



Companies House
— for the record —

AR01 (ef)

Annual Return



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Company Name: **ORGANISED OFFICE SOLUTIONS LIMITED**

Company Number: **05803347**

Date of this return: **03/05/2011**

SIC codes: **7499**

Company Type: **Private company limited by shares**

Situation of Registered Office: **2ND FLOOR OLD INN HOUSE
2 CARSHALTON ROAD
SUTTON
SURREY
SM1 4RA**

Officers of the company

Company Secretary 1

Type: **Person**
Full forename(s): **MARILLA CARLYN**

Surname: **STEVENS**

Former names:

Service Address: **ASHCROFT STATION ROAD
LINGFIELD
SURREY
UNITED KINGDOM
RH7 6EF**

Company Director **1**

Type: **Person**
Full forename(s): **ADAM MARC**

Surname: **STEVENS**

Former names:

Service Address: **ASHCROFT STATION ROAD**
 LINGFIELD
 SURREY
 UNITED KINGDOM
 RH7 6EF

Country/State Usually Resident: **UNITED KINGDOM**

Date of Birth: **15/08/1960** *Nationality:* **BRITISH**
Occupation: **CONSULTANT**

Statement of Capital (Share Capital)

Class of shares	ORDINARY	<i>Number allotted</i>	1
		<i>Aggregate nominal value</i>	1
<i>Currency</i>	GBP	<i>Amount paid per share</i>	1
		<i>Amount unpaid per share</i>	0

Prescribed particulars

VOTING RIGHTS: SHARES RANK EQUALLY FOR VOTING PURPOSES. ON A SHOW OF HANDS EACH MEMBER SHALL HAVE ONE VOTE AND ON A POLL EACH MEMBER SHALL HAVE ONE VOTE PER SHARE HELD. THE VOTING RIGHTS ARE MORE PARTICULARLY DESCRIBED IN THE ARTICLES OF ASSOCIATION. DIVIDEND RIGHTS: EACH SHARE RANKS EQUALLY FOR ANY DIVIDEND DECLARED AS MORE PARTICULARLY DESCRIBED IN THE ARTICLES OF ASSOCIATION. DISTRIBUTION RIGHTS ON A WINDING UP: EACH SHARE RANKS EQUALLY FOR ANY DISTRIBUTION MADE ON A WINDING UP AS MORE PARTICULARLY DESCRIBED IN THE ARTICLES. REDEEMABLE SHARES: THE SHARES ARE NOT REDEEMABLE.

Statement of Capital (Totals)

<i>Currency</i>	GBP	<i>Total number of shares</i>	1
		<i>Total aggregate nominal value</i>	1

Full Details of Shareholders

The details below relate to individuals / corporate bodies that were shareholders as at 03/05/2011 or that had ceased to be shareholders since the made up date of the previous Annual Return

A full list of shareholders for a private or non-traded public company are shown below

Shareholding 1 : **1 ORDINARY shares held as at 2011-05-03**
Name: **ADAM STEVENS**

Authorisation

Authenticated

This form was authorised by one of the following:

Director, Secretary, Person Authorised, Charity Commission Receiver and Manager, CIC Manager, Judicial Factor.