

shire

Integrated Systems Ltd.

SPECIALISTS IN THE DESIGN CO-ORDINATION, SUPPLY AND INSTALLATION OF: -

- **WASHROOM INSTALLATIONS**
 WC Cubicles, Vanity Units & Duct Panel Systems
 Sanitary Ware & Associated Plumbing Installations
 Lockers & Benching
 Washroom Accessories
- **HEALTHCARE INSTALLATIONS**
 IPS (Pre-Plumbed) Systems and Plumbing Connections
 Sanitary Ware & Associated Plumbing Installations
 DDA Grab Rails & Fixtures
- **HYGENIC CLADDING SYSTEMS**
 Altro Whiterock Wall Finishes
 Wetwall / Shower Room Cladding
 Laminate Walling Systems
- **SOLID SURFACING**
 Granite, Corian, Stone, Slate & Solid Surfacing products
- **PREFERRED INSTALLERS of**
 Armitage Venesta Washroom Systems Ltd
 Bushboard Washroom Systems Ltd



Head Office:
 88-90 High Street
 Staple Hill
 Bristol
 BS16 5HL

Tel: 0117 957 2255
 Fax: 0117 957 2266
 e-mail: info@shire-is.com
 web: www.shire-is.com



For further information please contact: -

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 07917 832570
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CONTENTS

1. Letter of Introduction
2. Health & Safety Policy Statement
3. Quality Policy Statement
4. Environmental Policy Statement
5. Equal Opportunities Policy Statement
6. Company Structure
7. Client List
8. Recently Completed & Current Projects

Appendices:

- a. Certificate of Incorporation
- b. VAT Registration
- c. CIS/Unique Tax Reference
- d. Insurances

LETTER OF INTRODUCTION

Who we are

Shire Integrates Systems specialises in the supply and installation of washroom systems for Healthcare, Commercial, Leisure, Public and Government projects throughout the United Kingdom.

Established in 1995, its head office is in Bristol with regional satellite offices in South Wales, Scotland and Oxfordshire.

What we do

We are able to undertake the design co-ordination, supply and installation of washroom systems, and provide a complete washroom solution including a wide range of WC Cubicles, Duct Paneling, Vanity Units, Lockers, Benching and Accessories.

We also offer a complete plumbing service and final connections of pre-plumbed systems.

We are approved and preferred installers for a number of manufacturers, including: -

- Armitage Venesta Washroom Systems
- Bushboard Washroom Systems

Our complete design co-ordination services includes for: -

- Taking of site dimensions
- Production of full working drawings for approval and construction
- Provision of full details on completion for the project Health & Safety file

All of our staff and operatives are CSCS accredited.

Our staff are very experienced and will assist you with their expertise wherever possible.

Please feel free to contact the office for any further information that you may require, and we look forward to hearing from you.

Yours faithfully



Martyn Peters

HEALTH & SAFETY POLICY STATEMENT

Shire Integrated Systems Limited (hereinafter referred to as 'the company') fully recognises the duties placed on it by the Health & Safety at Work etc Act 1974 and other relevant legislation and regulations, and that the company has a duty to ensure the health, safety and welfare, so far as is reasonably practicable, of its employees and other persons who may be affected by the company's undertakings.

The company considers that excellent health and safety performance directly contributes to the company's commercial success, and believes that the provision of a safe working environment and safe systems of work enhance the company's health and safety climate, and the company is committed to ensuring that these obligations are, wherever reasonably practicable met or exceeded.

The company also recognises that all its employees must comply with duties imposed on them under the Health & Safety at Work etc Act 1974 to ensure that they do not endanger themselves or other persons by their actions or inactions, or interfere with anything provided for health and safety. This shall be enforced through regular training and communication with all employees and other persons affected by the undertakings of the company.

The company is committed to the following principles:

That health and safety objectives of the company shall be set within a health and safety action plan and regularly reviewed to ensure continuous improvement and performance in health and safety.

