

# ANNUAL REPORT 2013



Financial year ending 31 December 2013

Stilo specialises in helping organisations to automate the conversion of their content into different XML standards.

Our solutions are used by commercial publishers, technology companies and government organisations that need to convert existing document formats into new digital standards for publishing content to the web, CD-ROM and an ever increasing range of mobile devices.



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# CHAIRMAN'S STATEMENT

The Company has made good progress in 2013.

Sales increased, and included several prestigious new name customers for Migrate, our world-leading cloud XML content conversion service, in addition to significant OmniMark orders from existing customers including the Japan Patent Office and The Boeing Company.

Operating costs were broadly unchanged, profits increased, and with a continued improvement in our cash position, we were able to announce a maiden dividend to shareholders.

With an expert development team, a global customer base, leading technology and a strong cash position, we look forward to making further progress in 2014.

**David Ashman**  
Chairman

12 March 2014

## FINANCIAL HIGHLIGHTS 2013

- **EBITDA\* increased to £238,000**  
(2012: £112,000)
- **Sales revenues increased by 7% to £1,504,000**  
(2012: £1,409,000)
- **Annual software maintenance revenues of £728,000**  
(2012: £735,000)
- **Continued investment in product development of £406,000**  
(2012: £368,000)
- **Cash position continues to strengthen to £1,085,000 as at 31 December 2013**  
(2012: £976,000)
- **Payment of maiden dividend in October 2013 in the form of an Interim dividend of 0.02 pence per Ordinary share and an additional Special dividend of 0.10 pence per Ordinary share**
- **Final dividend proposed of 0.03 pence per Ordinary Share**

\*EBITDA comprises profit before taxation, interest, depreciation and the amortisation of software development costs, and excludes non-recurring exceptional costs

## BUSINESS HIGHLIGHTS 2013

- New customers for Migrate, the world's first cloud XML content conversion service, include **ACI Worldwide, TIBCO Software, Varian Medical Systems, Altera Corporation, Teradata Corporation and VCE**
- Introduction of the **Migrate Partner Programme** to generate additional new business opportunities
- Release of **Migrate version 3**, providing improved functionality and ease-of-use for non-technical users
- Release of **OmniMark version 10.1** providing continued product enhancements
- Major OmniMark orders received from **Japan Patent Office and The Boeing Company**

# STRATEGIC REPORT

## BUSINESS REVIEW

Large organisations need to process ever increasing amounts of digital content and publish information to multiple media channels including print, web, CD-ROM, smartphones, ebook readers and mobile devices.

They often need to author and publish content in multiple languages, and re-use that content in many different ways, across different publications and document types. Innovative web applications dynamically assemble and deliver content to users that is tailored to their individual purchasing requirements, reading preferences or personal interests.

The content management systems that support such digital publishing applications typically necessitate that content is stored and processed in a 'neutral' XML (Extensible Markup Language) format prior to publication.

Stilo specialises in helping organisations automate the conversion of their existing content into different XML formats. Our solutions are used by commercial publishers, technology companies and government agencies and include organisations involved in the production and maintenance of technical documentation.

The business opportunity for XML content conversion technology and services is global and growing, and it is Stilo's objective to dominate this market sector.

## PROJECTS AND CUSTOMERS

Stilo's core technology is **OmniMark**, a leading content processing platform used by customers over many years to develop high-performance, content processing solutions that support large scale publishing applications. Users include Boeing, Pratt and Whitney, EADS, Thomson Publishing, and Wolters Kluwer. Sales for the period were boosted by orders from The Boeing Company, which uses OmniMark for processing technical information, and the Japan Patent Office, which uses OmniMark to process thousands of patent applications on a daily basis.

Over recent years, the Company has made a significant investment in the development of **Migrate**, the world's first cloud XML content conversion service, based upon OmniMark technology. Through advanced levels of automation, it enables our customers to improve turnaround times, reduce operating costs and take direct control of their conversion processes, providing them with an attractive alternative to traditional in-house or outsourced conversion services. Migrate customers include IBM, Cisco Systems, Oracle and Micron Technology. New customers in 2013 include ACI Worldwide, TIBCO Software, Varian Medical Systems, Altera Corporation, Teradata Corporation and VCE.

We continue to make good progress in the growing DITA XML publishing market, and have recently introduced a marketing partner programme targeting XML technology companies, solutions providers and publishing consultants. This will help us further establish our position in the XML DITA market, and potentially give rise to additional XML market sector opportunities.

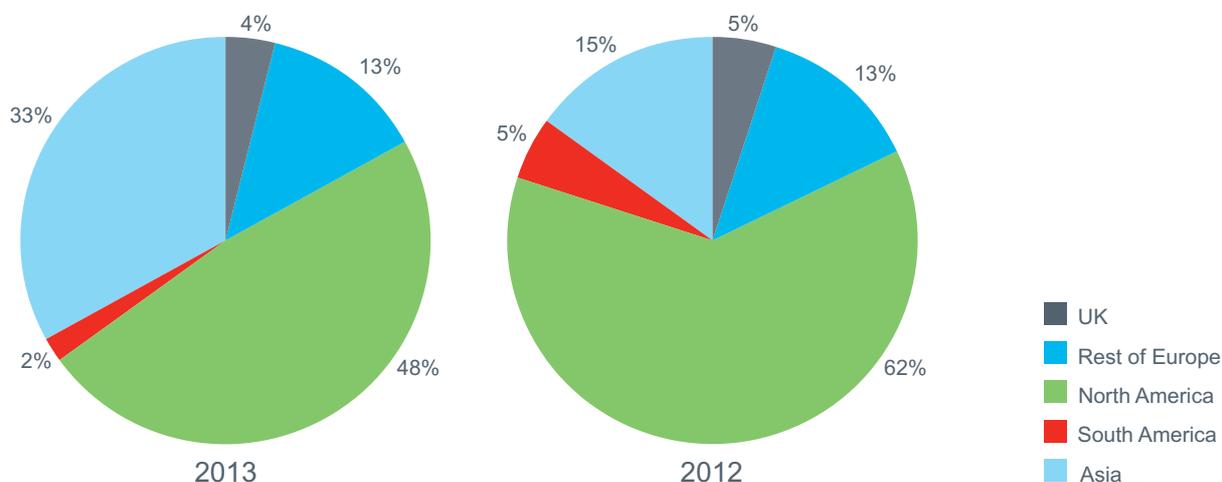
# STRATEGIC REPORT *continued*

## Migrate customer highlights include

- Migrate recommended by central IBM Corporate User Technologies group to over 400 globally dispersed documentation teams
- EMC Corp implemented Migrate conversion portals across five business divisions in USA
- Migrate used extensively by Cisco Systems documentation teams in India and Israel
- ACI Worldwide, a leading payment systems company, has deployed Migrate with documentation teams located in the USA and South Africa

## SALES ANALYSIS BY GEOGRAPHIC REGION

Our customers typically comprise large organisations, and are spread globally. Geographic sales revenues were derived as follows:



Revenues from Asia grew significantly as a result of OmniMark orders received from the Japan Patent Office. North American revenues continue to represent a significant proportion of sales revenues as adoption of the DITA XML standard has been primarily led by corporations with their headquarters based in the USA. It is anticipated that adoption of the DITA XML standard will spread internationally over the coming years.

# STRATEGIC REPORT *continued*

## DEVELOPMENT AND TECHNICAL EXPERTISE

Continued investments in Migrate have served to reinforce its market leading position. New DocBook to DITA conversion functionality was released in February 2013, to help users convert from older XML content management systems to content management systems supporting the new XML DITA standard. A major upgrade, Migrate version 3, was released in August 2013, providing improved functionality and ease-of-use for non-technical users.

OmniMark version 10.1 was released in February 2013, reflecting ongoing product development efforts.

Our technical team includes leading experts in the development of content conversion tools, and by association, the solving of complex SGML/XML content processing problems.

## OPERATIONS

Stilo operates from offices located in Swindon, UK and Ottawa, Canada. The development team is based in our Ottawa office.

As of 31 December 2013, there were 16 permanent employees in the Company, complemented by the use of contractors. In 2014 we will be making additional investments in the recruitment of development and sales personnel, but it is not anticipated that we will be growing headcount significantly, as we look to contain our costs and scale the business through technology sales and partnering agreements.



**The release of Migrate Version 3 delivered improved functionality and ease of use for non-technical users.**

## FINANCIAL RESULTS

The results for the year ended 31 December 2013 have been prepared in accordance with International Financial Reporting Standards as adopted by the European Union.

In 2013, the results for Stilo show an increased EBITDA (excluding exceptional costs) of £238,000 (2012: £112,000). The non-recurring exceptional costs were £34,000, incurred in relation to legal and other costs of the capital reduction exercise which has enabled the Company to commence the payment of dividends.

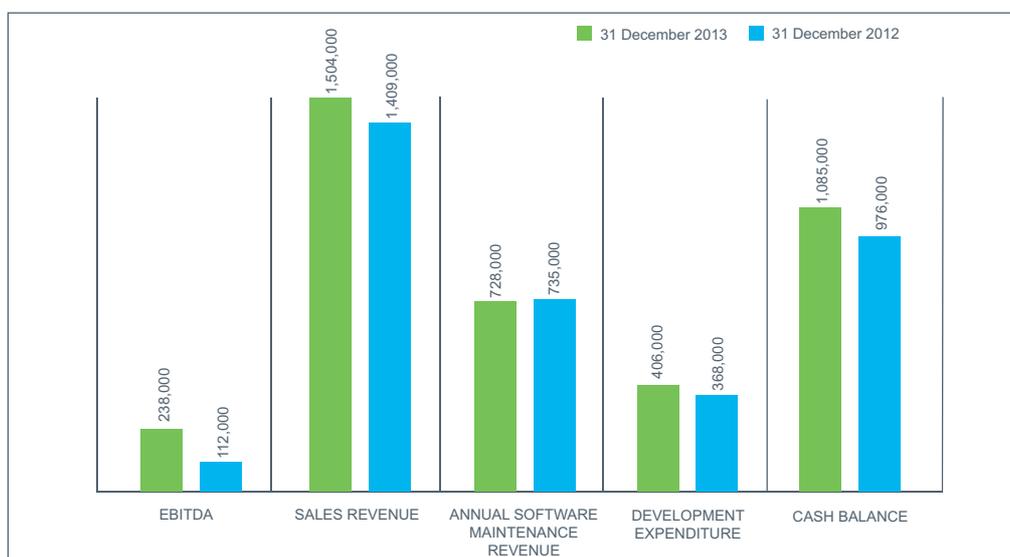
Total sales revenues for the period increased by 7% to £1,504,000 (2012: £1,409,000), a result largely of increased OmniMark software sales.

The Company continued to benefit from revenue from software maintenance contracts of £728,000 (2012: £735,000) which represents 48% of annual sales revenue. The increase in the sales of OmniMark software and the continued change in the mix of types of revenue towards technology sales meant that the company was able to achieve a further improvement in profits.

Operating expenses were broadly unchanged over the year at £1,253,000 (2012: £1,270,000).

Investment in research and development continued in 2013, with research and development expenditure for the year increasing to £406,000 (2012: £368,000). As a result of this investment, Stilo continues to benefit from research and development tax credits.

Stilo had a cash balance of £1,085,000 as at 31 December 2013 (31 December 2012: £976,000), and remains entirely un-g geared. This further strengthening of the balance sheet provides a stable financial base for the Company and will support continued investment in product development, sales and marketing. However, overall costs will continue to be carefully managed in order to maintain cash reserves at a satisfactory level.



## DIVIDENDS

In October 2013 the Company paid a maiden dividend to shareholders of 0.12 pence per Ordinary Share. This comprised of a Special Dividend of 0.10 pence per Ordinary Share, and an Interim Dividend of 0.02 pence per Ordinary Share. The payment of this dividend followed a capital reduction approved at a General Meeting of shareholders held on 31 July 2013, and by a hearing of the High Court Chancery Division on 4 September 2013. Exceptional costs of £34,000 representing legal and professional fees were incurred as part of the capital reduction process.

The Board recommends payment of a Final Dividend for the year of 0.03 pence per Ordinary Share which, if approved, will be paid on 19 May 2014 to shareholders on the register on 22 April 2014. The shares will be marked ex-dividend on 16 April 2014. If approved, payment of the Final Dividend will bring the total dividends paid to shareholders for the year to 0.15 pence per Ordinary Share.

The Board's policy is to maintain payment of a steady and progressive dividend, well covered and paid subject to maintaining sufficient funds within the business with regard to prudent forecasts of future capital requirements, without the need for debt funding.



## OUTLOOK

The global market for dynamically publishing digital content to desktop computers, laptops, tablets and mobile devices is expanding rapidly. Trading in the two months of the current year has been in line with management forecasts.

We look forward to continuing to build upon our leading position in the DITA XML content conversion market, and to press ahead with the development of new XML content processing solutions.

# STRATEGIC REPORT *continued*

## **BUSINESS RISK AND KEY PERFORMANCE INDICATORS**

A detailed review of activities and developments in the Group is contained in the Chairman's Statement on page 2 and the Strategic Report on pages 4 to 9.

