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COMPANIES FORM No. 363

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

Annual return of (note 1)

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 complete

legibly, preferably in black type, or Lold block lettering

- * insert full name of company.
- † if the company has a share capital, this date must be the 14th day after the annual general meeting

Company number
251293

OFFICE CLEANING SERVICES LIMITED

The information in this return is as at

23rd December

19 88 t.(The date of this return note 1)

Address of registered office of the company

79 Limpsfield Road Sanderstead Surrey

Postcode CR2 95B

Total amount of indebtedness of the company in respect of mortgages and charges inote 2).

Ni.1

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

<u>As above</u>

Register of debenture holders

<u>As_above</u>

Particulars of the secretary

Name (notes 3 and 4) John Frederick Oliver None Previous name(s)(note 3) Address (notes 4 and 5) 15 Cobhams Barden Road Speldhurst Tunbridge Wells Kent TN3 OQA Postcode

We certify this return which comprises pages 1, 2, [3, 4, 5 and 6]‡ (plus§ 14 continuation sheets]

‡ only pages 1 and 2 need by completed in the case of a company without shere capital

§ enter number of continuation sheets attached

Signed

Director, and

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

Particulars of the director(s) of	if the company increseers 7)		'Please do not [*] write in
Name more a Bee attached list		Business Occupation	this margin
Previous name(s)(note 3)		Aleste relia	
Address(note 5)		Nationality Nationality	Please complet Please opportunity, prefera Plack type, o bold blocklette
7		Date of birth(note 9)	bald blocklette
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Other relevant past or presen	~ ~ , 		inappropriate. Enter particula of other direct
	the state of the s	The second secon	ships held or
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			insufficient use continuation s
Name(note 3)		Business Occupation	
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Previous name(s)(note 3)		Nationality	
Address(note 5)			
		Date of birth(note 9)	
	Page da		
Other relevant past or presen	Postcode t directorships* (note 8)		4634 are.
	<u></u>	Business Occupation	4654 bre
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Name(note 3) Previous name(s)(note 3) Address(note 5) Other relevant past or present Name(note 3)	t directorships* (note 8) Postcode	Date of birth(note 9) Business Occupation	

วนmmary of	share capital and debentures	فالمراج والمساور والمساولين والمساولين	المراجع والمراجع والم	-	Please do not write in
	Nominal share capital	£ 360,000			this margin
	t e e e e e e e e e e e e e e e e e e e	Number of chares — 61a	ss Non e	kinal value of son snare	-
	divided into ⁻ - ¹	360,000	Crdinary £ £	1	Please oomplete legibly, preferabl in black type, or bold block letteri
	3 Issued share capital and debentures		Number	Class	Į.
	of each class taken up to the date of this return.		360,000	Ordinary	
			2		
.Number of shares wholly in cash	s of each class issued subject to payment		1,000	Ordinary	
Number of shares	s of each class issued as fully paid up for her than cash		3 1 359,000	Ordinary	
aconsideration of	ner than cash		2		
	,	Amount per share			
Number of shares consideration oth is so paid up	s of each class issued as partly paid up for a 1 er than cash and extent to which each such share 2	£ Ni]	None		
	3	£			1
i.Number of shares	s (if any) of each class issued at a discount	· · · · · · · · · · · · · · · · · · ·	None		
			3		
Continued on p	age 4	LI	ST OF PAST		-
Folio in register ledger containing particulars	Namo	es and Addresses			
	O.C.S. Group Limited				1
	79 Limpsfield Road Sand	derstead Sur	rey CR2 9LE	}	2
	O.C.S. Group Limited &	D.H.G. Good	liffe		3
	79 Limpsfield Road Sand				5
					6
					7 8
					9
					10
				<u></u>	11
4	The second section of the section of the second section of the section of the second section of the second section of the section of th				
7					14
					15

ใชลระย ปอ เดือเ	Summary of share capital and debentures con-	tinued Amount	Number	Class
ynto in hio manno hio manno	6 Amount of discount on the locus of chares with obligs not been written off at the date of this ration	g Nál	5 2 4 5	4
***************************************	7 Amount per chare called up as number of charges of each class	£]	1,000	Ordinary
iesse complete		£		,
egibly, preferably black type, or bold block lettering	8 Total amount of calls reserved (note 10)	£ 1,000		
old block lettering	9 Total amount (if any) egreed to be considered as paid on number of chares of each class issued as fully paid up for a consideration other than cach	£ 359,000	359,000	Ordinary
		£		
		£		
	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	f Nil	None	
		<u>E</u>		
	11 Total amount of calls unpaid	£ Nil		
	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 fast return	c Nil		
		f Nil		
	14 Total number of shares of each class forfeited		None	
		STATE OF THE PROPERTY OF THE P	**************************************	
	15 Total amount paid (if any) on shares forfeited	A STATE OF THE PARTY OF T	TO PROPERTY OF THE PROPERTY OF	
	16 Total amount of shares for which share warrants to bearer are outstanding	f Nil f Nil	TO CONTROL OF CONTROL OF THE CONTROL	
	17 Table amount of chara warrants to heaver issued and ISSIED	£ Nil	TOTAL STATE OF THE	STATE OF THE STATE

AND PRESENT N	IEMBERS (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)			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)		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	
(note 11)	Number	Date of Registra (a)	tion of transfer (b)						
359,999 Ord.					1				
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1 Ord.									
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##			and the state of t						
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£ Nil

None

None

SURRENDERED

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

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

British

Company Director

29 Boldersood Hay

Hest Hickham

Kent BR4 9PH

Gerald Harry Bowthorpe

British

Company Director

41 Croham Hanor Raod

South Croydon

Surrey

Christopher David Cracknell

British

Company Director

10 Vogan Close

Reigate Surrey

RH2 8AS

Frederick David Cracknell

British

Company Director

Sunting's Ghyll Colemans Hatch

Hartfield

East Sussex TN7 4EL

John Noel Patrick Ford

British

Company Director

"Ibert House" 4 Station Road

Balfron

Stirlingshire

Terence Fox

British

Company Director

64 Lord Avenue

Clayhall Ilford Essex

Derek Henry George Goodliffe

British

Company Director

"Chorry Trees"

Castle Hill

Bletchingley

Redhill Surrey RH1 4LB

Peter George Goodliffe

British

Company Director

The Hayloft

Millers Lane

Outwood

Surrey RH1 5PU

John Henry Hammond

British

Company Director

19 Bourne Avenue

Southgate London N14

Peter David Jury

British

Company Director

11 Becketts Park Drive

Leeds LS6 3PD

John Lane

British

Company Director

Sheldon Lodge

Sambrook Shropshire

TF10 8AF

OFFICE CLEANING SERVICES LINITED COMPANY NUMBER 251293

Eric John Mercer

British

Company Director

Douglas Hilary Symmons

British Company Director

7 Mayesford Road Chadwell Heath Essex

16 Tarrus Close

Henvoe

Near Cardiff

South Glamorgan CF5 6BT

OFFICE CLEANING SERVICES LINITED COMPANY NUMBER 251293

Stephen Geoffrey Bonner

29 Rolderwood Way Heat Hickham 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

OFFICE CLEANING SERVICES LIMITED COMPANY NUMBER 251293

Gerald Harry Bowthorpe

41 Croham Hanor Raod 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 & Wallis Limited	09/03/1987
Contract Cleaning & Maintenance Association	12/01/1988
O. C. S. (Ireland) Limited (Per Rep. Ire)	land)
Office Cleaning Services (Scotland) Limited (Per Scotl	land)

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

COMPANY DATE RESIGNED

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 269 of the Companies Act 1985 as amended:

COMPANY DATE APPOINTED

Birchgrange Limited 03/04/1985 Goodliffe Estates Limited 03/04/1985 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

Stout House Management Limited

May 1987

OFFICE CLEANING SERVICES LIMITED COMPANY NUMBER 251293

Frederick David Cracknell

Sunting's Ghyll Colemans Batch Hartfield East Sussex TN7 4EL

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

COMPANY DATE APPOINTED

Cannon Rygienic Products (Ireland) Limited (Per Rep. Ireland)

Ernest Notcutt (Insurance Services) Limited 23/06/1988

O.C.S. (Ireland) Limited (Per Rep. Ireland) 23/04/1985

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

COMPANY DATE RESIGNED

Gold Oak Finance Limited

12/06/1986

OFFICE GLEANING SERVICES LINITED 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

Grange Cleaning Services Limited (Per N. Ireland)
Office Cleaning Services (Scotland) Limited (Per Scotland)

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

COMPANY

DATE RESIGNED

OPPICE CLEANING SERVICES LINITED COMPANY NUMBER 251293

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

OFFICE CLEANING SERVICES LINITED 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:

Cleaning Services Limited (Per Rep. Ireland)
Ernest Notcutt (Insurance Services) Limited
Maidstone Limited (Per Rep. Ireland)
O. C. S. (Ireland) Limited (Per Rep. Ireland)
Office Cleaning Services (Scotland) Limited (Per Scotland)
Target Cleaning Limited (Per Rep. Ireland)
O5/09/1985

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

R. M. Moody Limited

31/10/1988

OFFICE CLEANING SERVICES LIHITED COMPANY NUMBER 25:293

Peter George Goodliffe

The Hayloft Hillers Lane Outrood Surrey RH1 5PU

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

COMPANY

DATE APPOINTED

Cleaning Services Limited

(Per Rep. Ireland) 01/04/1985

Maidstone Limited

(Per Rep, Ireland)

O.C.S. (Ireland) Limited

(Per Rep. Iroland) 23/04/1985

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

COMPANY

DATE RESIGNED

GEFICE CLEANING SERVICES LIMITED COMPANY NUMBER 251293

Jobs Heary Hammond

19 Bourne Avenue Southgate London H14

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

OFFICE CLEANING GERVICES LIMITED COMPANY NUMBER 251293

Peter David Jury

11 Becketts Park Drive Leeds LS6 3PD

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

OFFICE CLEANING SERVICES LINITED COMPANY NUMBER 251293

John Lane

Sheldon Lodge Sambrook Shropshire TF10 SAF

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 RESTGNED

OFFIGE CLEANING SERVICES LINITED COMPANY NUMBER 251293

Erie John Mercer

7 Mayasford 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

OFFICE CLEANING SERVICES LIMITED CONFANY NUMBER 251293

Douglas Hilary Symmons

16 Tarres Close Henyon Hear Cardiff South Glamorgan CF5 6BT

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