensive income for the financial year attributable to the owners of the Company		<u><u>(682,535)</u></u>	<u><u>354,910</u></u>

The statement of comprehensive income has been prepared on the basis that all operations are continuing operations.

There were no items of other comprehensive income other than those stated above for either period.

The notes 1 to 17 form part of these financial statements.

INSTANT OFFICE LIMITED

BALANCE SHEET

AS AT 31 DECEMBER 2019

	Notes	2019 £	2018 £
Fixed assets			
Tangible fixed assets	9	2,276,245	76,493
Current assets			
Deferred tax asset	10	19,180	25,204
Other debtors	11	325,753	519,826
Current tax recoverable		166,588	-
Cash at bank and in hand		20,224	106,141
		<u>531,745</u>	<u>651,171</u>
Creditors: amounts falling due within one year			
Lease liabilities	12	(324,874)	-
Trade and other payables	13	(251,136)	(227,893)
Current tax payable		-	(78,765)
		<u>(576,010)</u>	<u>(306,658)</u>
Net current (liabilities)/assets		<u>(44,265)</u>	<u>344,513</u>
Total assets less current liabilities		<u>2,231,980</u>	<u>421,006</u>
Creditors: amounts falling due after one year			
Lease liabilities	12	(1,939,358)	-
Trade and other payables	13	(4,350,837)	(3,796,686)
		<u>(6,290,195)</u>	<u>(3,796,686)</u>
Net liability		<u>(4,058,215)</u>	<u>(3,375,680)</u>
Capital and reserves			
Called up share capital	14	500,000	500,000
Profit and loss account		(4,558,215)	(3,875,680)
Total equity		<u>(4,058,215)</u>	<u>(3,375,680)</u>

The financial statements were approved by the Board of Directors and authorised for issue on 17 July 2020 and are signed on its behalf by:



Andrew Kirkman
Director

Company Registration No. 02122887

INSTANT OFFICE LIMITED

STATEMENT OF CHANGES IN EQUITY

FOR THE YEAR ENDED 31 DECEMBER 2019

	Share capital	Profit and loss account	Total
Notes	£	£	£
Balance at 1 January 2018	500,000	(4,230,590)	(3,730,590)
Year ended 31 December 2018:			
Profit and total comprehensive income for the year	-	354,910	354,910
	<hr/>	<hr/>	<hr/>
Balance at 31 December 2018	500,000	(3,875,680)	(3,375,680)
Year ended 31 December 2019:			
Loss and total comprehensive income for the year	-	(682,535)	(682,535)
	<hr/>	<hr/>	<hr/>
Balance at 31 December 2019	<u>500,000</u>	<u>(4,558,215)</u>	<u>(4,058,215)</u>

INSTANT OFFICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2019

1 Accounting policies

Company information

Instant Office Limited is a private company limited by shares, incorporated in the United Kingdom under the Companies Act 2006, and registered in England. The registered office is 16 Tinworth Street, London, SE11 5AL.

1.1 Accounting convention

The Company meets the definition of a qualifying entity under Financial Reporting Standard 100 (FRS 100) issued by the Financial Reporting Council. These financial statements were prepared in accordance with FRS 101 *Reduced Disclosure Framework* as issued by the Financial Reporting Council.

The nature of the Company's operations and its principal activities are set out in the Directors' report on page 1.

The financial statements have been prepared on the historical cost basis except for leasing transactions that are measured at revaluation amounts. The principal accounting policies adopted are set out below. Historical cost is generally based on the fair value of the consideration given in exchange for the goods and services. Fair value is the price that would be received to sell the asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date, regardless of whether that price is directly observable or estimated using another valuation technique.

These financial statements are presented in pounds sterling because that is the currency of the primary economic environment in which the Company operates.

As permitted by FRS 101, the Company has taken advantage of the disclosure exemptions in relation to share based payments, financial instruments, capital management, presentation of a cash flow statement, presentation of comparative information in respect of certain assets, standards not yet effective, impairment of assets, business combinations, discontinued operations and related party transactions.

Where required, equivalent disclosures are given in the group accounts of CLS Holdings plc. The group accounts of CLS Holdings plc are available to the public and can be obtained as set out in note 17.

1.2 Going concern

At the time of approving the financial statements, the Directors have a reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future despite the net liability position at 31 December 2019. The Directors are in receipt of an unequivocal letter of support from the Parent Company confirming that sufficient funds will be available to ensure all liabilities are met as they fall due for a period of 12 months from the date of approval of the financial statements, so long as the Company is a wholly owned direct or indirect subsidiary of its current ultimate parent company (note 17). The Directors do not expect that the ownership of the Company will change in the foreseeable future. The Board of Directors of the ultimate parent company have assessed the resilience of the Group with reference to the impact of COVID-19. This assessment supports the ability of the Group to continue as a going concern and thus the Directors continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Turnover

Turnover comprises the total value of rents from operating leases and is recognised on a straight-line basis over the lease term. The cost of incentives is recognised over the lease term, on a straight-line basis, as a reduction of rental income. Rents received in advance are shown as deferred income.

Service charge income and expense are recognised on a gross basis in the accounting period in which the services are rendered.

INSTANT OFFICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

1 Accounting policies

(Continued)

1.4 Tangible fixed assets

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	25%
Office Equipment	25%

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of comprehensive income.

The Company assesses, at each reporting date, whether there is an indication that an asset may be impaired. If any indication exists, the Company estimates the asset's recoverable amount. When the carrying amount of an asset exceeds its recoverable amount, the asset is considered impaired and is written down to its recoverable amount through the statement of comprehensive income.

1.5 Impairment of tangible assets

At each reporting end date, the Company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the company estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset (or cash-generating unit) is estimated to be less than its carrying amount, the carrying amount of the asset (or cash-generating unit) is reduced to its recoverable amount. An impairment loss is recognised immediately in profit or loss, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Where an impairment loss subsequently reverses, the carrying amount of the asset (or cash-generating unit) is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset (or cash-generating unit) in prior years. A reversal of an impairment loss is recognised immediately in profit or loss, unless the relevant asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

1.6 Cash and cash equivalents

Cash and cash equivalents comprise cash in hand, demand deposits and other short-term highly liquid investments which are readily convertible to a known amount of cash and are subject to an insignificant risk of changes in value.

INSTANT OFFICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

1 Accounting policies (Continued)

1.7 Financial assets

Financial assets are recognised in the Company's balance sheet when the Company becomes party to the contractual provisions of the instrument.

Financial assets are classified into specified categories. The classification depends on the nature and purpose of the financial assets and is determined at the time of recognition.

Financial assets are initially measured at fair value plus transaction costs, other than those classified as fair value through profit and loss, which are measured at fair value.

Loans and receivables

Trade and other receivables are recognised initially at fair value. Subsequently they are measured at amortised cost with a recognised loss allowance for expected credit losses which is measured at an amount equal to the lifetime expected credit loss. An impairment provision is created where there is objective evidence that the Company will not be able to collect the receivable in full.

Impairment of financial assets

Financial assets, other than those at fair value through profit and loss, are assessed for indicators of impairment at each balance sheet date.

Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows of the investment have been affected.

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire, or when it transfers the financial asset and substantially all the risks and rewards of ownership to another entity.

1.8 Financial liabilities

Financial liabilities are classified as either financial liabilities at fair value through profit and loss or other financial liabilities. Trade and other payables are stated at cost, which equates to fair value.

Other financial liabilities

Other financial liabilities, including borrowings, are initially measured at fair value, net of transaction costs. They are subsequently measured at amortised cost using the effective interest method, with interest expense recognised on an effective yield basis.

The effective interest method is a method of calculating the amortised cost of a financial liability and of allocating interest expense over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash payments through the expected life of the financial liability to the net carrying amount on initial recognition.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Company's obligations are discharged or cancelled, or when they expire.

1.9 Equity instruments

Equity instruments issued by the Company are recorded at the proceeds received, net of direct issue costs. Dividends payable on equity instruments are recognised as liabilities once they are no longer at the discretion of the Company.

INSTANT OFFICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

1 Accounting policies

(Continued)

1.10 Taxation

The tax expense represents the sum of the tax currently payable and deferred tax.

Current tax

Current tax is based on taxable profit for the year and is calculated using tax rates that have been enacted or substantively enacted by the balance sheet date.

Deferred tax

The amount of deferred tax provided is based on the expected manner of realisation or settlement of the carrying amount of assets and liabilities, and is calculated using rates that are expected to apply in the period when the liability is settled or the asset is realised. Deferred tax is charged or credited in arriving at profit after tax, except when it relates to items recognised in other comprehensive income, in which case the deferred tax is recognised in other comprehensive income.

Deferred tax assets are recognised only to the extent that it is probable that future taxable profits will be available against which the assets can be used. The deferred tax assets and liabilities are only offset if there is a legally enforceable right of set-off and the Company intends to settle its current tax assets and liabilities on a net basis.

1.11 Leases

When the Company is a lessee, a right-of-use asset and a lease liability is recognised for all leases except leases with a lease term of less than 12 months or with a low underlying asset value.

When the Company is a lessor, leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessees. All other leases are classified as operating leases.

Rental income from operating leases is recognised on a straight line basis over the term of the relevant lease.

2 Adoption of new and revised standards and changes in accounting policies

In the current year, the Company has applied IFRS 16 Leases (as issued by the IASB in January 2016) that is effective for annual periods that begin on or after 1 January 2019. IFRS 16 introduces new or amended requirements with respect to lease accounting. It introduces significant changes to lessee accounting by removing the distinction between operating and finance leases and requiring the recognition of a right-of-use asset and a lease liability at commencement for all leases, except for short-term leases and leases of low value assets when such recognition exemptions are adopted. In contrast to lessee accounting, the requirements for lessor accounting have remained largely unchanged. Where the Company is a lessor, all leases were previously classified as operating leases therefore no changes have been made to the financial statements for the year to 31 December 2019. As at 31 December 2019, where the Company is a lessee, the Company has applied the modified retrospective approach and has used the following practical expedients:

- The Company has applied a single discount rate to a portfolio of leases with reasonably similar characteristics; and
- The Company has elected not to recognise right-of-use assets and lease liabilities to leases for which the lease term ends within 12 months of the date of initial application.

No other new accounting standards, amendments to accounting standards or IFRIC interpretations that were effective for the year ended 31 December 2019 have had an impact on the Company.

INSTANT OFFICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

3 Critical accounting estimates and judgements

The Directors have considered the judgements that have been made in the process of applying the Company's accounting policies, which are described in note 1, and which of those judgements have the most significant effect on amounts recognised in the financial statements.

In the Directors' opinion for the year ended 31 December 2019 there are no accounting estimates or judgements that are material to the financial statements.

4 Turnover

An analysis of the Company's turnover is as follows:

	2019	2018
	£	£
Rental income	638,016	1,422,289
Other income	107,143	123,977
Dilapidations	-	12,756
	<u>745,159</u>	<u>1,559,022</u>

Geographical market

Revenue arose wholly within the United Kingdom.

5 Auditor's remuneration

	2019	2018
	£	£
Fees payable to the Company's auditor:		
For audit services		
Audit of the Company's financial statements	<u>4,000</u>	<u>4,000</u>

No fees were payable to Deloitte LLP for non-audit services to the Company during the year (2018: nil).

INSTANT OFFICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

6 Employees

The average monthly number of persons (including non-executive directors) employed by the Company during the year was:

	2019 Number	2018 Number
Administration	2	3

Their aggregate remuneration comprised:

	2019 £	2018 £
Wages and salaries	87,055	102,538
National insurance	11,594	11,358
Pension	5,468	7,934
	<u>104,117</u>	<u>121,830</u>

No fees or other emoluments were paid to the Directors of the Company during either the current or preceding year in respect of their service to the Company. The Directors are paid by another entity within the ultimate parent company's group.

7 Interest payable and similar expenses

	2019 £	2018 £
Interest on financial liabilities measured at amortised cost:		
Interest payable to group undertakings	154,099	156,698
Interest on lease liabilities	77,317	-
	<u>231,416</u>	<u>156,698</u>

8 Tax on (loss)/profit

	2019 £	2018 £
Current tax		
Current year taxation	(162,558)	78,765
Deferred tax		
Origination and reversal of temporary differences	6,024	39
	<u>(156,534)</u>	<u>78,804</u>

INSTANT OFFICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

8 Tax on (loss)/profit

(Continued)

The rate of corporation tax for the year beginning 1 January 2019 was 19.00%. The weighted average corporation tax rate for the year ended 31 December 2019 was 19.00% (2018: 19.00%). Deferred tax has been calculated at a rate of 17.00% (2018: 17.00%) and has been based on the rates applicable under legislation substantively enacted at the balance sheet date. Legislation was subsequently enacted on 19 March 2020 to amend the rate of corporation tax to 19.00% from 1 April 2020.