Actively monitoring health and safety performance through regular site inspections, audits and reviews which the company regards as an essential element of the company's performance improvement.

Ensuring that the appropriate resources, both financial and physical will be made available to support this policy.

Ensuring that all reasonably foreseeable hazards are identified and risks assessed in respect of the company's undertakings, and that suitable and sufficient control measures are implemented and regularly reviewed.

Ensuring all company employees are provided with sufficient information, instruction, training and supervision to enable them to work safely and efficiently.

The company undertakes to revise and review this policy as often as future developments in health & safety legislation makes appropriate or at least annually.

Signed:



Date: 1st June 2010

Position: Director

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Signed:



Date: 1st June 2010

Position: Director

QUALITY POLICY STATEMENT

The directors of Shire Integrated Systems Ltd aim for the highest standards of building and services within their business sector, and intend to retain their position as one of the leading contractors by continuing to provide client satisfaction and to generate further business opportunities through operating in a safe, efficient and profitable manner.

The principal aims of the company are:

To have a real understanding of clients and their business requirements.

To strengthen relationships and encourage repeat business with existing clients.

To win work not solely on price but through innovation and added value.

To continually strive to improve our performance through analysis and continuous improvement of business processes.

To develop staff potential through the provision of appropriate training.

To engender a positive commitment to quality and create an environment of teamwork and co-operation that enables staff to work effectively.

Signed:



Date: 1st June 2010

Position: Director

ENVIRONMENTAL POLICY

The directors of Shire Integrated Systems Ltd regard the promotion of safety, health and environmental issues as an essential objective which must be actively pursued by both management and employees at all times.

It is the policy of the company to conduct its undertakings in such a way as to ensure, so far as reasonably practical the health safety and welfare of all employees whilst at work and all persons not in direct employment who may be affected by its operations.

The company has the knowledge to manage health, safety and environmental issues within its business organisation Where additional assistance is requires this will be outsourced.

The company is committed to review.

Employees have a duty to cooperate in the operation of this policy.

1. Managers, supervisors and employees are instructed to ensure projects for which they are responsible continue to comply with environmental standards.
2. We undertake to act in accordance with good environmental practice
3. Waste products will be closely monitored and materials recycled where possible with all waste being removed by licensed contractors only
4. Noise pollution will be reduced by ensuring plant: tools and equipment are adequately silenced
5. We will use CFC free products wherever possible
6. Consideration will be given to surrounding environment including neighbours and plant/wildlife
7. We expect all employees to co-operate with environmental issues and to ensure best practice is followed.
8. The directors and management will monitor compliance with the above.

Signed:



Date: 1st June 2010

Position: Director

EQUAL OPPORTUNITIES POLICY

Shire Integrated Systems Ltd is committed to being an equal opportunities employer and to ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to unfair discrimination.

We therefore promote equality of opportunity in the recruitment, promotion, appraisal, training, and development of our staff and otherwise treat them on the basis of their relative merits and abilities.

We aim to ensure that current and potential employees are offered the same opportunities regardless of their race, religion, nationality, ethnic origin, age, sex, sexual orientation, marital status, disability or any other characteristic unrelated to the performance of the job.

We seek to ensure that no one suffers as a result of discrimination, either directly or indirectly.

We recognise that an effective Equal Opportunities policy will help all staff to develop to their full potential, which is in the best interests of both our staff and our business. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity.

We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

We further recognise that employing individuals from diverse backgrounds creates a workforce where creativity and valuing difference in others thrives and therefore welcome applications from all sections of the community.

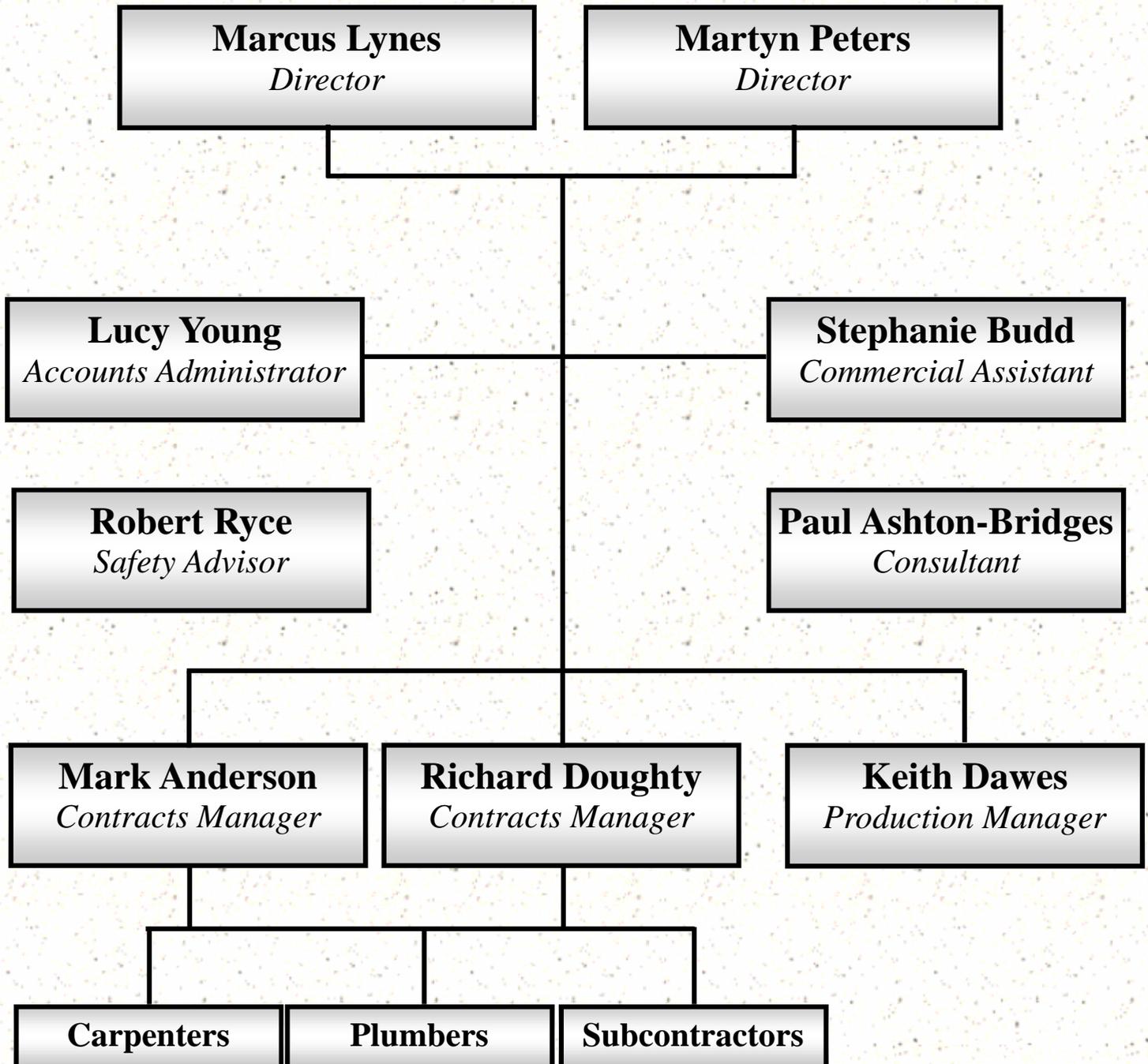
Signed:



Date: 1st June 2010

Position: Director

COMPANY STRUCTURE



CLIENT LIST

We have recently completed and/or are working on current projects for the following companies: -

- BAM
- Skanska
- Laing O'Rourke
- Crown House Technologies
- Wates Construction
- Cowlin
- Balfour Beatty
- Morgan Ashurst
- Rok
- Midas
- ISG Pearce
- Warings
- Miller Construction
- Mansell

Note: This is just a selection from our complete client list, which is available upon request.

RECENTLY COMPLETED & CURRENT PROJECTS

Please see below a small selection of recently completed and current projects, a full list is available upon request: -

| Project | Client | Value |
|---|---------------------|--------------|
| Royal London & St. Barts Hospitals, London | Skanska | £2,150,000 |
| Caerphilly General Hospital, Cardiff | Bam Construction | £1,650,000 |
| Prince Charles Hospital, Merthyr Tydfil | FP Hurley | £617,000 |
| Penner Road Office Development, Portsmouth | Warings | £337,000 |
| Women's Services, Univerisity Hospital of Wales | Cowlin Construction | £320,000 |
| Bristol Airport Refurbishment | MB Construction | £250,000 |
| Winnersh Triangle Office Development | Wates Construction | £237,000 |
| Barnfield West/South Academies, Luton | Wates Construction | £210,000 |
| St. Mary Redcliffe School, Bristol | Skanska | £192,000 |
| Salisbury District Hospital | ISG Pearce | £178,000 |
| Bristol Museum | Bam Construction | £150,000 |
| Circle Hospital, Bath | Taylor Woodrow | £114,000 |
| Digbeth Coach Station, Birmingham | C Spencer | £112,000 |
| Oasis Academy, Bristol | Skanska | £102,000 |
| Raddison Hotel, Bristol | Miller Construction | £60,000 |
| University of Bath 4 West | Cowlin Construction | £55,000 |
| Cardiff Library | Laing O'Rourke | £55,000 |
| Penryn College, Penryn | Carillion | £46,000 |
| Burnham-On-Sea Hospital | Henry Pollard | £45,000 |
| St. Charles Hospital, London | Interserve | £30,000 |
| Ystrad Mynach College, Cardiff | Midas | £29,000 |
| Milldown Primary School, Blandford Forum | Morgan Ashurst | £25,000 |
| Waitrose Stores, National | Wates Retail | £22,000 (Av) |



**CERTIFICATE OF INCORPORATION
OF A PRIVATE LIMITED COMPANY**

Company No. 3088673

The Registrar of Companies for England and Wales hereby certifies that
SHIRE INTEGRATED SYSTEMS LIMITED

is this day incorporated under the Companies Act 1985 as a private
company and that the company is limited.

Given at Companies House, Cardiff, the 8th August 1995


A. F. FLETCHER

For the Registrar of Companies



COMPANIES HOUSE

HC007A



HM Customs
and Excise

CERTIFICATE OF REGISTRATION FOR VALUE ADDED TAX

SHIRE INTEGRATED SYSTEMS LIMITED
88-90 HIGH STREET
STAPLE HILL
BRISTOL
BS16 5HL

039/000000332

REGISTRATION NUMBER 664 3328 31

EFFECTIVE DATE 11 SEPTEMBER 1995

AMENDED
CERTIFICATE ISSUED ON 16 SEPTEMBER 2008

RETURNS TO BE MADE IN RESPECT OF
PERIOD ENDING 31 OCTOBER 2008
AND THREE MONTHLY THEREAFTER

BANK CODE NO. 08-90-02
BANK A/C NO. 70804715

LEGAL ENTITY INCORPORATED COMPANY

TRADE CLASSIFICATION 43220 -
PLUMBING, HEAT & AIR-CON INSTALLATION

Please check the above details are correct. It is particularly important that your bank details are accurate as they will be used to make any repayment of tax that may be due to you.

You should inform the National Registration Service of any error or change in these details. Please refer to the supplement of notice 700/1 *Should I be registered for VAT?* or refer to the Customs and Excise website at www.hmce.gov.uk to find out which of the registration sites you should contact.

If you need further advice and help please ring the Customs and Excise National Advice Service on 0845 010 9000 between 8.00am and 8.00pm, Monday to Friday. If you have hearing difficulties, please ring the Textphone service on 0845 000 0200.

If you would like to speak to someone in Welsh, please ring 0845 010 0300, between 8.00am and 6.00pm, Monday to Friday.



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SHIRE INTEGRATED SYSTEMS LTD
91 HIGH ST
STAPLE HILL
BRISTOL
BS16 5HE

CIS Helpline
0845 366 7899

Date
01 April 2007

CIS is changing with effect from 6 April 2007 and Registration Cards, Tax Certificates and Vouchers will no longer be used.

You will not need to re-register as we will automatically transfer the company's current CIS record across to the new system.

Each **new** contractor for whom you work after 5 April 2007 must contact us to confirm the company's details and to find out whether you are to be paid gross or under deduction before making any payments to you.

We have detailed below the essential information that the contractor will need from you to be able to do this.

Please keep this information safe.

If you do not give these details accurately to any new contractor you work for, this could mean contractors deduct 30% from your payments instead of either deducting the standard rate of 20% or making no deductions at all.

For further information please go to www.hmrc.gov.uk/new-cis

- **Company Unique Tax Reference (UTR):** 22049 35814
- **Company Name:** SHIRE INTEGRATED SYSTEMS LTD
- **Company Trading Name:** SHIRE INTEGRATED SYS LTD
- **Company Registration Number:** 03088673

insurance
brokers

Lampier 

part of Jelf Group plc

TO WHOM IT MAY CONCERN

Date: 14th October 2009

Re: Shire Integrated Systems Ltd

We have pleasure in confirming details of the above clients insurances. Details as follows:

Employers Liability

Insurer: Aviva Insurance
Policy No: 24620738 CTC
Renewal Date: 19th October 2010
Limit of Indemnity: £10,000,000 any one incident
Excess: nil
Indemnity to Principals Clause: Included

Public/Products Liability

Insurer: Aviva Insurance
Policy No: 24620738 CTC
Renewal Date: 19th October 2010
Limit of Indemnity: £ 5,000,000
Excess: £ 500 third party property damage

Contract Works

Insurer: Aviva Insurance
Policy No: 24620738 CTC
Renewal Date: 19th October 2010
Contract Value: £ 500,000
Excess: £ 500 Theft & Malicious Damage
£ 250 All Other Claims

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Luke Langson
John Lampier & Son Ltd



All policies are subject to the terms, conditions and exceptions of the policies themselves. The information provided is based on the insurance arrangements at the time of writing. Alterations may be made during the period of cover. Any expiry date shown represents the normal expiry date of the Policy. In some circumstances, such as in the event of non-payment of premiums due, cancellation could occur before the normal expiry date. We should be pleased to confirm the current position upon request. John Lampier & Son Ltd is authorised and regulated by the Financial Services Authority

managing the unexpected

Jelf Group plc: Insurance – Healthcare – Employee benefits
Commercial finance – Wealth management

Lampier Commercial and Lampier Private Clients are trading names of Martin & Gohin (Insurance Services) Ltd, appointed representatives of John Lampier and Son Ltd. Tradenames, Lampier Pleasure and Lampier Insurance Brokers are trading names of John Lampier and Son Ltd. John Lampier and Son Ltd is part of Jelf Group plc and is authorised and regulated by the Financial Services Authority, its registered address is Fromeford House, Church Road, Yale, Bristol, BS37 5JB (Registered in England and Wales, Reg No. 2302533)

lic:
investor in
customers
"Outstanding"

shire
Integrated Systems Ltd



Certificate of Employers' Liability Insurance (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998, one or more copies of this certificate must be displayed at each place of business at which the Policyholder employs persons covered by the Policy)

Policy Number **24620738 CTC**
Name of Policyholder **Shire Integrated Systems Ltd**

Date of Commencement of Insurance **19 October 2009**
Date of Expiry of Insurance **18 October 2010**

We hereby certify that subject to paragraph 2

1. the Policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in territorial waters around Great Britain and its Continental Shelf (b)
2. the minimum amount of cover provided by this Policy is no less than £5 million (c)

Signed on behalf of
Aviva Insurance Limited
Authorised Insurers

Authorised Signatory
Igal Mayer
Chief Executive, UK Insurance

Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply.
Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.