In addition to the monthly management accounts and information that are produced and monitored against the Group's plan and the previous year's performance, the Board uses Key Performance Indicators (KPI's) in the management of the key risks of the business and as a measure of the business efficiencies of the Group.

The KPI's cover the following:

Sales performance, including monitoring current and forecast sales against plans and review of sales pipeline. Sales performance is reviewed by product. A detailed geographical split of turnover is contained in Note 2 on page 30. Commentary on the financial performance of the Company is given in the Chairman's Statement and Strategic Report.

Receivables, including ageing, debtor day trends and cash collection. Further information about receivables is given in Note 13 on page 37. Debtor days at 31 December 2013 were 50 days (2012: 46 days). Whilst outside of standard credit terms, the directors consider this to be reasonable. Overdue amounts are closely monitored.

Human resources KPI's, employee numbers, including added value, professional staff utilisation rates and health and safety monitors together with annual appraisals. Staff information is included in Note 3 on page 31. Employees remain committed to the Group.

Costs and overheads, including monitoring variable costs such as sub-contractors, reviewing costs against plan, and forecasting short-term expected variations in overheads. Costs are regularly reviewed in order to maximise efficiency.

Development targets and deadlines are closely monitored and product development is progressing broadly on schedule.

## **FINANCIAL RISK MANAGEMENT AND EXPOSURE**

Financial risk management and exposure are considered further in Note 23 on pages 42 and 43.

The Board considers the principal risks of the business are as follows:

**Market Conditions** – close working relations are maintained with both the Group's suppliers and customers in order to monitor market and technology changes. The directors continually monitor other markets and products that are complementary to the Group's business model and dynamics and that can be added to the Group's sales portfolio. Economic and interest rate changes are also monitored in relation to the impact they will have on the market conditions for the Group.

**Product risk** – in order to mitigate against the risk of technological obsolescence, the Group continues to innovate with releases of new products and the frequent updating of existing products. We endeavour to work closely with customers in our product development efforts, to help ensure their relevance and acceptability in our target markets.

**Receivables and credit risk** – the principal credit risk arises from trade receivables. Credit limits and credit terms are set for customers based upon payment history and references. Credit limits are reviewed regularly in conjunction with debt ageing and collection history. The directors regard the scale and spread of customers as being a safeguard against the potential adverse effect of default.

**Currency exposure** – the Group deals in several currencies and maintains bank accounts in each of those currencies. The Group monitors foreign currency rates and currency exposure regularly. Foreign currency hedging instruments are also considered as a means of reducing the effect of exchange rate fluctuations.

Signed on behalf of the Board

**Richard Alosept**, Company Secretary  
12 March 2014

# DIRECTORS' REPORT

The Directors present their report together with the audited accounts of the Group and the Company for the year ended 31 December 2013.

## RESULTS AND DIVIDENDS

The Group profit for the year after taxation was £207,000 (2012: profit of £118,000). During the year a maiden dividend of £132,000 (0.12 pence per Ordinary Share) was declared and paid (2012: £nil). A final dividend for the year of £33,000 (0.03 pence per Ordinary Share) has been proposed by the Directors for approval at the AGM. The payment of a dividend followed the reconstruction of the Company's reserves which eliminated the share premium account, and cancelled all of the Deferred Shares held by the Company. The reserves reconstruction was approved by shareholders at an Extraordinary General Meeting held on 31 July 2013. The directors consider that the going concern basis is still appropriate, supported by the increase in cash balances and the financial statements are prepared on the going concern basis. Further information is given in Note 1 on pages 24 to 30.

## FUTURE DEVELOPMENTS

The business outlook is considered in the Chairman's Statement on page 2 and the Strategic Report on pages 4 to 9.

## DIRECTORS AND THEIR INTERESTS

The Directors who served during the year and their beneficial interests in the share capital of the Company are shown in the Remuneration Report on page 12.

## SUBSTANTIAL SHAREHOLDINGS

At 6 March 2014 the Company had been notified of the following shareholding, other than Directors, who are interested directly or indirectly in three per cent or more of the issued share capital of the Company.

	Number of ordinary shares held	Percentage of issued ordinary share capital
Giltspur Nominees Limited	7,638,000	6.96%
Brewin Nominees Limited	26,192,925	23.85%
HSDL Nominees Limited	6,100,000	5.55%
Mossland Limited	4,100,000	3.73%
S J Buswell	4,084,416	3.72%
S C Healey	3,384,416	3.08%

## DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Strategic Report, Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare Group and Company Financial Statements for each financial year. The directors are required by the AIM rules of the London Stock Exchange to prepare group financial statements in accordance with International Financial Reporting Standards ('IFRS') as adopted by the European Union ('EU') and have elected under company law to prepare the Company financial statements in accordance with IFRS as adopted by the EU.

The Group financial statements are required by law and IFRS adopted by the EU to present fairly the financial position of the Group and the Company and the financial performance of the Group; the Companies Act 2006 provides in relation to such financial statements that references in the relevant part of that Act to financial statements giving a true and fair view are references to their achieving a fair presentation.

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 Group and the Company and of the profit or loss of the Group for that period.

# DIRECTORS' REPORT *continued*

In preparing each of the Group and Company financial statements, the directors are required to:

- a. select suitable accounting policies and then apply them consistently;
- b. make judgements and accounting estimates that are reasonable and prudent;
- c. state whether they have been prepared in accordance with IFRSs adopted by the EU;
- d. prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Group and the Company will continue in business.

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

The directors are responsible for the maintenance and integrity of the corporate and financial information included on the Stilo International plc website.

Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

## **POLITICAL CONTRIBUTIONS**

During the year the Group made no political donations (2012: £nil).

## **RESEARCH AND DEVELOPMENT**

Research and development expenditure for the year, excluding costs capitalised, was £406,000 (2012: £368,000). Further information relating to research and development is contained in the Chairman's Statement on page 2 and the Strategic Report on pages 4 to 9.

## **EMPLOYEES**

The Group is an equal opportunity employer and makes every effort to ensure disabled people are not discriminated against on the grounds of their disabilities. In the event of staff becoming disabled, every effort is made to ensure that employment continues and that appropriate training is arranged. Employees are kept informed regarding the Group's affairs and are consulted on a regular basis through meetings, wherever feasible and appropriate.

## **ENVIRONMENT**

The activities of the Group do not pose environmental hazards. The Group monitors energy consumption and the Company co-operates with relevant authorities to ensure that all statutory environmental requirements are complied with.

## **STATEMENT AS TO DISCLOSURE OF INFORMATION TO THE AUDITOR**

The directors who were in office on the date of approval of these financial statements have confirmed, as far as they are aware, that there is no relevant audit information of which the auditor is unaware. Each of the directors have confirmed that they have taken all of the steps that they ought to have taken as directors in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

## **AUDITOR**

Baker Tilly UK Audit LLP has indicated its willingness to continue in office.

Approved by the Directors and signed by order of the Board

**Richard Alsept**, Company Secretary  
12 March 2014

# REMUNERATION REPORT

## MEMBERSHIP

Remuneration policy is set by the Chairman David Ashman with assistance from the Company Secretary.

## POLICY STATEMENT

The Chairman sets the remuneration and all other terms of employment of the executive Directors. Remuneration levels are set by reference to individual performance, experience and market conditions with a view to providing a package which is appropriate for the responsibilities involved. It is the Chairman's intention to seek to align the interests of the executive Directors with those of the shareholders.

## SERVICE CONTRACTS

There are no contracts of service under which any executive Director of the Company is employed by the Company or any of its subsidiaries other than contracts expiring or determinable by the employing company within one year and without payment of predetermined compensation which exceeds more than one year's salary, benefits in kind and pension.

## DIRECTORS' INTERESTS

The interests of the Directors at 31 December 2013 in the shares of the Company were as follows:

	31 December 2013 Number of Ordinary Shares	1 January 2013 Number of Ordinary Shares
<b>Executive</b>		
L Burnham	5,000,000	5,000,000
<b>Non-executive</b>		
D Ashman	11,400,000	11,400,000

## SHARE OPTION SCHEME

At 31 December 2013 the following share options were held by Directors:

	1 January 2013	Number Granted in the year	Number Cancelled in the year	31 December 2013	Exercise price	Date from which exercisable	Expiry Date
L Burnham	2,600,000	—	—	2,600,000	1.5p	24 December 2008	No expiry
R Alsept	700,000	—	—	700,000	2.25p	20 April 2013	20 April 2021

The market price of the Company's shares at the end of the financial year was 3.75p and the range of the market prices during the year ended 31 December 2013 was between 3.6p and 4.8p.

## NON-EXECUTIVE DIRECTORS

The remuneration of the non-executive Director is considered by the executive Directors. The non-executive Director does not have a contract of service, but the current term of appointment is for an initial period of twelve months and continues thereafter on three months' notice.

**David Ashman**  
Chairman

12 March 2014

# DIRECTORS AND OFFICERS

A brief biography of the Group's Directors and Officers is set out below:

## DIRECTORS

### **David Ashman** – *Non-Executive Director and Chairman*

David held various accounting positions at Unilever, Reed International, Letraset, Borg Textiles and Marley before joining Bowater Paper Group where he became Finance Director. It was there that he was a key member of the management team which carried out an MBO from Bowaters, subsequently floating the company on the London Stock Exchange and accepting a bid two years later valuing the Company at £300 million.

### **Leslie Burnham** – *Director and Chief Executive Officer*

Following an initial spell in corporate planning at Mobil Oil, Les has spent his entire career in the IT industry, holding a variety of sales and executive management positions at ICL, Prime Computer and Research Machines. At Research Machines he was responsible for achieving rapid sales growth from £11 million to £40+ million over a four year period.

Experienced in venture capital backed technology ventures, he has successfully developed businesses on an international basis, particularly in North America and Europe, and founded his own company re-publishing and marketing software applications. Having joined Stilo in 1999 as Sales and Marketing Director, the company's fourth employee, he went on to become CEO and manage Stilo's IPO the following year, subsequently leading the company's acquisition and growth strategy.

Les holds a Joint Honours Degree in Mathematics/Operational Research obtained from Leeds University and attended Cranfield School of Management, one of the world's leading international business schools.

### **Richard Alsept** – *Director, Company Secretary and Chief Financial Officer*

Richard is a qualified Chartered Accountant. After graduating from Durham University with an Honours degree in Economics, he trained and qualified as an accountant with Touche Ross & Co. He then spent a number of years in general practice, dealing with all aspects of owner-managed businesses, before becoming a financial director in various industries and forming his own accountancy practice specialising in accounting, taxation and financial direction. Through his practice, he became involved with Stilo as Chief Financial Officer and subsequently also became Company Secretary in 2003. Having sold his practice in 2008, Richard took time to pursue other personal interests, prior to rejoining Stilo in 2010.

# ADVISERS AND OTHER COMPANY INFORMATION

## REGISTERED OFFICE

Regus House  
Windmill Hill Business Park  
Whitehill Way, Swindon  
SN5 6QR

## REGISTERED NUMBER

03893693

## PRINCIPAL BANKERS

National Westminster Bank plc  
207 Richmond Road  
Cardiff  
CF2 3XT

## INDEPENDENT AUDITOR

Baker Tilly UK Audit LLP  
Davidson House  
Forbury Square  
Reading  
Berkshire  
RG1 3EU

## SOLICITORS

Burges Salmon  
1 Glass Wharf  
Bristol  
BS2 0ZX

## NOMINATED ADVISER

Charles Stanley Securities  
131 Finsbury Pavement  
London  
EC1A 3NT

## BROKER

Charles Stanley Securities  
131 Finsbury Pavement  
London  
EC1A 3NT

## REGISTRAR

Capita IRG plc  
Bourne House  
34 Beckenham Road  
Beckenham  
Kent  
BR3 4TU

# CORPORATE GOVERNANCE

## COMPLIANCE

As the Company is listed on AIM, it is not required to comply with the provisions set out in the 2010 FRC UK Corporate Governance Code. However, the following information is provided which describes how the Company applies principles of corporate governance that the Directors consider appropriate for a company of this size.

## DIRECTORS

The Company supports the concept of an effective board leading and controlling the Company. The Board is responsible for approving company policy and strategy. It meets bi-monthly and has a schedule of matters specifically reserved to it for decision. Management supply the Board with appropriate and timely information and the Directors are free to seek any further information they consider necessary. All Directors have access to advice from the Company Secretary and independent professionals at the company's expense.

The Board consists of two executive Directors, who hold key operational positions in the Company, and one non-executive Director who brings a breadth of experience and knowledge. The current Board members are described on page 13.

Good corporate governance would expect that the majority of non-executive Directors should be independent of management and free from any business or other relationship, which could materially interfere with the exercise of their independent judgement. The Board consider that one non-executive Director is sufficient, given the size of the Company.

All Directors are subject to re-election every three years and, on appointment, at the first Annual General Meeting (AGM) after appointment.

## RELATIONS WITH SHAREHOLDERS

The Directors meet regularly with the Company's institutional and other major shareholders in order to communicate mutual understanding of objectives. The Company intends at its AGMs to communicate with private investors and encourage their participation.

Each year shareholders receive a full annual report and an interim report.

## AUDIT COMMITTEE

The Audit Committee comprises the non-executive Director. The non-executive Director meets with the auditors on a formal basis once a year and whenever it is considered appropriate. The non-executive Director is responsible for ensuring that the financial performance of the Group is properly measured and reported and for reviewing reports from the auditor relating to the Group accounts and the Group's internal control systems. The non-executive Director monitors the level of non-audit work undertaken by the auditor prior to the annual audit.

## INTERNAL CONTROLS

The Board is responsible for ensuring that the Group maintains a system of internal financial controls including suitable monitoring procedures. The objective of the system is to safeguard Group assets, ensure proper accounting records are maintained and that the financial information used within the business and for publication is reliable.

Internal financial control monitoring procedures undertaken by the Board include the review of monthly financial reports and monitoring of performance, setting of annual budgets and monthly forecasts and the prior approval of all significant expenditure.

## GOING CONCERN

After making appropriate enquiries, the Directors have a reasonable expectation that the Group and the Company have adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the Group accounts. Further information is given in Note 1 on pages 24 to 30.

# INDEPENDENT AUDITOR'S REPORT

## TO THE MEMBERS OF STILO INTERNATIONAL PLC

We have audited the group and parent company financial statements ("the financial statements") on pages 17 to 45. The financial reporting framework that has been applied in their preparation is applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union and, as regards the parent company financial statements, as applied in accordance with the provisions of the Companies Act 2006.

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.

## RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITOR

As more fully explained in the Directors' Responsibilities Statement set out on pages 10 and 11, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

## SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at [http://www.frc.org.uk/Our-Work/Codes-Standards/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Scope-of-audit/UK-Private-Sector-Entity-\(issued-1-December-2010\).aspx](http://www.frc.org.uk/Our-Work/Codes-Standards/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Scope-of-audit/UK-Private-Sector-Entity-(issued-1-December-2010).aspx)

## OPINION ON THE FINANCIAL STATEMENTS

In our opinion:

- the financial statements give a true and fair view of the state of the group's and the parent's affairs as at 31 December 2013 and of the group's profit for the year then ended;
- the group financial statements have been properly prepared in accordance with IFRSs as adopted by the European Union;
- the parent financial statements have been properly prepared in accordance with IFRSs as adopted by the European Union and as applied in accordance with the Companies Act 2006; and
- the financial statements have been prepared in accordance with the requirements of the Companies Act 2006.

## OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion the information given in the Strategic Report and the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

## MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the parent company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent company 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.

**JEREMY FILLEY** (*Senior Statutory Auditor*)

*For and on behalf of* **BAKER TILLY UK AUDIT LLP**, *Statutory Auditor*

Chartered Accountants

Davidson House, Forbury Square, Reading, Berkshire RG1 3EU

12 March 2014

# GROUP INCOME STATEMENT

for the year ended 31 December 2013

	<i>Note</i>	<b>2013</b> <b>£'000</b>	2012 £'000
<b>Revenue – continuing operations</b>	2	<b>1,504</b>	1,409
Cost of sales		<b>(22)</b>	(35)
<b>Gross profit</b>		<b>1,482</b>	1,374
Operating expenses		<b>(1,253)</b>	(1,270)
Exceptional costs		<b>(34)</b>	–
Amortisation of intangible assets		<b>(48)</b>	(48)
Other losses	5	<b>(2)</b>	2
<b>Operating profit</b>	4	<b>145</b>	54
Finance Income	6	<b>8</b>	6
<b>Profit before tax</b>		<b>153</b>	60
Income tax	7	<b>54</b>	58
<b>Profit for the year</b> <b>attributable to the equity shareholders of the parent company</b>		<b>207</b>	118
Earnings per share – basic	8	<b>0.19p</b>	0.11p
Earnings per share – diluted	8	<b>0.18p</b>	0.10p
Dividends paid per share	29	<b>0.12p</b>	–

# GROUP STATEMENT OF COMPREHENSIVE INCOME

for the year ended 31 December 2013

	2013 £'000	2012 £'000
<b>Profit for the year</b>	<b>207</b>	<b>118</b>
<b>Other comprehensive income</b>		
<b>Items that may subsequently be reclassified to profit and loss</b>		
Foreign currency translation differences	(41)	(30)
<b>Other comprehensive income for the year, net of tax</b>	<b>(41)</b>	<b>(30)</b>
<b>Total comprehensive income for the year</b>	<b>166</b>	<b>88</b>

All comprehensive income is attributable to equity shareholders of the parent.

# GROUP AND PARENT COMPANY STATEMENT OF FINANCIAL POSITION

as at 31 December 2013

		Group		Company	
	Note	2013 £'000	2012 £'000	2013 £'000	2012 £'000
<b>Non-current assets</b>					
Goodwill	9	1,676	1,688	–	–
Other intangible assets	10	12	60	–	–
Investments	27	–	–	1,238	1,361
Plant and equipment	11	19	16	–	–
Deferred tax asset	12	50	50	–	–
		<b>1,757</b>	1,814	<b>1,238</b>	1,361
<b>Current assets</b>					
Trade and other receivables	13	272	212	–	–
Income tax asset		55	55	–	–
Other financial asset	14	–	–	–	–
Cash and cash equivalents	15	1,085	976	–	–
		<b>1,412</b>	1,243	–	–
<b>Total assets</b>		<b>3,169</b>	3,057	<b>1,238</b>	1,361
<b>Current liabilities</b>					
Trade and other payables	16	391	327	–	–
<b>Non-current liabilities</b>					
Other payables	17	17	4	–	–
<b>Total liabilities</b>		<b>408</b>	331	–	–
<b>Equity attributable to equity shareholders of the parent Company</b>					
Called up share capital	18	1,098	5,619	1,098	5,619
Share premium account		–	5,524	–	5,524
Merger reserve		658	658	–	–
Retained earnings		1,005	(9,075)	140	(9,782)
<b>Total equity</b>		<b>2,761</b>	2,726	<b>1,238</b>	1,361
<b>Total equity and liabilities</b>		<b>3,169</b>	3,057	<b>1,238</b>	1,361

The accounts on pages 17 to 45 were approved by the Board of Directors and authorised for issue on 12 March 2014 and signed on its behalf by:

**Les Burnham**  
Chief Executive Officer

# GROUP STATEMENT OF CHANGES IN EQUITY

for the year ended 31 December 2013

	Called up share capital £'000	Share premium account £'000	Merger reserve £'000	Retained earnings £'000	Total £'000
Balance at 1 January 2012	5,619	5,524	658	(9,164)	2,637
<b>Comprehensive income</b>					
Profit for the financial year	–	–	–	118	118
<b>Other comprehensive income</b>					
Exchange adjustments	–	–	–	(30)	(30)
<b>Total comprehensive income</b>	–	–	–	88	88
<b>Transactions with owners</b>					
Share-based transactions	–	–	–	1	1
<b>Total transactions with owners</b>	–	–	–	1	1
Balance at 1 January 2013	5,619	5,524	658	(9,075)	2,726
<b>Comprehensive income</b>					
Profit for the financial year	–	–	–	207	207
<b>Other comprehensive income</b>					
Exchange adjustments	–	–	–	(41)	(41)
<b>Total comprehensive income</b>	–	–	–	166	166
<b>Transactions with owners</b>					
Share-based transactions	–	–	–	1	1
Dividend paid	–	–	–	(132)	(132)
Shares cancelled	(4,521)	(5,524)	–	10,045	–
<b>Total transactions with owners</b>	(4,521)	(5,524)	–	9,914	(131)
<b>At 31 December 2013</b>	<b>1,098</b>	<b>–</b>	<b>658</b>	<b>1,005</b>	<b>2,761</b>

## Share premium account

Represents amounts subscribed for share capital in excess of nominal value, net of directly attributable share issue costs.

## Merger reserve

The merger reserve has arisen from the acquisition of subsidiary companies.

## Retained Earnings

Retained Earnings represent the accumulated retained profits and losses less payment of dividends, and includes the cancellation of the deferred shares and the share premium account.

# PARENT COMPANY STATEMENT OF CHANGES IN EQUITY

for the year ended 31 December 2013

	Called up share capital £'000	Share premium account £'000	Retained earnings £'000	Total £'000
At 1 January 2012	5,619	5,524	(9,782)	1,361
<b>Comprehensive income</b>				
Loss for the financial year	–	–	(1)	(1)
Other comprehensive income	–	–	–	–
<b>Total comprehensive income</b>	–	–	(1)	(1)
<b>Transactions with owners</b>				
Share-based transactions	–	–	1	1
<b>Total transaction with owners</b>	–	–	–	–
At 1 January 2013	5,619	5,524	(9,782)	1,361
<b>Comprehensive income</b>				
Profit for the financial year	–	–	8	8
Other comprehensive income	–	–	–	–
<b>Total comprehensive income</b>	–	–	8	8
<b>Transactions with owners</b>				
Share-based transactions	–	–	1	1
Dividend paid	–	–	(132)	(132)
Shares cancelled	(4,521)	(5,524)	10,045	–
<b>Total transactions with owners</b>	(4,521)	(5,524)	9,914	(131)
<b>At 31 December 2013</b>	<b>1,098</b>	<b>–</b>	<b>140</b>	<b>1,238</b>

## Share premium account

Represents amounts subscribed for share capital in excess of nominal value, net of directly attributable share issue costs.

## Retained Earnings

Retained Earnings represent the accumulated retained profits and losses less payment of dividends, and includes the cancellation of the deferred shares and the share premium account.

# GROUP STATEMENT OF CASH FLOWS

for the year ended 31 December 2013

	Note	2013		2012	
		£'000	£'000	£'000	£'000
<b>Cash flows from operating activities</b>					
Profit before taxation		153		60	
Adjustment for depreciation and amortisation		59		58	
Adjustment for investment income		(8)		(6)	
Adjustment for foreign exchange differences		(31)		(28)	
Adjustment for financial derivatives		2		2	
Adjustment for share-based payments		1		1	
<b>Operating cash flows before movements in working capital</b>					
		176		87	
(Increase) in trade and other receivables		(60)		(8)	
Increase/(decrease) in trade and other payables		77		(80)	
<b>Cash generated from/(used in) operations</b>					
			193		(1)
Tax paid			(1)		–
Tax credit received			55		56
<b>Net cash generated from operating activities</b>					
			247		55
<b>Cash flows from investing activities</b>					
Finance income			8		6
Development costs capitalised			–		(14)
Purchase of equipment			(14)		(10)
<b>Net cash used in investing activities</b>					
			(6)		(18)
<b>Financing activities</b>					
Dividends paid			(132)		–
Share issue costs			–		–
<b>Net cash used in financing activities</b>					
			(132)		–
<b>Net increase in cash and cash equivalents</b>					
			109		37
<b>Cash and cash equivalents at beginning of year</b>					
			976		939
<b>Cash and cash equivalents at end of year</b>					
	15		1,085		976

Cash and cash equivalents consist of cash on hand and balances with banks.

# PARENT COMPANY STATEMENT OF CASH FLOWS

for the year ended 31 December 2013

	2013		2012	
	£'000	£'000	£'000	£'000
<b>Net cash inflow from operating activities</b>				
Profit before taxation		9		–
<b>Acquisitions and disposals</b>				
Loans from subsidiary companies	123		–	
<b>Net cash inflow from acquisitions and disposals</b>		123		–
Net cash inflow before management of liquid resources and financing		132		–
<b>Financing activities</b>				
Dividends paid		(132)		–
Share issue costs		–		–
Net cash used in financing activities		(132)		–
Increase in cash and cash equivalents		–		–
Cash and cash equivalents at beginning of year		–		–
<b>Cash and cash equivalents at end of year</b>		–		–

Cash and cash equivalents consist of cash on hand and balances with banks.

# NOTES TO THE ACCOUNTS

for the year ended 31 December 2013

## 1 ACCOUNTING POLICIES

### (a) Basis of Preparation

Stilo International Plc is a public limited company, incorporated and domiciled in England. It is quoted on AIM.

These financial statements have been prepared in accordance with International Financial Reporting Standards (IFRS) as adopted by the European Union and International Financial Reporting Committee ("IFRC") interpretations that are applicable to the consolidated financial statements for the year ending 31 December 2013, and with those parts of the Companies Act 2006 applicable to companies reporting under IFRS. The financial statements have been prepared in Sterling, which is the Group's presentation currency. Except for foreign exchange contracts held at fair value, they have been prepared using the historical cost convention.

The parent company accounts have also been prepared in accordance with IFRS, and using the historical cost convention.

The preparation of the financial statements requires management to make estimates and assumptions that affect the reported amounts of revenues, expenses, assets and liabilities, and the disclosure of contingent liabilities at the date of the financial statements. If in the future such estimates and assumptions, which are based on management's best judgement at the date of the financial statements, deviate from the actual circumstances, the original estimates and assumptions will be modified as appropriate in the year in which the circumstances change. Where necessary, the comparatives have been reclassified or extended from the previously reported results to take into account presentational changes.

The directors consider that the going concern basis is still appropriate, supported by the continued improvement in cash balances. The cost base has been significantly reduced and cash flow forecasts indicate that the company will be able to meet future financing needs from future cash flows generated. Cash flow forecasts assume a modest sales growth and improved profitability. In order to conclude whether the going concern basis is appropriate for the preparation of the financial statements, management have prepared forecasts for a period of 12 months from the date of signing of these financial statements, based on a prudent level of growth in trading for the current year and assuming that the historical payment profile of receivables and payables remains consistent with that experienced in recent years. They have also assumed that there are no significant changes in staffing levels. These forecasts show that the Company has an adequate level of cash reserves to meet its operating liabilities as and when they fall due from existing sources. At least a 50% reduction in revenue levels (without any adjustment in the cost base in the business) would be required before the company would need to consider alternative sources of funding. Given that this kind of drop-off in revenues is considered by management to be highly unlikely to occur and they would be able to take compensating actions with regard to the Company's cost base, management have concluded that the current forecasts have adequate headroom to be able to conclude that the going concern basis remains appropriate.

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

At the date of authorisation of these financial statements, the following Standards and Interpretations which have not been applied in these financial statements were in issue but not yet effective:

IAS 8 requires information to be disclosed in the current period's financial statements with regards to new IFRSs that have been issued but are not yet effective, including any potential impact on future financial statements;

The introduction of IFRS 9 Financial Instruments means that the measurement of certain financial assets may change dependent on the entity's business model and the nature of the contractual cash flows. In addition, in advance of the reporting period end, certain designations and de-designations may need to be made. Financial assets with embedded derivatives will also require re-measurement;

# NOTES TO THE ACCOUNTS *continued*

for the year ended 31 December 2013

The introduction of IFRS 10 means that reassessment of control will need to be considered using the new definition as entities may need to be treated differently in consolidated financial statements; consideration of potential voting rights may alter who has control irrespective of whether they are currently exercisable;

The introduction of IFRS 12 means that the risks associated with non consolidated entities will need extensive disclosures; and

External valuations obtained and instructions to external experts requesting valuations for accounting purposes will need to be reviewed and considered to ensure that they are based on valuation requirements of IFRS 13.

The directors anticipate that the adoption of these Standards and Interpretations in future periods will have no material impact on the financial statements of the Group.

## **(b) Basis of consolidation**

The consolidated financial statements incorporate the financial statements of the Company and entities controlled by the Company (its subsidiaries) made up to 31 December each year. Control is achieved where the Company has the power to govern the financial and operating policies of an investee entity so as to obtain benefits from its activities.

The trading results of subsidiaries acquired or disposed of during the year are included in the consolidated income statement from the effective date of acquisition or up to the effective date of disposal, as appropriate.

All intra-group transactions, balances, income and expenditure are eliminated on consolidation.

The purchase method of accounting is used to account for the acquisition of subsidiaries by the Group before 1 July 2007. The cost of an acquisition is measured as the fair value of the assets given, equity instruments issued and liabilities incurred or assumed at the date of exchange. Identifiable assets acquired and liabilities and contingent liabilities assumed in a business combination are initially measured at fair value at the acquisition date irrespective of the extent of any minority interest.

The excess of cost of acquisition over the fair values of the Group's share of identifiable net assets acquired is recognised as goodwill. Any deficiency of the cost of acquisition below the fair value of identifiable net assets acquired (i.e. discount on acquisition) is recognised directly in the income statement.

Where necessary, adjustments are made to the financial statements of subsidiaries to bring the accounting policies used into line with those used by other members of the Group.

## **(c) Revenue recognition**

Revenue represents the fair value of goods and services supplied and is stated net of value added tax. Revenues consist of cloud services, software and software maintenance, and consulting. Consulting services revenue represents the fair value of contracts completed during the period, as well as the estimated fair value of partially completed contracts at 31 December 2013. Revenue from software sales and cloud services is recognised upon shipment. Revenue from software maintenance is deferred and then recognised over the period to which it relates.

## **(d) Goodwill**

Goodwill arising on consolidation is recorded as an intangible asset and is the surplus of the fair value of the consideration payable over the Group's interest in the fair value of identifiable net assets acquired. Goodwill is reviewed annually for impairment. Any impairment identified as a result of the review is charged in the income statement.

On disposal of a subsidiary, associate or jointly controlled entity, the attributable amount of goodwill is included in the determination of the profit or loss on disposal.

# NOTES TO THE ACCOUNTS *continued*

for the year ended 31 December 2013

## **(e) Foreign currency translation**

Transactions in foreign currencies are translated into the functional currency of each of the group's entities using the rates of exchange prevailing on the dates of the transactions. At each reporting date, monetary assets and liabilities that are denominated in foreign currencies are retranslated at the rates prevailing on the balance sheet date. Non-monetary assets and liabilities carried at fair value that are denominated in foreign currencies are translated at the rates prevailing at the date when the fair value was determined. Gains and losses arising on retranslation are included in the income statement for the period, except for exchange differences on non-monetary assets and liabilities, which are recognised directly in equity, where the changes in fair value are recognised directly in equity.

## **(f) Intangible assets other than goodwill**

An intangible asset, which is an identifiable non-monetary asset without physical substance, is recognised to the extent that it is probable that the expected future economic benefits attributable to the asset will flow to the Group and that its cost can be measured reliably. The asset is deemed to be identifiable when it is separable or when it arises from contractual or other legal rights.

Customer contracts and computer software tools that are not integral to an item of property, plant and equipment are recognised separately as an intangible asset and are carried at cost less accumulated amortisation and accumulated impairment losses. Costs include software licences and consulting costs attributable to the development, design and implementation of the computer software tools. Amortisation is calculated using the straight-line method so as to charge the cost of the contracts and computer software tools to the income statement over the estimated useful life of 5 years.

Expenditure on research activities is recognised as an expense in the period in which it is incurred.

Development expenditure is capitalised as an intangible asset only if the following conditions are met:

1. an asset is created that can be identified;
2. it is probable that the asset created will generate future economic benefit;
3. it is technically and commercially feasible;
4. sufficient resources are available to complete the development;
5. the development cost of the asset can be measured reliably.

Development expenditure thus capitalised is amortised over its useful life of 3-5 years. Where the criteria are not met, development expenditure is recognised as an expense in the income statement in the period in which it is incurred.

The Group assesses at each reporting date whether an asset may be impaired. If any such indicator exists the entity tests for impairment by estimating the recoverable amount. If the recoverable amount is less than the carrying value of an asset an impairment loss is required. In addition to this, assets with indefinite lives and goodwill are tested for impairment at least annually.

## **(g) Plant and equipment**

All plant and equipment assets are stated at cost less accumulated depreciation.

Depreciation of plant and equipment is provided to write off the cost, less residual value, on a straight line basis over the estimated useful life, as follows:

Office equipment	20% – 33.3% per annum
Computer equipment	33.3% per annum
Leasehold improvements	20% per annum

# NOTES TO THE ACCOUNTS *continued*

for the year ended 31 December 2013

Residual values, remaining useful lives and depreciation methods are reviewed annually and adjusted if appropriate.

Gains or losses on disposal are included in the income statement.

The entity assesses at each reporting date whether an asset may be impaired. If any such indicator exists the entity tests for impairment by estimating the recoverable amount. If the recoverable amount is less than the carrying value of an asset an impairment loss is required. In addition to this, assets with indefinite lives and goodwill are tested for impairment at least annually.

## **(h) Taxes**

The tax expense represents the sum of the current tax expense and deferred tax expense.

The tax currently payable is based on taxable profit for the year. Taxable profit differs from net profit as reported in the income statement because it excludes items of income or expense that are taxable or deductible in other years and it further excludes items that are never taxable or deductible. The Group's liability for current tax is calculated by using tax rates that have been enacted or substantively enacted by the balance sheet date.

Deferred tax is the tax expected to be payable or recoverable on differences between the carrying amount of assets and liabilities in the financial statements and the corresponding tax bases used in the computation of taxable profit, and is accounted for using the balance sheet liability method. Deferred tax liabilities are recognised for all taxable temporary differences and deferred tax assets are recognised to the extent that it is probable that taxable profits will be available against which deductible temporary differences can be utilised. Such assets and liabilities are not recognised if the temporary difference arises from the initial recognition of goodwill or from the initial recognition (other than in a business combination) of other assets and liabilities in a transaction which affects neither the tax profit nor the accounting profit.

Deferred tax liabilities are recognised for taxable temporary differences arising on investments in subsidiaries and associates, and interests in joint ventures, except where the Group is able to control the reversal of the temporary difference and it is probable that the temporary difference will not reverse in the foreseeable future.

Deferred tax assets are recognised only to the extent that it is probable that future taxable profit will be available against which the temporary differences can be utilised.

Deferred tax is calculated at the tax rates that are expected to apply to the period when the asset is realised or the liability is settled based upon tax rates that have been enacted or substantively enacted by the balance sheet date. Deferred tax is charged or credited in the income statement, except when it relates to items credited or charged directly to equity, in which case the deferred tax is also dealt with in equity.

## **(i) Fair values**

Fair value is the amount for which a financial asset, liability or instrument could be exchanged between knowledgeable and willing parties in an arms length transaction. It is determined by reference to quoted market prices, adjusted for estimated transaction costs that would be incurred in an actual transaction, or by use of established estimation techniques. The fair values at the balance sheet date are approximately in line with their reported carrying values unless specifically mentioned in the notes to the financial statements.

## **(j) Financial instruments**

Financial assets and financial liabilities are recognised in the Group's balance sheet when the Group becomes a party to the contractual provisions of the instrument.

# NOTES TO THE ACCOUNTS *continued*

for the year ended 31 December 2013

## *Trade receivables*

Trade receivables do not carry any interest and are initially recognised at fair value and subsequently at amortised cost using the effective interest method less any provision for impairment.

## *Derivative financial instruments and hedge accounting*

The Group's activities expose it primarily to foreign currency and interest rate risk. The Group uses foreign exchange forward contracts to hedge these exposures. The Group does not use derivative financial instruments for speculative purposes.

Instruments quoted in an active market are measured at their current bid price. For instruments that are not quoted in an active market, the fair value is estimated using a valuation technique. Techniques that are used by the Group include comparisons to recent market transactions or reference to other instruments which are substantially the same, discounted cash flow analysis and option pricing models. Inputs to such techniques rely on market inputs where such information is readily available. Where such information is not available entity-specific inputs are used.

## *Derivative financial instruments*

All derivative financial instruments are initially and subsequently recognised in the Statement of Financial Position at fair value.

Changes in the fair value of derivatives used to hedge exposures to variable cash flows or changes in fair value that are not accounted for in accordance with the hedging provisions of IAS 39 are recognised in profit or loss.

## *Cash flow hedges*

Hedges of exposures to variable cash flows attributable to a particular risk associated with a recognised asset or liability or a highly probable forecast transaction that could affect profit or loss are accounted for as cash flow hedges when the hedging criteria has been achieved. The Group uses cash flow hedges to account for the hedge of foreign currency transactions. The effective portion of changes in the fair value is recognised in other comprehensive income whilst the gain or loss on the ineffective portion is recognised immediately in profit or loss.

Amounts accumulated in other comprehensive income are recycled to profit or loss in the periods when the hedged item affects profit or loss. However, when a forecast transaction that is hedged, results in the recognition of a non-financial asset, the gains and losses previously deferred into other comprehensive income are transferred from other comprehensive income and included in the initial measurement of the cost of the asset.

## *Cash and cash equivalents*

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

## *Financial liabilities and equity*

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the group after deducting all of its trade payables. Equity instruments issued by the company are recorded at the proceeds received, net of direct issue costs.

## **(k) Share-based payments**

The group has applied the exemption available under IFRS 1 and elects to apply IFRS 2 only to awards of equity instruments made after 7 November 2002 that had not vested by 1 January 2006.

# NOTES TO THE ACCOUNTS *continued*

for the year ended 31 December 2013

Options are measured at fair value at grant date using the Black-Scholes model. The fair value is expensed on a straight line basis over the vesting period, based on an estimate of the number of options that will eventually vest.

## **(l) Retirement benefits**

Contributions to defined contribution plans are recognised as an expense as the contributions accrue.

## **(m) Leases**

Leases in which a significant proportion of the risks and rewards of ownership are retained by the lessor are classified as operating leases. Payments made under operating leases are recognised in the income statement on a straight line basis over the term of the lease.

## **(n) Provisions**

Provisions are recognised in the balance sheet when there is a present legal or constructive obligation as a result of a past event, and it is probable that an outflow of economic benefits will be required to settle the obligation.

## **(o) Deferred income**

Deferred income represents income received from clients in advance of work done, and also the element of maintenance contracts not falling due in the current year.

## **(p) Segmental reporting**

Operating segments are reported in a manner consistent with the internal reporting provided to the chief operating decision-maker. The chief operating decision-maker, who is responsible for making strategic decisions, allocating resources and assessing performance of the operating segments, has been identified as the board of directors.

## **(q) Trade payables**

Trade payables do not carry any interest and are stated at their fair value.

## **(r) Investments**

Investments are stated at cost, less provision for any diminution in value.

## **(s) Earnings per share**

Earnings per share is calculated by dividing the earnings attributable to Ordinary shareholders by the weighted average number of Ordinary shares in issue during each of the respective periods. Diluted earnings per share is calculated by adjusting the weighted average number of ordinary shares in issue to assume conversion of all dilutive potential ordinary shares. A calculation is done to determine the number of shares that could have been acquired at fair value based on the monetary value of the subscription rights attached to outstanding share options. The number of shares calculated as above is compared with the number of shares that would have been issued assuming the exercise of the share options.

## **Critical accounting estimates and areas of judgement**

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The Group makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

# NOTES TO THE ACCOUNTS *continued*

for the year ended 31 December 2013

## Critical judgements in applying the group's accounting policies

During the period the directors considered that £nil (2012: £14,000) of development costs met the criteria for recognition as intangible assets as defined in IAS 38. The recognition criteria on which this judgement was made are given in more detail in the Intangible Assets accounting policy. The capitalised development costs are being amortised over a period which is considered by management to be the minimum economic useful life of the asset.

The directors have considered the potential recognition of a deferred tax asset with regard to the requirements of IAS 12, and due to the continued profitability of the Group, have continued to recognise a deferred tax asset in the amount of £50,000 (2012: £50,000) in respect of unused tax losses. Details of the policy adopted in respect of income taxes are disclosed in more detail in the Taxes accounting policy.

The directors have considered the appropriateness of the going concern basis. This is further considered in Accounting Policies Note 1 (a).

Impairment reviews have been carried out for goodwill and other intangible assets. This is further described in Accounting Policies Note 1 (d) and Note 1 (f).

The fair value of financial derivatives has been estimated using market rates in effect at the end of the year.

The directors consider that the Group maintains one operating segment for the purposes of management reporting and decision making, providing content conversion tools and cloud services to global customers. The curtailment of the Solutions for SAP business in 2011 has meant that this business segment no longer constitutes a segment which is separately reported to the board of directors in making strategic decisions.

## Key sources of estimation uncertainty

The directors believe that there are no key sources of estimation uncertainty in the accounts for the year.

## 2 REVENUE AND SEGMENTAL ANALYSIS

The Group maintains a single operating segment based upon the reports which the board of directors review and use to make strategic decisions.

### *Analysis by geographical segment*

At 31 December 2013, the Group's operations are located in the UK and in Canada.

The analysis by geographical area of the Group's revenue and other segmental information is as follows:

	Revenue by destination £'000	2013 Non-current Assets £'000	Capital Expenditure £'000	Revenue by destination £'000	2012 Non-current Assets £'000	Capital Expenditure £'000
United Kingdom	52	112	4	71	155	5
Rest of Europe	202	–	–	181	–	–
North America	717	1,645	10	878	1,659	5
South America	25	–	–	64	–	–
Asia	508	–	–	211	–	–
Australasia	–	–	–	4	–	–
	<b>1,504</b>	<b>1,757</b>	<b>14</b>	<b>1,409</b>	<b>1,814</b>	<b>10</b>

Revenues of £496,000 (2012: £194,000) which represent more than 10% of total revenues are derived from an individual external customer in North America.

# NOTES TO THE ACCOUNTS *continued*

for the year ended 31 December 2013

## 3 STAFF COSTS

Employee costs, including executive Directors, during the year amount to:

	2013 £'000	2012 £'000
Wages and salaries	704	697
Social security costs	72	70
Pension contributions	60	50
Share-based payments	1	1
	<b>837</b>	<b>818</b>

The monthly average number of persons, including non-executive Directors, employed by the Group in the year was:

	2013 £'000	2012 £'000
Research and development	6	6
Sales, marketing and customer support	4	4
Management and administration	5	5
	<b>15</b>	<b>15</b>

The number of persons employed at 31 December 2013 was 16 (2012: 14).

Key management personnel are considered to be the directors (executive and non-executive).

Directors emoluments and those of the highest paid director are as follows:

	Les Burnham		Richard Alsept	
	2013 £'000	2012 £'000	2013 £'000	2012 £'000
Salary and fees	111	111	35	19
Pension contributions	58	47	–	–
Social security costs	13	14	3	2
Other benefits	4	5	–	–
Share-based payments	–	–	–	–
	<b>186</b>	<b>177</b>	<b>38</b>	<b>21</b>

David Ashman receives no emoluments (2012: nil).

One director (2012: one) was accruing a benefit under a defined contribution scheme.

# NOTES TO THE ACCOUNTS *continued*

for the year ended 31 December 2013

## 4 OPERATING PROFIT

Operating profit is stated after charging/(crediting):

	2013 £'000	2012 £'000
Depreciation of owned property, plant and equipment	11	10
Amortisation of intangible assets	48	48
Exceptional costs – professional fees re capital reduction	34	–
Operating lease rentals		
– Land and buildings	91	90
– Other	3	3
Research and development	406	368
Auditor's remuneration		
– Audit fees – parent company and consolidation	16	16
– Audit fees – subsidiaries	12	12
– Audit related assurance services – parent company	2	2
– Taxation advisory services – parent company	1	–
Loss on fair value of derivative financial instrument	2	2
Net foreign exchange (gains)/losses recognised in the income statement	(28)	2

The analysis of fees payable to the Group's auditors is as follows:

	2013 £'000	2012 £'000
<b>Baker Tilly UK Audit LLP</b>		
Fees in respect of the parent company's annual accounts and consolidation	16	16
Fees in respect of subsidiary's annual accounts	12	12
Fees in respect of interim report – parent company	2	2
Baker Tilly UK Audit LLP total	30	30
Baker Tilly Tax and Accounting Limited		
Taxation advisory services	1	–
Members of Baker Tilly International		
Collins Barrow	4	4
Total	35	34

## 5 OTHER LOSSES

Financial assets at fair value through the income statement

Foreign exchange forward contracts:

	2013 £'000	2012 £'000
Ineffectiveness on cash flow hedges	(2)	(2)

# NOTES TO THE ACCOUNTS *continued*

for the year ended 31 December 2013

## 6 FINANCE INCOME

	2013 £'000	2012 £'000
Interest on short-term deposits	8	6

## 7 INCOME TAX

### (a) Current year tax (credit)

	2013 £'000	2012 £'000
Taxation charge	1	–
Overseas taxation credit	(55)	(55)
Deferred tax credit	–	–
Research and development tax credit received	–	(3)
	<b>(54)</b>	<b>(58)</b>

### (b) Tax reconciliation

	2013 £'000	2012 £'000
The tax assessed for the year differs from the small companies' rate in the UK (20%). The differences are explained below:		
Profit on ordinary activities before tax	153	60
Tax at 20% (2012: 20%)	31	12
Effects of:		
Expenses not deductible for tax purposes	12	12
Tax losses (utilised)	(42)	(24)
Deferred taxation credit for asset recognised in the accounts	–	–
Research and development tax credit (including overseas)	(55)	(58)
Tax (credit) for the year	<b>(54)</b>	<b>(58)</b>

There are tax losses of approximately £5.0 million (2012: £5.2 million) available for carrying forward against future profits of Group companies.

## 8 EARNINGS PER SHARE

Earnings per share is based on the profit for the year of £207,000 (2012: profit of £118,000), and the weighted average number of ordinary shares in issue during the year of 109,808,470 (2012: 109,808,470). The fully diluted earnings per share in 2013 takes account of outstanding options which results in a weighted average number of shares in issue during the year of 114,283,845 (2012: 117,949,316).

# NOTES TO THE ACCOUNTS *continued*

for the year ended 31 December 2013

## 9 GOODWILL – GROUP

### Goodwill

	£'000
<b>Cost</b>	
At 1 January 2012	1,690
Exchange rate translation difference for assets held in foreign currency	(2)
At 1 January 2013	1,688
Exchange rate translation difference for assets held in foreign currency	(12)
<b>At 31 December 2013</b>	<b>1,676</b>
<b>Accumulated impairment</b>	
At 1 January 2012	–
Impairment loss	–
At 1 January 2013	–
Impairment loss	–
<b>At 31 December 2013</b>	<b>–</b>
<b>Closing carrying value</b>	
<b>At 31 December 2013</b>	<b>1,676</b>
<b>At 31 December 2012</b>	<b>1,688</b>
<b>At 31 December 2011</b>	<b>1,690</b>

The goodwill has arisen upon:

- The acquisition of Stilo Corporation (formerly OmniMark Technologies Corporation).
- The acquisition of the Content Engineering Division of Xia Systems Corporation.
- The acquisition of the business and assets of the Engineering Solutions business of Proceed Holdings Limited.

All of which are part of the single cash generating unit which the group operates and generates all its revenue.

No impairment provision has been made in this year because the assets of the acquired businesses are expected to continue to generate profits in the foreseeable future.

The recoverable amount of the goodwill has been determined by value in use calculations, using pre-tax cash flow projections based on financial budgets approved by management covering a five year period. Cash flows arising from OmniMark software maintenance are extended beyond the five year period as these revenues are annual, recurring revenues which are expected to continue indefinitely. Cash flows beyond the five year period are extrapolated using a growth rate of between 2% and 5% (2012: 2% – 5%). The growth rate does not exceed the long-term average growth rate for the industry. A discount rate of 10% (2012: 10%) has been assumed. The key assumptions which have been used within the value in use calculations are consistent with the forecasts and budgets used by management and are considered to be prudent.

# NOTES TO THE ACCOUNTS *continued*

for the year ended 31 December 2013

## 10 OTHER INTANGIBLE ASSETS – GROUP

	Contracts and Tools £'000	Development Costs £'000	Total £'000
<b>Cost</b>			
At 1 January 2012	148	223	371
Additions	–	14	14
At 1 January 2013	148	237	385
Additions	–	–	–
<b>At 31 December 2013</b>	<b>148</b>	<b>237</b>	<b>385</b>
<b>Accumulated amortisation</b>			
At 1 January 2012	148	129	277
Amortisation charge for the year	–	48	48
At 1 January 2013	148	177	325
Amortisation charge for the year	–	48	48
<b>At 31 December 2013</b>	<b>148</b>	<b>225</b>	<b>373</b>
<b>Closing carrying value</b>			
<b>At 31 December 2013</b>	<b>–</b>	<b>12</b>	<b>12</b>
<b>At 31 December 2012</b>	<b>–</b>	<b>60</b>	<b>60</b>
<b>At 31 December 2011</b>	<b>–</b>	<b>94</b>	<b>94</b>

Contracts and tools relate to customer contracts and software tool assets acquired from Proceed Holdings Limited in 2006. They have been fully amortised.

Development costs relate to the 'Migrate' conversion portal. Sales commenced in 2009. Costs are being amortised over the product's expected useful life of 5 years, commencing in 2009. In 2012 expenditure totalling £14,000 representing the development of a new Migrate pipeline was capitalised. Sales for this pipeline commenced in 2012, and these costs will be amortised over 3 years, commencing in 2012.

The amortisation charge is included within administrative expenses.

# NOTES TO THE ACCOUNTS *continued*

for the year ended 31 December 2013

## 11 PLANT AND EQUIPMENT – GROUP

	Office equipment and fixtures £'000	Computer equipment £'000	Leasehold improve- ments £'000	Total £'000
<b>Cost</b>				
At 1 January 2012	15	179	61	255
Additions	2	7	1	10
Disposals	(3)	(39)	–	(42)
At 1 January 2013	14	147	62	223
Additions	4	10	–	14
Disposals	–	(5)	–	(5)
<b>At 31 December 2013</b>	<b>18</b>	<b>152</b>	<b>62</b>	<b>232</b>
<b>Depreciation</b>				
At 1 January 2012	15	163	61	239
Charge for the year	–	10	–	10
Disposals	(3)	(39)	–	(42)
At 1 January 2013	12	134	61	207
Charge for the year	1	10	–	11
Disposals	–	(5)	–	(5)
<b>At 31 December 2013</b>	<b>13</b>	<b>139</b>	<b>61</b>	<b>213</b>
<b>Net book value</b>				
<b>At 31 December 2013</b>	<b>5</b>	<b>13</b>	<b>1</b>	<b>19</b>
<b>At 31 December 2012</b>	<b>2</b>	<b>13</b>	<b>1</b>	<b>16</b>
<b>At 31 December 2011</b>	<b>–</b>	<b>16</b>	<b>–</b>	<b>16</b>

The depreciation charge is included within administrative expenses.

## 12 DEFERRED TAX – GROUP

Deferred tax assets comprise:

	2013 £'000	2012 £'000
At 1 January 2013	50	50
Unused tax losses recognised in the accounts	–	–
At 31 December 2013	50	50

At the balance sheet date, the Group has unused tax losses of approximately £5m (2012: £5.2m) available for offset against future profits. A deferred tax asset of £50,000 (2012: £50,000) has been recognised in respect of these available losses, to the extent that the related tax benefit through future taxable profits is probable. No deferred tax asset has been recognised in respect of the remaining losses due to the unpredictability of future profit streams. There are tax losses which expire in 2013 of £nil (2012: £nil).

# NOTES TO THE ACCOUNTS *continued*

for the year ended 31 December 2013

## 13 TRADE AND OTHER RECEIVABLES – GROUP

	2013 £'000	2012 £'000
Trade receivables	234	163
Other receivables	5	5
Prepayments	26	36
VAT receivable	7	8
	<b>272</b>	<b>212</b>

Standard credit terms for trade receivables are 30 days from invoice date, although certain credit terms are contract-specific. All trade receivables are due within standard credit terms of 30 days. The directors consider that the carrying amount of trade and other receivables approximates their fair value. Gross trade receivables at year end were £234,000 (2012: £163,000). A bad debt reserve of £nil (2012: £nil) is provided against impaired debts. The value of debts which were past due but not impaired at year end was £nil (2012: £7,000). The ageing of these debts is as follows:

	2013 £'000	2012 £'000
Up to 1 month overdue	–	–
1 to 2 months	–	7
More than 2 months	–	–
	–	7

Trade receivables denominated in US dollars at year end were £220,000 (2012: £156,000), trade receivables denominated in Euro's were £14,000 (2012: £nil), and no trade receivables were denominated in Canadian dollars (2012: £7,000). There were no trade receivables denominated in sterling.

Movements on the group provision for impairment of trade receivables are as follows:

	2013 £'000	2012 £'000
At 1 January	–	–
Provision for receivables impairment	–	–
Receivables written off during the year as uncollectable	–	–
Unused amounts reversed	–	–
At 31 December	–	–

## 14 OTHER FINANCIAL ASSETS/(LIABILITIES): DERIVATIVE FINANCIAL INSTRUMENTS – GROUP

	2013 £'000	2012 £'000
Assets/(liabilities) at fair value through profit or loss		
<b>Current financial (liabilities)</b>		
Derivatives used for hedging:		
Forward foreign exchange contracts – cash flow hedges	(2)	–
	<b>(2)</b>	<b>–</b>

# NOTES TO THE ACCOUNTS *continued*

for the year ended 31 December 2013

Trading derivatives are classified at full fair value as a current liability as the maturity of the hedged contract is less than 12 months.

## Currency derivatives – cash flow hedge

The Group utilises currency derivatives to hedge future transactions and cash flows. The Group is party to a variety of foreign currency forward contracts in the management of its exchange rate exposures. The instruments purchased are primarily denominated in the currencies of the Group's principal markets.

At the year end, total notional amount of outstanding foreign exchange forward contracts that the Group has committed to are as below:

	2013 £'000	2012 £'000
Canadian Dollars	242	–
Euros	83	–

Changes in the fair value of non-hedging currency derivatives amounting to a charge of £2,000 have been charged to income in the year (2012: £2,000), and are shown as 'other losses'. Fair values have been measured at the end of the reporting period using quoted prices.

The liability arising at the year end on these contracts was £2,000 (2012: £nil) and is included in Other creditors and accrued expenditure. Any gain or loss will ultimately crystallise during 2014. The fair value of the forward foreign exchange contracts, which is a level 2 category of financial instrument, is determined using exchange rates at the balance sheet date with the resulting value discounted back to present value.

## 15 CASH AND CASH EQUIVALENTS

### Group

Cash and cash equivalents consist of cash on hand and short-term deposits held with banks. Cash and short-term deposits and cash equivalents included in the cash flow statement comprise the following balance sheet amounts:

	2013 £'000	2012 £'000
Cash on hand and balances with banks	373	356
Short-term deposits	712	620
	<b>1,085</b>	<b>976</b>

The carrying amount of these assets approximates their fair value.

### Parent Company

Cash and cash equivalents consist of cash on hand and short-term deposits held with banks. Cash and short-term deposits and cash equivalents included in the cash flow statement comprise the following balance sheet amounts:

	2013 £'000	2012 £'000
Cash on hand and balances with banks	–	–

The carrying amount of these assets approximates their fair value.

# NOTES TO THE ACCOUNTS *continued*

for the year ended 31 December 2013

## 16 TRADE AND OTHER PAYABLES – GROUP

	2013 £'000	2012 £'000
Trade payables	22	26
Other creditors and accrued expenditure	94	68
Deferred income	268	227
Other taxation and social security	7	6
	<b>391</b>	<b>327</b>

The directors consider that the carrying amount of trade and other payables approximates to their fair value. All trade payables are due within 30 days.

The average credit period taken at 31 December 2013 was 26 days (2012: 18 days).

Trade payables denominated in Euros at year end were £6,000 (2012: £8,000).

## 17 NON-CURRENT LIABILITIES – OTHER PAYABLES – GROUP

	2013 £'000	2013 £'000
Deferred income	17	4

Deferred income arises on maintenance contracts. Revenue is recognised over the period to which the maintenance contract relates.

## 18 SHARE CAPITAL – GROUP AND PARENT

	2013 £'000	2012 £'000
<b>Authorised</b>		
247,943,770 Ordinary shares of 1p each	2,479	2,479
452,056,230 Deferred shares of 1p each	–	4,521
	<b>2,479</b>	<b>7,000</b>
<b>Issued and fully paid for</b>		
109,808,470 (2012: 109,808,470) Ordinary shares of 1p each	1,098	1,098
452,056,230 (2011: 452,056,230) Deferred shares of 1p each	–	4,521
	<b>1,098</b>	<b>5,619</b>

No shares were issued during the year.

During the year, the deferred shares were cancelled and extinguished following a special resolution passed at a General Meeting of shareholders held on 31 July 2013, and approved at a hearing of the High Court of Justice Chancery Division on 4 September 2014. The Deferred shares had no economic value, no right to receive any dividend and have no right to attend or vote at a General Meeting of the Company. The resolution and subsequent High Court approval also cancelled the Share Premium Account which stood at £5,524,000.

# NOTES TO THE ACCOUNTS *continued*

for the year ended 31 December 2013

## 19 SHARE BASED PAYMENTS – GROUP AND PARENT

The following options have been granted over 1p Ordinary shares in the parent Company:

Date exercisable	As at 1 January 2013	Granted	Exercised/ Cancelled	As at 31 December 2013	Exercise price
Unapproved Scheme:					
– from 30 April 2010 to 30 April 2018	474,000	–	–	<b>474,000</b>	1.5p
– from 23 October 2011 to 23 October 2019	1,300,000	–	–	<b>1,300,000</b>	1.25p
– from 20 April 2013 to 20 April 2021	2,388,000	–	–	<b>2,388,000</b>	1.25p
EMI Scheme:					
– from 24 December 2008 (no expiry date)	2,600,000	–	–	<b>2,600,000</b>	1.5p
– from 23 October 2011 to 23 October 2019	100,000	–	–	<b>100,000</b>	1.25p
– from 20 April 2013 to 20 April 2021	1,250,000	–	–	<b>1,250,000</b>	2.25p
	<b>8,112,000</b>	–	–	<b>8,112,000</b>	

An expense of £1,000 was recognised from share-based transactions in the year (2012: £1,000).

Details of share options held by Directors can be found in the Remuneration Report on page 12.

### Equity-settled share option plan

The Group plan provides for a grant price equal to the average quoted market price of the Group shares on the date of grant. All options have vested under this plan. If options remain unexercised after a period of 10 years from the date of grant, the options expire (except for those provided to Les Burnham which have no expiry date). Furthermore, options are normally forfeited if the employee leaves the Group before the options vest.

	2013		2012	
	Options	Weighted average exercise price	Options	Weighted average exercise price
Outstanding at 1 January	<b>8,112,000</b>	<b>1.79p</b>	8,262,000	1.79p
Granted during the year	–	–	–	–
Forfeited during the year	–	–	(150,000)	1.33p
Exercised during the year	–	–	–	–
Expired during the year	–	–	–	–
Outstanding at 31 December	<b>8,112,000</b>	<b>1.79p</b>	8,112,000	1.79p
Exercisable at 31 December	<b>8,112,000</b>	<b>1.79p</b>	4,474,000	1.42p

# NOTES TO THE ACCOUNTS *continued*

for the year ended 31 December 2013

No share options were exercised during the year. The options outstanding at 31 December 2013 had a weighted average exercise price of 1.79p, and a weighted average remaining contractual life of 6 years.

The inputs into the Black-Scholes model are as follows:

	2013	2012
Weighted average share price	<b>1.79p</b>	1.79p
Weighted average exercise price	<b>10p</b>	10p
Expected volatility	<b>42%</b>	42%
Expected life	<b>6 years</b>	7 years
Risk free rate	<b>1%</b>	1%
Expected dividends	<b>nil</b>	nil

Expected volatility was determined by calculating the historical volatility of the Group's share price over the previous 4 years. The expected life used in the model has been adjusted, based on management's best estimate, for the effects of non-transferability, exercise restrictions, and behavioural considerations.

The Group recognised total expenses of £1,000 (2012: £1,000) relating to equity-settled share-based payment transactions.

## 20 RETIREMENT BENEFIT OBLIGATIONS

The group pension arrangements are operated through a defined contribution scheme. The amount recognised as an expense in the year ended 31 December 2012 is £60,000 (2012: £50,000).

## 21 CONTINGENT LIABILITIES

There are no unprovided liabilities and no contingent liabilities that require disclosure in the Group and Company accounts.

## 22 COMMITMENTS UNDER OPERATING LEASES

At 31 December 2013, the minimum lease payments under non-cancellable operating lease rentals are in aggregate as follows:

	2013 Land and buildings £'000	2013 Other £'000	2012 Land and buildings £'000	2012 Other £'000
Payable:				
– within 1 year	<b>53</b>	<b>3</b>	88	3
– within 1-5 years	<b>89</b>	<b>4</b>	155	10
– after 5 years	–	–	–	–
	<b>142</b>	<b>7</b>	243	13

Leasing commitments relate to office rentals and office equipment.

# NOTES TO THE ACCOUNTS *continued*

for the year ended 31 December 2013

## 23 FINANCIAL RISK MANAGEMENT

The Group's operations expose it to a number of financial risks including market risk (foreign currency risk and interest rate risk), credit risk and liquidity risk. The Group manages these risks through an effective risk management programme.

Exposures to risks are monitored by the Group's Chief Financial Officer, and reports are produced monthly to assess risks and to indicate their impact on the business.

The risk reports are provided to the Board of Directors at bi-monthly board meetings and are discussed with the Board to ensure that the risk mitigation procedures are compliant with the Group policy and that any new risks are appropriately managed.

### Liquidity risk

The Group closely monitors its access to bank and other credit facilities in comparison to its outstanding commitments on a regular basis to ensure that it has sufficient funds to meet the obligations of the Group as they fall due.

The Board receives regular debt management forecasts which estimate the cash inflows and outflows over the next twelve months, so that management can ensure that sufficient funding is in place as it is required.

### Interest rate profile

The Group has no financial assets other than sterling cash deposits of £0.7m (2012: £0.6m) invested at an approximate rate of 1% above Bank of England base rate. Group funds are invested in deposit accounts with the objective of maintaining a balance between accessibility of funds and competitive rates of return.

The Group had no interest bearing borrowings at 31 December 2013 or 2012.

### Maturity of financial assets and liabilities

The maturity profile of the Group's financial liabilities as at 31 December 2013 is given in Note 16.

The main financial assets are cash and accounts receivable. Cash is held mainly in current accounts and short-term deposits. The profile of receivables is shown in Note 13.

The Group would normally expect that sufficient cash is generated in the operating cycle to meet cash flows through effective cash management.

### Borrowing facilities

The Group had no un-drawn committed borrowing facilities at 31 December 2013 or 31 December 2012.

### Credit risk exposure

Credit risk predominantly arises from financial asset investments, trade receivables and cash and cash equivalents.

Credit exposure is managed on a group basis. Although external credit ratings are not obtained for customers, Group policy is to assess the credit quality of each customer internally before accepting any terms of trade. Internal procedures are performed taking into account their financial position as well as their reputation within the industry and past experience.

The Group's maximum exposure to credit risk relating to its financial assets is equivalent to their carrying value as disclosed in Note 13. All financial assets have a fair value which is equal to their carrying value.

# NOTES TO THE ACCOUNTS *continued*

for the year ended 31 December 2013

The Group did not have any financial instruments that would mitigate the credit exposure arising from the financial assets designated at fair value through the profit or loss in either the current or the preceding financial year.

## **Foreign currency exposure**

The Group operates in a number of markets across the world and is exposed to foreign exchange risk arising from various currency exposures, in particular with respect to the US dollar, Canadian dollar and the Euro. The Group is exposed to foreign currency risk arising from recognised assets and liabilities as well as commitments arising from future trading transactions. Approximately 83% of sales are denominated in US dollars and 13% of sales are in euros. Approximately 61% of costs are in Canadian dollars and 2% of costs are in euros. Details of accounts receivable and accounts payable denominated in foreign currencies are given in Notes 13 and 16. Approximately 10% of the Group's cash is held in US dollars, and 31% in Canadian dollars. As a result of a partial natural hedge between the different currencies, the Group is reasonably protected against currency fluctuations.

The Group is exposed to foreign exchange risk from commercial transactions and recognised assets and liabilities which are denominated in a currency other than the group entities' functional currencies. In particular, the group has significant US dollar transactions which are recorded in a Canadian dollar functional currency. At 31 December 2013 if the US dollar had strengthened/weakened by 10% against the Canadian dollar, post-tax profit would have been £31,000 higher/lower as a result of the foreign exchange gains/losses on translation of US dollar-denominated cash and accounts receivable.

In 2013 the Group has used derivative instruments to hedge against possible risks arising from fluctuations in foreign currency exchange rates. This has been done with the use of forward contracts in order to enable group companies to manage their foreign exchange risk against their functional currency. The use of foreign currency hedging instruments will continue to be reviewed as a means of reducing the effect of exchange rate fluctuations on the Group's results.

## **24 CAPITAL MANAGEMENT**

The Group's objectives when managing capital are:

- to safeguard the entity's ability to continue as a going concern, so that it can continue to provide returns for shareholders and benefits for other stakeholders; and
- to provide an adequate return to shareholders by pricing products and services commensurately with the level of risk.

The Group sets the amount of capital in proportion to risk. The Group manages the capital structure and makes adjustments to it in the light of changes in economic conditions and the risk characteristics of the underlying assets. In order to maintain or adjust the capital structure, the Group may adjust the amount of dividends paid to shareholders, return capital to shareholders, issue new shares, or sell assets to reduce debt.

Consistently with others in the industry, the Group monitors capital on the basis of the debt to adjusted capital ratio. This ratio is calculated as net debt/adjusted capital. Adjusted capital comprises all components of equity other than amounts recognised in equity relating to cash flow hedges, and includes some forms of subordinated debt.

# NOTES TO THE ACCOUNTS *continued*

for the year ended 31 December 2013

## 25 RELATED PARTY TRANSACTIONS

Transactions with related parties were as follows:

Disclosures required in respect of IAS 24 regarding remuneration of key management personnel is covered by the disclosure of directors' remuneration included within Note 3.

During the year the following transactions, which are all considered to be at arms length, took place between group companies:

Management fees charged by Stilo International plc to Stilo Corporation, £209,000 (2012: £200,000).

Management fees charged by Stilo Technology Limited to Stilo International plc, £200,000 (2012: £200,000).

Fee for use of IP charged by Stilo Technology to Stilo Corporation, £183,000 (2012: £175,000).

Cost recharge from Stilo Corporation to Stilo Technology Limited, £10,000 (2012: £9,000).

At 31 December 2013, the following balances were owed by Group companies:

Owed by Stilo Technology Limited to Stilo International plc, £4,234,000 (2012: £4,357,000) which is included within investments within Stilo International plc after provisions of £3,435,000 (2012: £3,435,000).

Owed by Stilo Corporation to Stilo International plc, £866,000 (2012: £384,000 owed by Stilo International plc to Stilo Corporation).

Owed by Stilo Technology Limited to Stilo Corporation, £39,000 (2012: £29,000).

## 26 BANK GUARANTEES

There were no bank guarantees given by the Company at 31 December 2013 or 31 December 2012.

## 27 INVESTMENT IN SUBSIDIARIES

### Parent Company Only

	Investments in subsidiaries £'000	Loans to subsidiaries £'000	Total £'000
<b>Cost or brought forward balance:</b>			
At 1 January 2012 and 1 January 2013	2,442	3,973	6,415
Additions/(disposals)	(1,250)	1,127	(123)
At 31 December 2013	1,192	5,100	6,292
<b>Provisions:</b>			
At 1 January 2012	1,619	3,435	5,054
Provision in the year	–	–	–
At 1 January 2013	1,619	3,435	5,054
Provision/(release) in the year	(1,250)	1,250	–
At 31 December 2013	369	4,685	5,054
<b>Net book value:</b>			
At 1 January 2012	823	538	1,361
At 1 January 2013	823	538	1,361
<b>At 31 December 2013</b>	<b>823</b>	<b>415</b>	<b>1,238</b>

# NOTES TO THE ACCOUNTS *continued*

for the year ended 31 December 2013

The net book value of investments is stated after impairment write-downs and provisions against loans of £5,054,000 (2012: £5,054,000).

The reduction in investments arises as a result of the sums due to subsidiaries at the year end which are added to the provision against investments.

Each subsidiary principally does business in the country of its incorporation and all equity is in the form of ordinary shares or its equivalent. The following is a list of all subsidiaries.

Name of Company	Country of Incorporation	Share-holding	Nature of Business
Stilo Technology Limited (1)	England	100%	Sale of software and services
Stilo Corporation (1)	Canada	100%	Sale of software and services
OmniMark Technologies Inc (2)	USA	100%	Dormant

(1) Directly owned by Stilo International Plc

(2) Owned by Stilo Corporation

## 28 PROFIT ATTRIBUTABLE TO PARENT COMPANY

The profit for the financial year dealt with in the accounts of Stilo International plc was £8,000 (2012: £1,000 loss). As provided for by section 408 of the Companies Act 2006, no income statement is presented in respect of the parent company.

## 29 DIVIDENDS

	2013 £'000	2012 £'000
Ordinary		
Interim paid (0.2 pence per share (2012: nil))	22	—
Special paid (0.10 pence per share (2012: nil))	110	—
	<b>132</b>	—

The proposed final dividend for the year of 0.03 pence per share (2012: £nil) is not included as a liability in the financial statements as it is subject to shareholder approval.

# NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting of Stilo International plc (the “**Company**”) will be held at the offices of Baker Tilly, 25 Farringdon Street, London EC4A 4AB on 15 May 2014 at 11.30 am to transact the following business:

## ORDINARY BUSINESS

To consider as ordinary business and, if thought fit, pass the following resolutions which will be proposed as ordinary resolutions.

### Accounts

*Resolution 1:* To receive and consider the Company’s annual accounts for the year ended 31 December 2013, together with the Directors’ report and Auditors report thereon.

### Final Dividend

*Resolution 2:* To declare a final dividend of 0.03 pence per ordinary share for the financial year ended 31 December 2013.

### Directors

*Resolution 3:* To re-elect as a Director, Les Burnham, who retires in accordance with Regulation 82 of the Company’s Articles of Association and, being eligible, offers himself for re-election as a Director of the Company. A short biography is provided on page 13 of the Annual Report and Accounts.

### Auditors

*Resolution 4:* To reappoint Baker Tilly UK Audit LLP, Registered Auditors as Auditors to the company from the conclusion of the meeting until the conclusion of the next Annual General Meeting at which the accounts for the Company are presented, and to authorise the Board of Directors to fix their remuneration.

## SPECIAL BUSINESS

To consider as special business and, if thought fit, pass the following resolutions which will be proposed as to resolution 5, as an ordinary resolution and as to resolutions 6 and 7 as special resolutions.

*Resolution 5:* That the directors of the Company be and they are hereby generally and unconditionally authorised for the purposes of section 551 of the Companies Act 2006 (the “**2006 Act**”) to exercise all the powers of the Company to allot shares and grant rights to subscribe for, or convert any security into, shares:

- (a) up to an aggregate nominal amount (within the meaning of section 551(3) and (6) of the 2006 Act) of £366,028; and
- (b) comprising equity securities (as defined in section 560 of the 2006 Act) up to an aggregate nominal amount (when added to any allotments made under (a) above) of £732,056 in connection with or pursuant to an offer or invitation by way of a rights issue in favour of holders of ordinary shares in proportion (as nearly as practicable) to the respective number of ordinary shares held by them on the record date for such allotment (and holders of any other class of equity securities entitled to participate therein or, if the directors consider it necessary, as permitted by the rights of those securities), but subject to such exclusions or other arrangements as the directors may consider necessary or appropriate to deal with fractional entitlements, treasury shares, record dates or legal, regulatory or practical difficulties which may arise under the laws of, or the requirements of, any regulatory body or stock exchange in any territory.

This authority shall be in substitution for and shall replace any existing authorities and shall expire at the conclusion of the next Annual General Meeting, save that the Company may before such expiry make offers or agreements which would or might require shares to be allotted or rights to be granted after such expiry.

# NOTICE OF ANNUAL GENERAL MEETING continued

*Resolution 6:* That, subject to the passing of resolution 5, the directors of the Company be and they are hereby empowered pursuant to section 570 of the Companies Act 2006 (the “**2006 Act**”) to allot equity securities (as defined in section 560 of the 2006 Act) of the Company for cash pursuant to the authority conferred by resolution 5 as if section 561 of the 2006 Act did not apply to any such allotment, provided that this power shall be limited to the allotment of equity securities for cash.

- (a) in connection with or pursuant to an offer or invitation (but in the case of the authority granted under resolution 4(b), by way of a rights issue only) in favour of holders of ordinary shares in proportion (as nearly as practicable) to the respective number of ordinary shares held by them on the record date for such allotment (and holders of any other class of equity securities entitled to participate therein or if the directors consider it necessary, as permitted by the rights of those securities) but subject to such exclusions or other arrangements as the directors may deem necessary or appropriate to deal with fractional entitlements, treasury shares, record dates or legal, regulatory or practical difficulties which may arise under the laws of, or the requirements of, any regulatory body or stock exchange in any territory or otherwise howsoever; and
- (b) in the case of the authority granted under resolution 4(a) above, and otherwise than pursuant to paragraph (a) of this resolution, for cash up to an aggregate nominal amount of £109,808 being approximately (and not more than) 10% of the Company’s issued ordinary share capital (excluding treasury shares) as at the date of the Notice of this meeting.

This power shall expire at the conclusion of the next Annual General Meeting, save that the Company may before such expiry make offers or agreements which would or might require equity securities to be allotted after such expiry.

*Resolution 7:* That the Company be generally and unconditionally authorised to make market purchases (within the meaning of section 693(4) of the Act) of ordinary shares with nominal value of 1 penny each of the Company, on such terms and in such manner as the directors may from time to time determine, provided that:

- (a) the maximum number of ordinary shares of 1 penny nominal value hereby authorised to be purchased is 10,980,847;
- (b) the minimum price, exclusive of any expenses, which may be paid for an ordinary share is 1 penny;
- (c) the maximum price, exclusive of any expenses, which may be paid for any such share is an amount equal to 105% of the average of the middle market quotations for an ordinary share in the Company taken from the London Stock Exchange Daily Official List for the five business days immediately preceding the date on which such share is contracted to be purchased;
- (d) any ordinary shares purchased pursuant to this authority shall be cancelled, or, if the directors so determine, held as treasury shares;
- (e) the authority hereby conferred shall expire on the close of the next Annual General Meeting of the Company or, if earlier, on 15 August 2015 unless previously renewed, revoked or varied by the Company in general meeting; and
- (f) the Company may make a contract for the purchase of its ordinary shares under this authority before the expiry of this authority which would or might be executed wholly or partly after the expiry of such authority and may make purchases of its ordinary shares in pursuance of such a contract as if such authority had not expired.

By order of the Board

**Richard Alsept**  
Company Secretary

12 March 2014

# NOTICE OF ANNUAL GENERAL MEETING continued

## NOTES:

- 1 Members are entitled to appoint a proxy to exercise all or any of their rights to attend and to speak and vote on their behalf at the meeting. A shareholder may appoint more than one proxy in relation to the meeting provided that each proxy is appointed to exercise the rights attached to a different share or shares held by that shareholder. A proxy need not be a shareholder of the Company. A proxy form which may be used to make such appointment and give proxy instructions accompanies this notice. If you do not have a proxy form and believe that you should have one, or if you require additional forms, please contact the company secretary, Richard Alsept, or the Company registrars, Capita Asset Services.
- 2 To be valid any proxy form or other instrument appointing a proxy must be received by post or (during normal business hours only) by hand at the office of the Company's registrars no later than 48 hours before the time appointed for holding the meeting.
- 3 The return of a complete proxy form, other such instrument or any CREST Proxy Instruction (as described in paragraph 6 below) will not prevent a shareholder attending the meeting and voting in person if he/she wishes to do so.
- 4 To be entitled to attend and vote at the meeting or any adjournment (and for the purpose of the determination by the Company of the votes they may cast), shareholders must be registered in the Register of Members of the Company 48 hours (excluding non-working days) before the time appointed for holding the meeting or adjourned meeting. Changes to the Register of Members after the relevant deadline shall be disregarded in determining the rights of any person to attend and vote at the meeting.
- 5 CREST members who wish to appoint a proxy or proxies through the CREST electronic proxy appointment service may do so by using the procedures described in the CREST Manual. CREST Personal Members or other CREST sponsored members, and those CREST members who have appointed a voting service provider(s), should refer to their CREST sponsor or voting service provider(s), who will be able to take the appropriate action on their behalf.
- 6 In order for a proxy appointment or instruction made using the CREST service to be valid, the appropriate CREST message (a "CREST Proxy Instruction") must be properly authenticated in accordance with Euroclear UK & Ireland's specifications and must contain the information required for such instruction, as described in the CREST Manual (available via [www.euroclear.com/CREST](http://www.euroclear.com/CREST)). The message, regardless of whether it constitutes the appointment of a proxy or an amendment to the instruction given to a previously appointed proxy must, in order to be valid, be transmitted so as to be received by the issuer's agent (ID RA10) by the latest time(s) for receipt of proxy appointments specified in the notice of meeting. For this purpose, the time of receipt will be taken to be the time (as determined by the timestamp applied to the message by the CREST Application Host) from which the issuer's agent is able to retrieve the message by enquiry to CREST in the manner prescribed by CREST. After this time any change of instructions to proxies appointed through CREST should be communicated to the appointee through other means.
- 7 CREST members and, where applicable, their CREST sponsors or voting service providers should note that Euroclear UK & Ireland does not make available special procedures in CREST for any particular messages. Normal system timings and limitations will therefore apply in relation to the input of CREST Proxy Instructions. It is the responsibility of the CREST member concerned to take (or, if the CREST member is a CREST personal member or sponsored member or has appointed a voting service provider(s), to procure that his CREST sponsor or voting service provider(s) take(s)) such action as shall be necessary to ensure that a message is transmitted by means of the CREST system by any particular time. In this connection, CREST members and, where applicable, their CREST sponsors or voting service providers are referred, in particular, to those sections of the CREST Manual concerning practical limitations of the CREST system and timings.
- 8 The Company may treat as invalid a CREST Proxy Instruction in the circumstances set out in Regulation 35(5)(a) of the Uncertificated Securities Regulations 2001.

# NOTICE OF ANNUAL GENERAL MEETING continued

- 9 Any corporation which is a member can appoint one or more corporate representatives who may exercise on its behalf all of its powers as a member provided that they do not do so in relation to the same shares.
- 10 Any member attending the meeting has the right to ask questions. The Company must cause to be answered any such question relating to the business being dealt with at the meeting by no such answer need be given if (a) to do so would interfere unduly with the preparation for the meeting or involve the disclosure of confidential information, (b) the answer has already been given on a website in the form of an answer to a question, or (c) it is undesirable in the interest of the company or the good order of the meeting that the question be answered.
- 11 Copies of the following documents are available for inspection at the registered office of the Company during normal business hours (excluding weekends and public holidays) from the date of this notice until the conclusion of the AGM, and will also be available for inspection at the place of the AGM from 15 minutes before it is held until its conclusion:
  - (a) service contracts of the executive directors with the Company or any of its subsidiary undertakings;
  - (b) letters of appointment of the non-executive directors of the Company;
  - (c) the register of interests of the Directors and their families in the share capital of the Company.

## EXPLANATORY NOTES TO THE RESOLUTIONS

The notes on the following pages give an explanation of the proposed resolutions.

Resolutions 1 to 5 are proposed as ordinary resolutions. This means that for each of those resolutions to be passed, more than half the votes cast must be in favour of the resolution.

Resolutions 6 and 7 are proposed as special resolutions. This means that for this resolution to be passed, at least three-quarters of the votes cast must be in favour of the resolution.

## ORDINARY BUSINESS

### Resolution 1: To receive and consider the Company's annual accounts

The Directors present the accounts and the reports of the Directors and auditors for the year ended 31 December 2013.

### Resolution 2: Final Dividend

Final dividends are approved by shareholders but cannot be more than the amount recommended by the Directors. The Directors have recommended a final dividend for the year ended 31 December 2013 of 0.03 pence per ordinary share due and payable on 19 May 2014 to the shareholders on the register at close of business on 22 April 2014. This resolution seeks shareholder approval of the proposed dividend.

### Resolution 3: Re-election of Directors

Pursuant to the Regulation 82 of the Company's articles of association, at each annual general meeting of the company all those directors who have been in office for three years or more since their last election or re-election shall retire from office. This is in accordance with section 1 of the Combined Code on Corporate Governance and Code of Best Practice (the "Combined Code") which requires all Directors to submit themselves for re-election at least every three years. As an AIM listed company, the provisions of the Combined Code are not strictly binding on the Company but are considered to be best practice. Therefore, Les Burnham having been last re-elected in 2011 is retiring and offering himself for re-election.

### Resolution 4: Reappointment and remuneration of auditors

It is proposed that Baker Tilly UK Audit LLP be reappointed as auditors to the Company and that the Directors be authorised to determine their remuneration.

# NOTICE OF ANNUAL GENERAL MEETING continued

## **Resolution 5: Authority to allot shares**

This resolution proposes that the Directors' authority to allot shares be renewed. The authority previously given to the Directors at the last AGM of the Company will expire at this year's AGM. Under the Companies Act 2006, the Directors of the Company may only allot shares or grant rights to subscribe for or convert into shares if authorised to do so.

Paragraph (a) of resolution 4 will allow the Directors to allot new shares or grant rights up to an aggregate nominal value of £366,028, which is equal to approximately one third of the total issued ordinary share capital of the Company as at the date of this notice (excluding treasury shares). In line with corporate governance guidelines, paragraph (b) will allow the Directors to allot equity securities up to an aggregate nominal amount (when added to allotments under part (a) of this resolution) of £732,056 where the allotment is in connection with a rights issue. These amounts represent approximately one third and two thirds respectively of the total issued ordinary share capital (excluding treasury shares) as at the date of this notice.

As at the date of this notice, the Company did not hold any shares in treasury.

If passed the authority given by this resolution will expire at the conclusion of the Company's next Annual General Meeting. The Directors have no present intention to allot new shares or grant rights (other than in respect of the Company's share option schemes and plans). The Directors may, however, consider doing so if they believe it would be appropriate in respect of business opportunities that may arise consistent with the Company's strategic objectives.

## **Resolution 6: Disapplication of pre-emption rights**

Under the Companies Act 2006, if the Directors wish to allot shares for cash (other than in connection with an employee share scheme) they must first offer them to existing shareholders in proportion to their holdings (a "pre-emption offer"). There may be occasions, however, when the Directors will need the flexibility to finance business opportunities by the issue of ordinary shares without making a pre-emption offer to existing shareholders.

This resolution seeks to renew the Directors' power to allot equity securities in certain limited circumstances otherwise than in relation to a pre-emption offer. The power granted at the last AGM is due to expire at this year's AGM. Apart from pre-emption offers, the power is limited to the allotment of equity securities for cash up to an aggregate nominal value of £109,808 (being approximately – but not more than – 10% of the issued ordinary share capital (excluding treasury shares) as at the date of this notice). If given, this power will expire at the conclusion of the 2015 AGM.

The Board does not intend to issue more than 7.5% of the issued share capital of the Company on a non pre-emptive basis in any rolling three-year period. This is in line with corporate governance guidelines.

## **Resolution 7: Authority to purchase ordinary shares**

This resolution is to allow the Company authority to make market purchases of its own shares. The authority should not be taken to imply that shares will be purchased at any particular price or, indeed, at all, and the Board has no present intention of exercising this power but would wish to retain the flexibility to do so in the future. The authority will expire at the earlier of the conclusion of the next Annual General Meeting or 15 August 2015. The Board intends to seek renewal of this power at subsequent Annual General Meetings.

The resolution specifies the maximum number of shares which may be purchased (representing approximately 10% of the Company's issued ordinary share capital as at 12 March 2014) and the maximum and minimum prices at which they may be bought, reflecting legal and regulatory requirements. Any purchases would only be made on the London Stock Exchange. The Directors have not yet decided whether such shares, if repurchased, would be cancelled or taken into treasury, and a decision would be taken in the light of prevailing circumstances. The Board will only exercise the power to make purchases of shares after consideration of the effects on earnings per share and the benefits for Shareholders generally.

I/We \_\_\_\_\_  
of \_\_\_\_\_

(Please complete in block capitals)

being (a) member(s) of the above named Company (the "Company"), hereby appoint the Chairman of the Meeting or the following person (see note (3) below)

as my/our proxy to attend, speak and vote for me/us and on my/our behalf at the Annual General Meeting of the company to be held at the offices of Baker Tilly, 25 Farringdon Street, London EC4A 4AB on Thursday, 15 May 2014 at 11.30 am and at every adjournment thereof.

I/We direct my/our proxy to vote on the under mentioned resolutions as follows:

Please insert an X in the appropriate boxes alongside the resolutions

Ordinary Business	For	Against	Vote Withheld
<b>Ordinary Resolutions</b>			
1 To receive and adopt the Directors' Report and Accounts for the year ended 31 December 2013			
2 To approve the final dividend for the year ended 31 December 2013			
3 To reappoint Les Burnham as a Director			
4 To reappoint Baker Tilly UK Audit LLP as Auditors to the Company and to authorise the Directors to fix their remuneration			
<b>Special Business</b>			
<b>Ordinary Resolution</b>			
5 To authorise the Directors to allot relevant securities			
<b>Special Resolutions</b>			
6 To authorise the Directors to allot equity securities and to disapply statutory pre-emption rights in relation to the issue of certain equity securities			
7 To authorise the Directors to purchase ordinary shares			

Names of joint holders (if any) \_\_\_\_\_

If this form is signed and returned without any indication as to how the proxy shall vote, the proxy will exercise discretion both as to how the proxy votes and whether or not the proxy abstains from voting. The proxy will also exercise discretion as to voting (and whether or not the proxy abstains from voting) on any other business transacted at the Meeting.

Signature \_\_\_\_\_ Dated \_\_\_\_\_ 2014

**Notes:**

- Members are entitled to appoint a proxy to exercise all or any of their rights to attend and to speak and vote on their behalf at the meeting. A shareholder may appoint more than one proxy in relation to the meeting, provided that each proxy is appointed to exercise the rights attached to a different share or shares held by that shareholder. A proxy need not be a shareholder of the Company.
- Please indicate with an 'X' in the appropriate boxes how you wish the proxy to vote. The proxy will exercise his discretion as to how he votes or whether he abstains from voting:
  - on any resolution referred to above if no instruction is given in respect of that resolution; and
  - on any business or resolution considered at the meeting other than the resolutions referred to above.
- If you wish to appoint someone other than the chairman of the meeting as your proxy please delete the words 'the Chairman of the Meeting' and insert the name of the person you wish to appoint. A proxy need not be a member of the Company.
- To be valid any proxy form or other instrument appointing a proxy and any power of attorney under which it is executed (or a duly certified copy of any such power of authority), must be received by post or (during normal business hours only) by hand at the office of the Company's registrars (Capita Asset Services, PXS, 34 Beckenham Road, Beckenham, Kent BR3 4TU) no later than 48 hours before the time appointed for holding the meeting.
- Where the member is a corporation this form must be under its common seal or signed by an officer, attorney or other person duly authorised by the corporation.
- In the case of joint holders only one need sign this form, but the names of the other joint holders should be shown in the space provided. The vote of the senior holder who tenders a vote, whether in person or by proxy, will be accepted to the exclusion of the votes of the other joint holders. Seniority will be determined by the order in which the names of the holders appear in the register of members in respect of the joint holding.
- The return of a completed proxy form will not prevent a shareholder attending the meeting and voting in person if he/she wishes to do so.
- CREST members who wish to appoint a proxy or proxies through the CREST electronic proxy appointment service may do so by using the procedures described in the CREST Manual. CREST Personal Members or other CREST sponsored members, and those CREST members who have appointed a voting service provider(s), should refer to their CREST sponsor or voting service provider(s), who will be able to take the appropriate action on their behalf.
- In order for a proxy appointment or instruction made using the CREST service to be valid, the appropriate CREST message (a "CREST Proxy Instruction") must be properly authenticated in accordance with Euroclear UK & Ireland's specifications and must contain the information required for such instruction, as described in the CREST Manual (available via [www.euroclear.com/CREST](http://www.euroclear.com/CREST)). The message, regardless of whether it constitutes the appointment of a proxy or an amendment to the instruction given to a previously appointed proxy must, in order to be valid, be transmitted so as to be received by the issuer's agent (ID RA10) by the latest time(s) for receipt of proxy appointments specified in the notice of meeting. For this purpose, the time of receipt will be taken to be the time (as determined by the timestamp applied to the message by the CREST Application Host) from which the issuer's agent is able to retrieve the message by enquiry to CREST in the manner prescribed by CREST. After this time any change of instructions to proxies appointed through CREST should be communicated to the appointee through other means.
- CREST members and, where applicable, their CREST sponsors or voting service providers should note that Euroclear UK & Ireland does not make available special procedures in CREST for any particular messages. Normal system timings and limitations will therefore apply in relation to the input of CREST Proxy Instructions. It is the responsibility of the CREST member concerned to take (or, if the CREST member is a CREST personal member or sponsored member or has appointed a voting service provider(s), to procure that his CREST sponsor or voting service provider(s) take(s) such action as shall be necessary to ensure that a message is transmitted by means of the CREST system by any particular time. In this connection, CREST members and, where applicable, their CREST sponsors or voting service providers are referred, in particular, to those sections of the CREST Manual concerning practical limitations of the CREST system and timings.
- The Company may treat as invalid a CREST Proxy Instruction in the circumstances set out in Regulation 35(5)(a) of the Uncertificated Securities Regulations 2001.



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**New Migrate Partner Programme** introduced to help further establish our leading position in the XML DITA market.



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