The tax (credit)/charge for the year can be reconciled to the statement of comprehensive income as follows:

	2019 £	2018 £
(Loss)/profit before taxation	(839,069)	433,714
Expected tax (credit)/charge based on a corporation tax rate of 19.00% (2018: 19.00%)	(159,423)	82,406
Adjustment in respect of prior years	4,030	-
Effect of change in UK corporation tax rate	(709)	(5)
Change in tax basis of properties, including indexation uplift	(432)	(3,597)
Total tax (credit)/charge	(156,534)	78,804

INSTANT OFFICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

9 Tangible fixed assets	Fixtures and fittings £	Office Equipment £	Right-of-Use Asset £	Total £
Cost				
At 1 January 2019	254,538	101,789	2,579,650	2,935,977
At 31 December 2019	254,538	101,789	2,579,650	2,935,977
Accumulated depreciation and impairment				
At 1 January 2019	(180,496)	(99,338)	-	(279,834)
Charge for the year	(32,001)	(710)	(347,187)	(379,898)
At 31 December 2019	(212,497)	(100,048)	(347,187)	(659,732)
Carrying amount				
At 31 December 2019	42,041	1,741	2,232,463	2,276,245
At 1 January 2019	74,042	2,451	2,579,650	2,656,143

The total cash outflow for leases associated with Right-of-Use Assets amount to £392,736.

10 Deferred taxation

The following are the major deferred tax liabilities and assets recognised by the Company and movements thereon during the current and prior reporting period.

	UK Capital Allowances £
Deferred tax asset at 1 January 2018	25,243
Deferred tax movements in prior year	
Credit to profit or loss	(39)
Deferred tax asset at 31 December 2018	25,204
Deferred tax movements in current year	
Credit to profit or loss	(6,024)
Deferred tax asset at 31 December 2019	19,180
	2019 £
Deferred tax assets	19,180
	2018 £
	25,204

INSTANT OFFICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

11 Debtors

	Current	
	2019	2018
	£	£
Trade debtors	29,047	86,301
Other receivables	10,826	7,341
VAT recoverable	30,259	-
Amounts due from fellow group undertakings	-	161,143
Prepayments	255,621	265,041
	<u>325,753</u>	<u>519,826</u>

12 Lease liabilities

	2019	2018
	£	£
Lease liabilities	<u>2,264,232</u>	<u>-</u>

Analysis of lease liabilities

Lease liabilities are classified based on the amounts that are expected to be settled within the next 12 months and after more than 12 months from the reporting date, as follows:

	2019	2018
	£	£
Current liabilities	324,874	-
Non-current liabilities	1,939,358	-
	<u>2,264,232</u>	<u>-</u>

13 Trade and other payables

	Current		Non-current	
	2019	2018	2019	2018
	£	£	£	£
Amounts due to fellow group undertakings	82,795	-	4,350,837	3,796,686
Accruals and deferred income	38,242	30,816	-	-
VAT payable	-	11,740	-	-
Other creditors	130,099	185,337	-	-
	<u>251,136</u>	<u>227,893</u>	<u>4,350,837</u>	<u>3,796,686</u>

Payables include a balance for £4,350,837 (2018: £3,796,686) due from a fellow group undertaking which is repayable 31 December 2023. Interest charged on the loan is at a rate of LIBOR plus a margin of 2.50% (2018: LIBOR plus a margin of 2.50%).

INSTANT OFFICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

14 Share capital	2019	2018
	£	£
Ordinary share capital		
<i>Authorised, issued and fully paid</i>		
500,000 ordinary shares of £1 each	500,000	500,000
	<u>500,000</u>	<u>500,000</u>

The Company has one class of ordinary shares which carry no right to fixed income.

15 Operating lease commitments

Lessor

Operating leases where the Company is the lessor are typically negotiated on a tenant-by-tenant basis and include break clauses and indexation provisions. Rental income earned during the year was £638,016 (2018: £1,422,289) and direct operating expenses arising on the properties in the period was £1,319,568 (2018: £1,673,539). The lessees do not have an option to purchase the property at the expiry of the lease period.

16 Events after the reporting date

Since the year end, the COVID-19 pandemic has given rise to material economic and financial uncertainties. This is considered to be a non-adjusting post balance sheet event for the Company. The impact has been considered by the Directors as set out on page 3.

17 Controlling party

The Directors consider that the immediate and ultimate parent undertaking and ultimate controlling party is CLS Holdings plc, which is incorporated in the United Kingdom. The financial statements of the Company are consolidated into the CLS Holdings plc group accounts for the year ended 31 December 2019, being the largest and only Group into which the Company's financial statements are consolidated. Copies of the Group financial statements are publicly available and may be obtained from its registered address, CLS Holdings plc, 16 Tinworth Street, London, SE11 5AL.