**Company details**

- **Company number:** 04547669
- **Company name in full:** SA OFFICE SYSTEMS LIMITED

**Allotment dates**

- **From Date:** 01/08/2017
- **To Date:** 01/08/2017

**Shares allotted**

<table>
<thead>
<tr>
<th>Currency</th>
<th>Class of shares</th>
<th>Number of shares allotted</th>
<th>Nominal value of each share</th>
<th>Amount paid (including share premium) on each share</th>
<th>Amount (if any) unpaid (including share premium) on each share</th>
</tr>
</thead>
<tbody>
<tr>
<td>£ sterling</td>
<td>'C' Ordinary</td>
<td>100</td>
<td>£1</td>
<td>£1</td>
<td>n/a</td>
</tr>
<tr>
<td>£ sterling</td>
<td>'D' Ordinary</td>
<td>22</td>
<td>£1</td>
<td>£1</td>
<td>n/a</td>
</tr>
</tbody>
</table>

If the allotted shares are fully or partly paid up otherwise than in cash, please state the consideration for which the shares were allotted.

Details of non-cash consideration.

If a PLC, please attach valuation report (if appropriate)

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**Statement of capital**

Complete the table(s) below to show the issued share capital at the date to which this return is made up.

**Complete a separate table for each currency (if appropriate).** For example, add pound sterling in 'Currency table A' and Euros in 'Currency table B'.

Please use a Statement of Capital continuation page if necessary.

<table>
<thead>
<tr>
<th>Currency</th>
<th>Class of shares</th>
<th>Number of shares</th>
<th>Aggregate nominal value (£, €, $, etc)</th>
<th>Total aggregate amount unpaid, if any (£, €, $, etc)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Currency table A</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>£ Sterling</td>
<td>'A' Ordinary</td>
<td>100</td>
<td>£100</td>
<td></td>
</tr>
<tr>
<td>£ Sterling</td>
<td>'C' Ordinary</td>
<td>100</td>
<td>£100</td>
<td></td>
</tr>
<tr>
<td>£ Sterling</td>
<td>'D' Ordinary</td>
<td>22</td>
<td>£22</td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td>222</td>
<td>222</td>
<td>0.00</td>
</tr>
</tbody>
</table>

| Currency table B |                 |                  |                                        |                                                  |
| **Totals**       |                 |                  |                                        |                                                  |

| Currency table C |                 |                  |                                        |                                                  |
| **Totals**       |                 |                  |                                        |                                                  |

<table>
<thead>
<tr>
<th>Totals (including continuation pages)</th>
<th>Total number of shares</th>
<th>Total aggregate nominal value</th>
<th>Total aggregate amount unpaid</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>222</td>
<td>222</td>
<td>0.00</td>
</tr>
</tbody>
</table>

- Please list total aggregate values in different currencies separately. For example: £100 + €100 + $10 etc.
### Statement of capital (prescribed particulars of rights attached to shares)

<table>
<thead>
<tr>
<th>Class of share</th>
<th>Prescribed particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>A  ORDINARY</td>
<td>Full rights with regard to voting, dividends, and capital distributions pari passu with other classes of issued shares</td>
</tr>
<tr>
<td>C  ORDINARY</td>
<td>Full rights with regard to voting, dividends, and capital distributions pari passu with other classes of issued shares</td>
</tr>
<tr>
<td>D  ORDINARY</td>
<td>Full rights with regard to voting, dividends, and capital distributions pari passu with other classes of issued shares</td>
</tr>
</tbody>
</table>

- **A** Prescribed particulars of rights attached to shares
  - **A** The particulars are:
    - a particulars of any voting rights, including rights that arise only in certain circumstances;
    - b particulars of any rights, as respects dividends, to participate in a distribution;
    - c particulars of any rights, as respects capital, to participate in a distribution (including on winding up); and
    - d whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder.

- **C** A separate table must be used for each class of share.

### Signature

<table>
<thead>
<tr>
<th>Signature</th>
<th>I am signing this form on behalf of the company.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td><img src="image" alt="Signature" /></td>
</tr>
</tbody>
</table>

- **C** Societas Europaea
  - If the form is being filed on behalf of a Societas Europaea (SE) please delete 'director' and insert details of which organ of the SE the person signing has membership.

- **C** Person authorised
  - Under either section 270 or 274 of the Companies Act 2006.

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Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name: MAHENDRA SHAN
Company name: SHEEHODS
Chartered Certified Accountant
Address: 83 HIGH STREET

Post town: WEST WICKHAM
County/Region: KENT
Postcode: BR4 0LS
Country: UK
DX:
Telephone: 0208 865 7085

Checklist

We may return the forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

☐ The company name and number match the information held on the public Register.
☐ You have shown the date(s) of allotment in section 2.
☐ You have completed all appropriate share details in section 3.
☐ You have completed the relevant sections of the statement of capital.
☐ You have signed the form.

Important information

Please note that all information on this form will appear on the public record.

Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:

For companies registered in England and Wales:
The Registrar of Companies, Companies House, Crown Way, Cardiff, Wales, CF14 3UZ. DX 33050 Cardiff.

For companies registered in Scotland:
The Registrar of Companies, Companies House, Fourth floor, Edinburgh Quay 2, 139 Fountainbridge, Edinburgh, Scotland, EH3 9FF. DX ED235 Edinburgh 1 or LP - 4 Edinburgh 2 (Legal Post).

For companies registered in Northern Ireland:
The Registrar of Companies, Companies House, Second Floor, The Linenhall, 32-38 Linenhall Street, Belfast, Northern Ireland, BT2 8BG. DX 481 N.R. Belfast 1.

Further information

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse