

**COMPANIES FORM No. 12** 

## Statutory Declaration of compliance with requirements on application for registration of a company

Please do not write in this margin

Pursuant to section 12(3) of the Companies Act 1985

ແລ ເກເສເຊິນນ							
Please complete egibly, preferably	To the Registrar of Companies		For official use	For official use			
black type, or old block lettering	Name of company			<u> </u>			
insert full name of Company	y SPE EURO	OPE LIMITED					
	I,MICHAEL RICHARD COUNSELL, signing on behalf						
	of SWIFT INCORPORATIONS LIMITED						
	2 BACHES STREET						
	LONDON N1 6UB						
delete as appropriate	do solemnly and sincerely declare company]† [person named as direction the registrar under section 10(2)† a registration of the above company complied with,  And I make this solemn declaration the provisions of the Statutory Declared at	ector or secretary of and that all the req and of matters pro n conscientiously i	of the company in puirements of the ecedent and incide pelieving the same	n the statement delivered to above Act in respect of the dental to it have been			
	BRECON,		<del>_</del>				
	Dated 6th January 1993  before rae  A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor having the powers conferred on a Commissioner for Oaths.						
	Presentor's name, address and reference (if any): TU6950/LS JORDAN 8. SONS L 21 ST THOMAS ST	For official use New Companies Section	n P	ostroom			
	BRISTOL, BS1 6JR						

Printed and supplied by

## 

Jordan & Sons Limited

21 St. Thomas Street, Birt tol BS1 6JS Tel: 0272 230600 Telex 449119

This form should be completed in black.

## 10

## Statement of first directors and secretary and intended situation of registered office

	CN	2778741 For official use [T
Company name (in full)	SPE	EUROPE LIMITED
	10.7 arrange (10.00)	
Registered office of the company on neorporation.	RO	MANDEVILLE PLACE
	Post town	LONDON
	County/Region _ Postcode _	WIM 5LA
If the memorandum is delivered by an agent for the subscribers of the memorandum mark 'X' in the box opposite and give the agent's name and address.		
	Name	AND ARROWS AND AND ARROWS AND ARR
	RA	JORDAN & SONS L
	E COL VALAMINIA STATE OF THE ST	21 ST THOMAS ST
	Post town	DORDAN & SONS I 21 ST THOMAS ST BRISTOL BS1 6JA
		manusco de la companio del companio de la companio del companio de la companio del la companio de la companio del la companio de la companio de la companio de la companio de la companio del la c
	Postcode	
Number of continuation sheets attached		
To whom should Companies House direct any enquiries about the information shown in this form?	who are see diff. A hand	Tuensolu 21 SI PIONIAS E
	g to the variable field of the terms	Brilles i Olio 1881 Postcode
	Telephone	Extension

ompany Secretary (Fee notes 1 - 5)	
*Style/Title	cs
Jame Forenames	N/A
Surname	SWIFT INCORPORATIONS LIMITED
*Honours etc	N/A
Previous forenames	N/A
	N/A
Previous surname	AD 2 BACHES STREET
Address	
Usual residential address must be given. In the case of a corporation, give the registered or principal office address.	Post town LONDON
	Postcode N1 6UB Country ENGLAND  The secretary of the company named on page 1
	Date 06.01.93
Consent signature	Signed •
<b>Directors</b> (See notes 1 - 5)  Please list directors in alphabetical order.  *Style/Titl	le CD
Name Forename	KENNETH
Surnan	ne HAYWOOD
*Honours	THE THE PART ARE A REAL PROPERTY THAT IS A REAL PROPERTY OF THE PARTY
Previous forenam	The second secon
Previous surna	IME HAWSLEY ROAD
Address	AD 4 MANUSCE
Usual residential address must be gi In the case of a corporation, give registered or principal office add	
Date of	f birth DO 0 4 0 1 2 6 Nationality NA SKITTS IN
Business occu	pation oc FINANCIAL CONSOUTH ST ALBANS, ST GEOLOGES  Orships OD HIGH SCHOOL FOR GIRLS ST ALBANS, ST GEOLOGES  ORSHIPS OF HIGH SCHOOL FOR GIRLS ST ALBANS, ST GEOLOGES
Other directo	CHARPENDEN) SCHOOL FOR OTHER NOMINEES LTD  (HARPENDEN) SCHOOL LTD, PENCHART NOMINEES LTD  I consent to act as director of the company named on page 1
* Voluntary details	Date 5 / 1 / 9.3
Consent sign	nature Signed C. My mich

Directors (	continued)					
(See notes 1 - 5) Namo	*Style/Title	CD				
1481110	Forenames	N/A				
	Surname	SWIFT INCORPORATIONS LIMITED				
	*Honours etc	N/A				
	Previous forenames	N/A				
	Previous surname.	N/A				
Address	•	AD 2 BACHES STREET				
In the case of	ial address must be given. f a corporation, give the principal office address.	Post town LONDON				
		County/Region				
	'	Postcode N1 6UB Country ENGLAND				
	Date of birth	DO 110 0 9815 Nationality NA UK REGISTERED				
	Business occupation	oc COMPANY REGISTRATION AGENT				
	Other directorships	OD NONE				
* Voluntary	details  Consent signature	I consent to act as director of the company named on page 1  Signed Date 06.01.93				
Matt						
(See notes 1 - 5)						
Nams	*Style/Title	CD				
	Forenames					
	Surname					
	*Honours etc					
	Previous forenames					
	Previous surname					
Address						
In the case	ential address must be given. e of a corporation, give the or principal office address.	Post town				
		County/Region				
		Postcode Country				
	Date of birth	DO       Nationality NA				
	<b>Business occupation</b>	oc				
	Other directorships	11 1				
* Voluntai	ry details	I consent to act as director of the company named on page 1				
	Consent signature	Signed Date				

## **Directors** (continued) · See notes [ - 5] CD Name \*Style/Title **Forenames** N/A Surname INSTANT COMPANIES LIMITED \*Honours etc Previous forenames Previous surname Address AD 2 BACHES STREET Usual residential address must be given. In the case of a corporation, give the registered or principal office address. Post town LONDON County/Region Country ENGLAND Postcode N1 6UB Date of birth DO Nationality | NA **Business occupation** COMPANY REGISTRATION AGENT Other directorships OD \* Voluntary details I consent to act as director of the company named on page 1 Consent signature 06.01.93 Signed Date (JORDANS Delote if the form is signed by the - 6 JAN 1993 Signature of agent on behalf of all subscribers Date subscribers. Signed Date Delete if the form is signed by an agent on behalf of Signed all the subscribers. Date All the subscribers must sign either Signed Date personally or by a person or persons authorised to sign for them. Signed Date Signed Date

Signed

Date

No. 2778741

THE COMPANIES ACT 1985
COMPANY LIMITED BY SHARES
MEMORANDUM OF ASSOCIATION



OF

## SPE EUROPE LIMITED

- 1. The name of the Company (hereinafter called "the Company") is SPE Europe Limited.
- 2. The registered office of the Company will be situate in England.
- 3.(A) The objects for which the Company is established are to promote the science and technology of petroleum and natural gas exploration and recovery.
  - (B) In furtherance of the foregoing objects but not further or otherwise the Company shall have the following powers:
    - (1) To furnish a medium of co-operation among those interested in the petroleum natural gas industry and to promote the advancement of this branch of mineral technology through meetings to stimulate the preparation, reading, discussion and circulation of papers connected therewith.
    - (2) To stimulate co-operation and technological exchanges among engineering disciplines whether in the United Kingdom or elsewhere with particular reference (but without prejudice to the generality of the foregoing words) to the development of oil and natural gas resources in the North Sea including exploration drilling production and transportation technology.

- (3) To encourage by grants, donations and technical assistance persons charities or professional bodies engaged in or assisting in the advancement of research in the fields of oil, mineral and gas technology or engaged in objects identical to or substantially similar to all or any of the aforementioned objects whether in the United Kingdom or elsewhere.
- (4) To promote, manage, sponsor, organise, arrange and participate in conferences exhibitions and meetings on subjects touching any of the aforementioned objects.
- (5) To acquire the business of Society of Petroleum Engineers Europe Ltd (registered charity number 274969) as a going concern and in pursuance thereof to acquire assets from and assume liabilities of Society of Petroleum Engineers Europe Ltd.
- (6) To purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges and to construct maintain and alter any buildings or erections.
- (7) To sell, let mortgage, dispose of or turn to account all or any of the property or assets of the Company.
- (8) To undertake and execute any charitable trusts which may lawfully be undertaken by the Company.
- (9) To borrow or raise money for the purposes of the Company on such terms and on such security as may be thought fit.
- (10) To invest the moneys of the Company not immediately required for its purposes in or upon such investments securities or property as may be thought fit, subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law and subject also as hereinafter provided.

- (11) To establish and support or aid in the establishment and support of any charitable associations or institutions and to subscribe or guarantee money for charitable purposes.
- (12) To do all such other things as will further the above objects or any of them

## PROVIDED THAT:-

- (i) In case the Company shall take or hold any property which may be subject to any trusts, the Company shall only deal with or invest the same in such manner as allowed by law having regard to such trusts;
- (ii) The Company's objects shall not extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers;
- (iii) In case the Company shall take or hold any property subject to the jurisdiction of the Charity Commissioners for England and Wales the Company shall not sell, mortgage, charge or lease the same without such authority, approval, or consent as may be required by law, and as regards any such property the directors of the Company chall be chargeable for any such property that may come into their hands and shall be answerable and accountable for their own acts, receipts, neglects, and defaults, and for the due administration of such property in the same manner and to the same extent as they would as such directors have been if no incorporation had been effected and the incorporation of the Company shall not diminish their or impair any control or authority exercisable by the Chancery Division or the Charity Commissioners over such directors, but they chall as regards any such property be subject jointly and separately to such control or authority as if the Company were not incorporated.

- 4. income and property of the Company whencesoever derived shall be applied solely towards the promotion of the objects of the Company as set forth in this Memorandum of Association, and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Company and no director of the Company shall be appointed to any office of the Company paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Company provided that nothing herein shall prevent any payment in good faith by the Company:
  - (A) of reasonable and proper remuneration to any member officer or servant of the Company (not being a director) for any services rendered to the Company;
  - (B) of interest on money lent by any member of the Company or by any director of the Company at a rate per annum not exceeding 2 per cent less than the minimum lending rate prescribed for the time being by the Bank of England or 3 per cent whichever is the greater;
  - (C) of reasonable and proper rent for premises demised or let by any member of the Companyor by any director of the Company;
  - (D) of fees, remuneration, or other benefit in money or money's worth to a company of which a director of the Company may be a member holding not more than one hundredth part of the capital of that company;
  - (E) to any director of the Company of out-ofpocket expenses.
- 5. The liability of the members is limited.
- 6. The share capital of the Company is £1,000 divided into 1,000 shares of £1 each.
- 7. If upon the winding up or dissolution of the Company there remains, after the satisfaction of

all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Company but shall be given or transferred to some other charitable institutuon or charitable institutions having objects similar to the objects of the Company, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Company under or by virtue of Clause 4 hereof, such institution or institutions to be determined by the members of the Company at or before the time of dissolution, and if and so far as effect cannot be given to such provision, then to some other charitable object.

Nam	es and addresses of Subscribers	Number of shares taken by each Subscriber	
1.	For and on behalf of Instant Companies Limited, 2 Baches Street, London. N1 6UB	One	
2.	For and on behalf of Swift Incorporations Limited, 2 Baches Street, London. N1 6UB	one Mallouwell	
	 Total shares taken	- Two	
	ted this - 6 JAN 1993 tness to the above Signatures:-	Mark Anderson 2 Baches Street, London, N1 6UB	nde

No	:			

## THE COMPANIES ACT 1985

## COMPANY LIMITED BY SHARES

## ARTICLES OF ASSOCIATION

OF

## SPE EUROPE LIMITED

## INTERPRETATION

7. In these regulations -

"the Act" means the Companies Act 1985 including any statutory modification or re-enactment thereof for the time being in force.

"the articles" means the articles of the

company.

"clear days" in relation to the period of a notice means that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect.

"executed" includes any mode of execution.
"office" means the registered office of the

company.

"the holder" in relation to shares means the member whose name is entered in the register of members as the holder of the shares.

"the seal" means the common seal of the

company.

"secretary" means the secretary of the company or any other person appointed to perform the duties of secretary of the company, including a joint, assistant or deputy secretary.

"the United Kingdom" means Great Britain and

Northern Ireland.

Unless the context otherwise requires, words or expressions contained in these regulations bear the same meaning as in the Act but excluding any statutory modification thereof not in force when these regulations become binding on the company.

## PRELIMINARY

2. The company is a private company and accordingly:

- (a) any offer to the public (whether for cash or otherwise) of any shares in or debentures of the company; and
- (b) any allotment of or agreement to allot any shares in or debentures of the company (whether for cash or otherwise) with a view to all or any of those shares or debentures being offered for sale to the public is prohibited.

## POWERS OF HOLDING COMPANY

- 3. Whenever and for so long as the company shall be a subsidiary of another body corporate (in this Article referred to as "the Holding Company") the following provisions shall apply namely:
  - if the Holding Company shall deliver to the (a) company a notice in writing purporting to be signed either by two of the directors of the Holding Company or by one director and the secretary or deputy or assistant secretary or any person appointed by the Board of the Holding Company to perform any of the duties of the secretary of the Holding Company and stating that any share of the company is held by the registered holder thereof as the nominee of the Holding Company (or, in the case of a share registered in the name of a deceased or bankrupt holder, was so held at the time of his death or bankruptcy) and naming some other person as having been authorised by the Holding Company to sign transfers in the place of the holder or the deceased or bankrupt holder, the directors shall be entitled and bound to give effect to any instrument or transfer of that share signed by the person so named as transferor in all respects as if the instrument were signed by the registered holder of the share or by his personal representatives or trustee in bankruptcy;
  - (b) subject to the provisions of the Companies Act 1985, a resolution in writing purporting to be signed either by two of the directors of the Holding Company or by one director and the secretary or deputy or assistant secretary or any person appointed by the Board of the Holding Company to perform any

of the duties of the secretary of the Holding Company shall be as valid and effective as if the same had been passed at a general meeting of the company duly convened and held.

## SHARES

- 4. Subject to the provisions of the Act and without prejudice to any rights attached to any existing shares, any share may be issued with such rights or restrictions as the company may by ordinary resolution determine.
- 5. (a) Subject to authorisation in accordance with the provisions of Section 80 of the Act the directors may allot or otherwise dispose of the shares of the company whether forming part of the original or any increased capital to such persons and for such consideration and upon such terms and conditions as they may determine but so that no shares shall be issued at a discount.
  - (b) For the purposes of Section 80 of the Act
    - (i) the directors shall, unless and until such authority shall have been previously revoked or varied by the company in general meeting, for a period of five years from the date of the incorporation of the company have a general and unconditional authority to allot any unissued shares of the company forming part of its original capital;
    - (ii) before the expiry of the authority given in sub-paragraph (i) above the company by its directors or otherwise may make any offer or agreement which would or might require unissued shares of the company to be allotted after such expiry and the directors may notwithstanding such expiry allot unissued shares of the company pursuant to such offer or agreement.
  - (c) Section 89(1) of the Act shall be excluded in respect of any allotment of shares whether by the directors or otherwise.

6. Except as required by law, no person shall be recognised by the company as holding any share upon any trust and (except as otherwise provided by the articles or by law) the company shall not be bound by or recognise any interest in any share except an absolute right to the entirety thereof in the holder.

## SHARE CERTIFICATES

- Every member, upon becoming the holder of any 7. shares, shall be entitled without payment to one certificate for all the shares of each class held by him (and, upon transferring a part of his holding of shares of any class, to a certificate for the balance of such holding) or several certificates each for one or more of his shares upon payment for every certificate after the first of such reasonable sum as the directors may determine. Every certificate shall be sealed with the seal and shall specify the number, class and distinguishing numbers (if any) of the shares to which it relates and the amount or respective amounts paid up thereon. The company shall not be bound to issue more than one certificate shares held jointly by several persons and delivery of a certificate to one joint holder shall be a sufficient delivery to all of them.
- 8. If a share certificate is defaced, worn-out, lost or destroyed, it may be renewed on such terms (if any) as to evidence and indemnity and payment of the expenses reasonably incurred by the company in investigating evidence as the directors may determine but otherwise free of charge, and (in the case of defacement or wearing-out) on delivery up of the old certificate.

### LIEN

9. The company shall have a first and paramount lien on every share for all moneys (whether presently payable or not) payable at a fixed time or called in respect of that share. The lien shall attach to fully and partly paid up shares, and to all shares registered in the name of any person indebted or under liability to the company, whether he shall be the sole registered holder thereof or shall be one of two or more joint holders. The directors may at any time declare any share to be wholly or

in part exempt from the provisions of this regulation. The company's lien on a share shall extend to any amount payable in respect of it.

- 10. The company may sell in such manner as the directors determine any shares on which the company has a lien if a sum in respect of which the lien exists is presently payable and is not paid within fourteen clear days after notice has been given to the holder of the share or to the person entitled to it in consequence of the death or bankruptcy of the holder, demanding payment and stating that if the notice is not complied with the shares may be sold.
- 11. To give effect to a sale the directors may authorise some person to execute an instrument of transfer of the shares sold to, or in accordance with the directions of, the purchaser. The title of the transferee to the shares shall not be affected by any irregularity in or invalidity of the proceedings in reference to the sale.
- 12. The net proceeds of the sale, after payment of the costs, shall be applied in payment of so much of the sum for which the lien exists as is presently payable, and any residue shall (upon surrender to the company for cancellation of the certificate for the shares sold and subject to a like lien for any moneys not presently payable as existed upon the shares before the sale) be paid to the person entitled to the shares at the date of the sale.

## CALLS ON SHARES AND FORFEITURE

Subject to the terms of allotment, the directors may make calls upon the members in respect of any 13. mcneys unpaid on their shares (whether in respect of nominal value or premium) and each member shall (subject to receiving at least fourteen clear days' notice specifying when and where payment is to be made) pay to the company as required by the notice the amount called on his shares. A call may be required to be paid by instalments. A call may, before receipt by the company of any sum due thereunder, be revoked in whole or part and payment of a call may be postponed in whole or part. A person upon whom a call is made shall for calls made remain liable upon notwithstanding the subsequent transfer of the shares in respect whereof the call was made.

- 14. A call shall be deemed to have been made at the time when the resolution of the directors authorising the call was passed.
- 15. The joint holders of a share shall be jointly and severally liable to pay all calls in respect thereof.
- 16. If a call remains unpaid after it has become due and payable the person from whom it is due and payable shall pay interest on the amount unpaid from the day it became due and payable until it is paid at the rate fixed by the terms of allotment of the share or in the notice of the call or, if no rate is fixed, at the appropriate rate (as defined by the Act) but the directors may waive payment of the interest wholly or in part.
- 17. An amount payable in respect of a share on allotment or at any fixed date, whether in respect of nominal value or premium or as an instalment of a call, shall be deemed to be a call and if it is not paid the provisions of the articles shall apply as if that amount had become due and payable by virtue of a call.
- 18. Subject to the terms of allotment, the directors may make arrangements on the issue of shares for a difference between the holders in the amounts and times of payment of calls on their shares.
- 19. If a call remains unpaid after it has become due and payable the directors may give to the person from whom it is due not less than fourteen clear days' notice requiring payment of the amount unpaid together with any interest which may have accrued. The notice shall name the place where payment is to be made and shall state that if the notice is not complied with the shares in respect of which the call was made will be liable to be forfeited.
- 20. If the notice is not complied with any share in respect of which it was given may, before the payment required by the notice has been made, be forfeited by a resolution of the directors and the forfeiture shall include all dividends or other moneys payable in respect of the forfeited shares and not paid before the forfeiture.
- 21. Subject to the provisions of the Act, a forfeited share may be sold, re-allotted or otherwise

disposed of on such terms and in such manner as the directors determine either to the person who was before the forfeiture the holder or to any other person and at any time before sale, re-allotment or other disposition, the forfeiture may be cancelled on such terms as the directors think fit. Where for the purposes of its disposal a forfeited share is to be transferred to any person the directors may authorise some person to execute an instrument of transfer of the share to that person.

- 22. A person any of whose shares have been forfeited shall cease to be a member in respect of them and shall surrender to the company for cancellation the certificate for the shares forfeited but shall remain liable to the company for all moneys which at the date of forfeiture were presently payable by him to the company in respect of those shares with interest at the rate at which interest was payable on those moneys before the forfeiture or, if no interest was so payable, at the appropriate rate (as defined in the Act) from the date of forfeiture until payment but the directors may waive payment wholly or in part or enforce payment without any allowance for the value of the shares at the time of forfeiture or for any consideration received on their disposal.
  - 23. A statutory declaration by a director or the secretary that a share has been forfeited on a specified date shall be conclusive evidence of the facts stated in it as against all persons claiming to be entitled to the share and the declaration shall (subject to the execution of an instrument of transfer if necessary) constitute a good title to the share and the person to whom the share is disposed of shall not be bound to see to the application of the consideration, if any, nor shall his title to the share be affected by any irregularity in or invalidity of the proceedings in reference to the forfeiture or disposal of the share.

## TRANSFERS OF SHARES

24. The instrume of transfer of a share may be in any usual or in any other form which the directors may approve and shall be executed by or on behalf of the transferor and, unless the share is fully paid, by or on behalf of the transferee.

The transferor shall be deemed to remain the holder of a share until the name of the transferee is entered in the register of members in respect thereof.

- 25. The directors may in their absolute discretion and without assigning any reason therefore, decline to register any transfer of any share, whether or not it is a fully paid share.
- 26. If the directors refuse to register a transfer of a share, they shall within two months after the date on which the transfer was lodged with the company send to the transferee notice of the refusal.
- 27. The registration of transfers of shares or of transfers of any class of shares may be suspended at such times and for such periods (not exceeding thirty days in any year) as the directors may getermine.
- 28. No fee shall be charged for the registration of any instrument of transfer or other document relating to or affecting the title to any share.
- 29. The company shall be entitled to retain any instrument of transfer which is registered, but any instrument of transfer which the directors refuse to register shall be returned to the person lodging it when notice of the refusal is given.

## TRANSMISSION OF SHARES

- 30. If a member dies the survivor or survivors where he was a joint holder, and his personal representatives where he was a sole holder or the only survivor of joint holders, shall be the only persons recognised by the company as having any title to his interest; but nothing herein contained shall release the estate of a deceased member from any liability in respect of any share which had been jointly held by him.
- 31. A person becoming entitled to a share in consequence of the death or bankruptcy of a member may, upon such evidence being produced as the directors may properly require, elect either to become the holder of the share or to have some person nominated by him registered as the transferee. If he elects to become the holder he

shall give notice to the company to that effect. If he elects to have another person registered he shall execute an instrument of transfer of the share to that person. All the articles relating to the transfer of shares shall apply to the notice or instrument of transfer as if it were an instrument of transfer executed by the member and the death or bankruptcy of the member had not occurred.

32. A person becoming entitled to a share in consequence of the death or bankruptcy of a member shall have the rights to which he would be entitled if he were the holder of the share, except that he shall not, before being registered as the holder of the share, be entitled in respect of it to attend or vote at any meeting of the company or at any separate meeting of the holders of any class of shares in the company.

## ALTERATION OF SHARE CAPITAL

- 33. The company may by ordinary resolution-
  - (a) increase its share capital by new shares of such amount as the resolution prescribes;
  - (b) consolidate and divide all or any of its share capital into shares of larger amount than its existing shares;
  - (c) subject to the provisions of the Act, sub-divide its shares, or any of them, into shares of smaller amount and the resolution may determine that, as between the shares resulting from the sub-division, any of them may have any preference or advantage as compared with the others; and
  - (d) cancel shares which, at the date of the passing of the resolution, have not been taken or agreed to be taken by any person and diminish the amount of its share capital by the amount of the shares so cancelled.
- 34. Subject to the provisions of the Act, the company may by special resolution reduce its share capital, any capital redemption reserve and any share premium account in any way.

## GENERAL MEETINGS

- 35. All general meetings other than annual general meetings shall be called extraordinary general meetings.
- 36. The directors may call general meetings and, on the requisition of members pursuant to the provisions of the Act, shall forthwith proceed to convene an extraordinary general meeting for a date not later than eight weeks after receipt of the requisition. If there are not within the United Kingdom sufficient directors to call a general meeting, any director or any member of the company may call a general meeting.

## NOTICE OF GENERAL MEETINGS

- 37. An annual general meeting and an extraordinary general meeting called for the passing of a special resolution or a resolution appointing a person as a director shall be called by at least twenty-one clear days' notice. All other extraordinary general meetings shall be called by at least fourteen days' notice but a general meeting may be called by shorter notice if it is so agreed -
  - (a) in the case of an annual general meeting, by all the members entitled to attend and vote thereat; and
  - (b) in the case of any other meeting by a majority in number of the members having a right to attend and vote being a majority together holding not less than ninety-five per cent in nominal value of the shares giving that right.

The notice shall specify the time and place of the meeting and the general nature of the business to be transacted and, in the case of an annual general meeting, shall specify the meeting as such.

Subject to the provisions of the articles and to any restrictions imposed on any shares, the notice shall be given to all the members, to all persons entitled to a share in consequence of the death or bankruptcy of a member and to the directors and auditors.

38. The accidental omission to give notice of a meeting to, or the non-receipt of notice to a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

## PROCEEDINGS AT GENERAL MEETINGS

- 39. No business shall be transacted at any meeting unless a quorum is present. Two persons entitled to vote upon the business to be transacted, each being a member or a proxy for a member or a duly authorised representative of a corporation, shall be a quorum.
- 40. If a quorum in accordance with paragraph 40 above is not present within half an hour from the time appointed for the meeting, or if during a meeting such quorum ceases to be present, the meeting if convened upon the requisition of members shall be dissolved; in any other case the meeting shall stand adjourned to the same day in the next week at the same time and place or such time and place as the directors may determine; and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the adjourned meeting, or if during the adjourned meeting such quorum ceases to be present, the meeting shall be dissolved.
- 41. The chairman, if any, of the board of directors or in his absence some other director nominated by the directors shall preside as chairman of the meeting, but if neither the chairman nor such other director (if any) be present within fifteen minutes after the time appointed for holding the meeting and willing to act, the directors present shall elect one of their number to be chairman and, if there is only one director present and willing to act, he shall be chairman.
- 42. If no director is willing to act as chairman, or if no director is present within fifteen minutes after the time appointed for holding the meeting, the members present and entitled to vote shall choose one of their number to be chairman.
- 43. A director shall, notwithstanding that he is not a member, be entitled to attend and speak at any general meeting and at any separate meeting of the holders of any class of shares in the company.

- 44. The chairman may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.
- 45. A resolution put to the vote of a meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the show of hands a poll is duly demanded. Subject to the provisions of the Act, a poll may be demanded -
  - (a) by the chairman; or
  - (b) by at least two members having the right to vote at the meeting; or
  - (c) by a member or members representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting; or
  - (d) by a member or members holding shares conferring a right to vote at the meeting being shares on which an aggregate sum has been paid up equal to not less than one-tenth of the total sum paid up on all the shares conferring that right;

and a demand by a person as proxy for a member shall be the same as a demand by a member.

46. ess a poll is duly demanded a declaration by the chairman that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

- 47. The demand for a poll may, before the poll is taken, be withdrawn but only with the consent of the chairman and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.
- 48. A poll shall be taken as the chairman directs and he may appoint scrutineers (who need not be members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- 49. In the case of an equality of votes, whether on a show of hands or on a poll, the chairman shall be entitled to a casting vote in addition to any other vote he may have.
- 50. A poll demanded on the election of a chairman or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either forthwith or at such time and place as the chairman directs not being more than 30 days after the poll is demanded. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.
  - 51. No notice need be given of a poll not taken forthwith if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In any other case at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
  - 52. A resolution in writing executed by or on behalf of each member who would have been entitled to vote upon it if it had been proposed at a general meeting at which he was present shall be as effectual as if it had been passed at a general meeting duly convened and held and may consist of several instruments in the like form each executed by or on behalf of one or more members.

## VOTES OF MEMBERS

- 53. Subject to any rights or restrictions attached to any shares, on a show of hands every member who (being an individual) is present in person or (being a corporation) is present by a duly authorised representative, not being himself a member entitled to vote, shall have one vote and on a poll every member shall have one vote for every share of which he is the holder.
- 54. In the case of joint holders the vote of the senior who tenders a vote, whether in person or by proxy, shall be accepted to the exclusion of the votes of the other joint holders; and seniority shall be determined by the order in which the names of the holders stand in the register of members.
- A member in respect of whom an order had been made 55. by any court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder may vote, whether on a show of hands or on a poll, by his receiver, curator bonis or other person authorised in that behalf appointed by that court, and any such receiver, curator bonis or other person may, on a poll, vote by proxy. Evidence to the satisfaction of the directors of the authority of the person claiming to exercise the right to vote shall be deposited at the office, or at such other place as specified in accordance with the articles for the deposit of instruments of proxy, not less than 48 hours before the time appointed for holding the meeting or adjourned meeting at which the right to vote is to be exercised and in default the right to vote shall rot be exercisable.
- 56. No member shall vote at any general meeting or at any separate meeting of the holders of any class of shares in the company, either in person or by proxy, in respect of any share held by him unless all moneys presently payable by him in respect of that share have been paid.
- 57. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chairman whose decision shall be final and conclusive.

- 58. On a poll votes may be given either personally or by proxy. A member may appoint more than one proxy to attend on the same occasion.
- 59. An instrument appointing a proxy shall be in writing, executed by or on behalf of the appointer and shall be in the following form (or in a form as near thereto as circumstances allow or in any other form which is usual or which the directors may approve) -

PLC/Limited I/We,

, of being a

member/members of the above-named company, hereby appoint of , or failing him, of , as my/our proxy to vote in my/our name(s) and on my/our behalf at the annual/extraordinary general meeting of the company to be held on 19, and at any adjournment thereof.

Signed on 19."

60. Where it is desired to afford members an opportunity of instructing the proxy how he shall act the instrument appointing a proxy shall be in the following form (or in a form as near thereto as circumstances allow or in any other form which is usual or which the directors may approve) -

PLC/Limited

I/We, , of
being a member/members of the above-named company,
hereby appoint of ,
or failing him, of ,
as my/our proxy to vote in my/our name(s) and on
my/our behalf at the annual/extraordinary general
meeting of the company to be held on 19 ,
and at any adjournment thereof.
This form is to be used in respect of the
resolutions mentioned below as follows:

Resolution No 1 \*for \*against
Resolution No 2 \*for \*against
\*Strike out whichever is not desired.
Unless otherwise instructed, the proxy may vote as he thinks fit or abstain from voting.
Signed this day of 19 ."

61. The instrument appointing a proxy and any authority under which it is executed or a copy of such authority certified notarially or in some other way approved by the directors may -

- (a) be deposited at the office or at such other place within the United Kingdom as is specified in the notice convening the meeting or in any instrument of proxy sent out by the company in relation to the meeting not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or
- (b) in the case of a poll taken more than 48 hours after it is demanded, be deposited as aforesaid after the poll has been demanded and not less than 24 hours before the time appointed for the taking of the poll; or
- (c) where the poll is not taken forthwith but is taken not more than 48 hours after it was demanded, be delivered at the meeting at which the poll was demanded to the chairman or to the secretary or to any director;

and an instrument of proxy which is not deposited or delivered in a manner so permitted shall be invalid.

62. A vote given or poll demanded by proxy or by the duly authorised representative of a corporation shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the company at the office or at such other place at which the instrument of proxy was duly deposited before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the pol..

### DIRECTORS

- 63. The number of directors shall be not less than three. At all times a majority of the directors shall be persons resident in the United Kingdom.
- 64. A director shall not require any share qualification but shall nevertheless be entitled to attend and speak at any General Meeting of the

company or at any separate meeting of the holders of any class of shares of the company.

65. A person may be appointed or reappointed a director notwithstanding that he has attained the age of 70 years and no director shall be liable to vacate office by reason of his having attained that or any other age.

## POWERS OF DIRECTORS

- 66. Subject to the provisions of the Act, the memorandum and the articles and to any directions given by special resolution, the business of the company shall be managed by the directors who may exercise all the powers of the company. No alteration of the memorandum or articles and no such direction shall invalidate any prior act of the directors which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this regulation shall not be limited by any special power given to the directors by the articles and a meeting of directors at which a quorum is present may exercise all powers exercisable by the directors.
- 67. The directors may, by power of attorney or otherwise, appoint any person to be the agent of the company for such purposes and on such conditions as they determine provided that the said agent shall fully and promptly report all acts and proceedings to the directors.

## DELEGATION OF DIRECTORS' POWERS

The directors may delegate any of their powers to 68. any committee consisting of two or more directors. Any such delegation may be made subject to any conditions the directors may impose, and either collaterally with or to the exclusion of their own powers and may be revoked or altered. Subject to conditions, the proceedings of such any committee shall be governed by the articles regulating the proceedings of directors so far as they are capable of applying. All acts and proceedings of such committee shall be reported to the directors as soon as reasonably practicable.

## APPOINTMENT AND RETIREMENT OF DIRECTORS

- 69. At the first annual general meeting all the directors shall retire from office, and at every subsequent annual general meeting one-third of the directors who are subject to retirement by rotation or, if their number is not three or a multiple of three, the number nearest to one-third shall retire from office; but, if there is only one director who is subject to retirement by rotation, he shall retire.
- 70. Subject to the provisions of the Act, the directors to retire by rotation shall be those who have been longest in office since their last appointment or re-appointment, but as between persons who became or were last re-appointed directors on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.
- 71. If the company, at the meeting at which a director retires by rotation, does not fill the vacancy the retiring director shall, if willing to act, be deemed to have been re-appointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the re-appointment of the director is put to the meeting and lost.
- 72. No person other than a director retiring by rotation shall be appointed or re-appointed a director at any general meeting unless -
  - (a) he is recommended by the directors; or
  - not less than fourteen nor more than (d) thirty-five clear days before the date appointed for the meeting, notice executed by a member qualified to vote at the meeting has been given to the company of the intention to propose that person for appointment re-appointment stating the particulars which would, if he were so appointed or re-appointed, be required to be included in would, the company's register of directors together with notice executed by that person of his willingness to be appointed or re-appointed.
- 73. Not less than seven nor more than twenty-eight clear days before the date appointed for holding a general meeting notice shall be given to all who are entitled to receive notice of the meeting of

any person (other than a director retiring by rotation at the meeting) who is recommended by the directors for appointment or re-appointment as a director at the meeting or in respect of whom notice has been duly given to the company of the intention to propose him at the meeting for appointment or re-appointment at a director. The notice shall give the particulars of that person which would, if he were so appointed or re-appointed, be required to be included in the company's register of directors.

- 74. Subject as aforesaid, the company may by ordinary resolution appoint a person who is willing to act to be a director either to fill a vacancy or as an additional director and may also determine the rotation in which any additional directors are to retire.
- 75. The directors may appoint a person who is willing to act to be a director, either to fill a vacancy or as an additional director, provided that the appointment does not cause the number of directors to exceed any number fixed by or in accordance with the articles as the maximum number of directors. A director so appointed shall hold office only until the next following annual general meeting and shall not be taken into account in determining the directors who are to retire by rotation at the meeting. If not re-appointed at such annual general meeting, he shall vacate office at the conclusion thereof.
- 76. Subject as aforesaid, a director who retires at an annual general meeting may, if willing to act, be re-appointed. If he is not re-appointed, he shall retain office until the meeting appoints someone in his place, or if it does not do so, until the end of the meeting.

## DISQUALIFICATION AND REMOVAL OF DIRECTORS

- 77. The office of a director shall be vacated if -
  - (a) he ceases to be a director by virtue of any provision of the Act or he becomes prohibited by law from being a director; or
  - (b) he becomes bankrupt or makes any arrangement or composition with his creditors generally; or

- (c) he is, or may be, suffering from mental disorder and either -
  - (i) he is admitted to hospital in pursuance of an application for admission for treatment under the Mental Health Act 1983 or, in Scotland, an application for admission under the Mental Health (Scotland) Act 1960, or
  - (ii) an order is made by a court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder for his detention or for the appointment of a receiver, curator bonis or other person to exercise powers with respect to his property or affairs; or
- (d) he resigns his office by notice to the company; or
- (e) he shall for more than six consecutive months have been absent without permission of the directors from meetings of directors held during that period and the directors resolve that his office be vacated.

## DIRECTORS' EXPENSES

78. The directors may be paid all travelling, hotel, and other expenses properly incurred by them in connection with their attendance at meetings of directors or committees of directors or general meetings or separate meetings of the holders of any class of shares or of debentures of the company or otherwise in connection with the discharge of their duties.

## PROCEEDINGS OF DIRECTORS

79. Subject to the provisions of the articles, the directors may regulate their proceedings as they think fit. A director may, and the secretary at the request of a director shall, call a meeting of the directors. It shall not be necessary to give notice of a meeting to a director who is absent from the United Kingdom. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the chairman

- shall have a second or casting vote. A director who is also an alternate director shall be entitled in the absence of his appointer to a separate vote on behalf of his appointer in addition to his own vote.
- 80. Unless and until otherwise determined by the directors the quorum for the transaction of business by the directors shall be two, both of whom shall be directors normally resident in the United Kingdom. The directors may from time to time determine that the quorum be fixed at any number not less than two but in any increased quorum a majority shall be directors resident in the United Kingdom.
- 81. The continuing directors or a sole continuing director may act notwithstanding any vacancies in their number, but, if the number of directors is less than the number fixed as the quorum, the continuing directors or director may act only for the purpose of filling vacancies or of calling a general meeting.
- 82. The directors may appoint one of their number to be the chairman of the board of directors and may at any time remove him from that office. Unless he is unwilling to do so, the director so appointed shall preside at every meeting of directors at which he is present. But if there is no director holding that office, or if the director holding it is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the directors present may appoint one of their number to be chairman of the meeting.
- 83. All acts done by a meeting of directors, or of a committee of directors, or by a person acting as a director shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any director or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a director and had been entitled to vote.
- 84. A resolution in writing signed by all the directors entitled to receive notice of a meeting of directors or of a committee of directors shall be as valid and effectual as if it had been passed

at a meeting of directors or (as the case may be) a committee of directors duly convened and held and may consist of several documents in the like form each signed by one or more directors; but a resolution signed by an alternate director need not also be signed by his appointer and, if it is signed by a director who has appointed an alternate director, it need not be signed by the alternate director in that capacity.

- 85. A director who is in any way directly or indirectly financially interested in any contract or proposal contract with or any matter concerning the company shall declare the nature of his interest at a meeting of the directors in accordance with Section 317 of the Act and shall not vote in respect of any contract, arrangement or matter in which he is financially interested, and if he shall do so his vote shall not be counted nor shall he be counted in the quorum present at the meeting but neither of these prohibitions shall apply to:
  - (a) any arrangement for giving any director any guarantee, security or indemnity in respect of money lent by him to or obligations undertaken by him for the benefit of the company;
  - (b) any arrangement for the giving by the company of any security to a third party in respect of a debt or obligation of the company for which the director himself has assumed responsibility in whole or in part under a guarantee or indemnity or by the giving of security; or
  - (c) any contract arrangement or transaction with any other company in which he is interested only as an officer of the company or as holder of shares or other securities quoted on the Stock Exchange.
- The company may by ordinary resolution suspend or relax to any extent, either generally or in respect of any particular matter, any provision of the articles prohibiting a director from voting at a meeting of directors or of a committee of directors.
- 87. Where proposals are under consideration concerning the appointment of two or more directors to

offices or employments with the company or any body corporate in which the company is interested the proposals may be divided and considered in relation to each director separately and (provided he is not for another reason precluded from voting) each of the directors concerned shall be entitled to vote and be counted in the quorum in respect of each resolution except that concerning his own appointment.

88. If a question arises at a meeting of directors or of a committee of directors as to the right of a director to vote, the question may, before the conclusion of the meeting, be referred to the chairman of the meeting and his ruling in relation to any director other than himself shall be final and conclusive.

### SECRETARY

89. Subject to the provisions of the Act, the secretary shall be appointed by the directors for such term, and such remuneration and upon such conditions as they may think fit; and any secretary so appointed may be removed by them.

### MINUTES

- 90. The directors shall cause minutes to be made in books kept for the purpose -
  - (a) of all appointments of officers made by the directors; and
  - (b) of all proceedings at meetings of the company, of the holders of any class of shares in the company, and of the directors, and of committees of directors, including the names of the directors present at each such meeting.

## THE SEAL

91. The seal shall only be used by the authority of the directors or of a committee of directors authorised by the directors. The directors may determine who shall sign any instrument to which the seal is affixed and unless otherwise so

determined it shall be signed by a director and by the secretary or by a second director.

## ACCOUNTS

92. No member shall (as such) have any right of inspecting any accounting records or other book or document of the company except as conferred by statute or authorised by the directors or by ordinary resolution of the company.

### NOTICES

- 93. Any notice to be given to or by any person pursuant to the articles shall be in writing except that a notice calling a meeting of the directors need not be in writing.
- The company may give any notice to a member either 94. personally or by sending it by post in a pre-paid envelope addressed to the member at his registered address or by leaving it at that address. In the case of joint holders of a share, all notices shall be given to the joint holder whose name stands first in the register of members in respect of the joint holding and notice so given shall be sufficient notice to all the joint holders. A member whose registered address is not within the United Kingdom and who gives to the company an address within the United Kingdom at which notices may be given to him shall be entitled to have notices given to him at that address, but otherwise no such member shall be entitled to receive any notice from the company.
- 95. A member present, either in person or by proxy, at any meeting of the company or of the holders of any class of shares in the company shall be deemed to have received notice of the meeting and, where requisite, of the purposes for which it was called.
- 96. Every person who becomes entitled to a share shall be bound by any notice in respect of that share which, before his name is entered in the register of members, has been duly given to a person from whom he derives his title.
- 97. Proof that an envelope containing a notice was properly addressed, pre-paid and posted shall be

conclusive evidence that the notice was given. A notice shall, ... be deemed to be given at the expiration of 48 hours after the envelope containing it was posted.

98. A notice may be given by the company to the persons entitled to a share in consequence of the death or bankruptcy of a member by sending or delivering it, in any manner authorised by the articles for the giving of notice to a member, addressed to them by name, or by the title of representatives of the deceased, or trustee of the bankrupt or by any like description at the address, if any, within the United Kingdom supplied for that purpose by the persons claiming to be so entitled. Until such an address has been supplied, a notice may be given in any manner in which it might have been given if the death or bankruptcy had not occurred.

### WINDING UP

99. Clause 7 of the Memorandum of Association relating to the winding up and dissolution of the Company shall have effect as if its provisions were repeated in these Articles.

## INDEMNITY

100. Subject to the provisions of the Act but without prejudice to any indemnity to which a director may otherwise be entitled, every director or other auditor of the company shall officer or indemnified out of the assets of the company against any liability incurred by him in defending any proceedings, whether civil or criminal, in which judgment is given in his favour or in which connection with any is acquitted or in he application in which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the company.

Names and addresses of Subscribers

 For and on behalf of Instant Companies Limited, 2 Baches Street, London. N1 6UB



 For and on behalf of Swift Incorporations Limited,
 Baches Street,
 London, N1 6UB



Dated this

- 6 JAN 1993

Witness to the above Signatures:-

Mark Anderson 2 Baches Street, London. N1 6UB

## FILE COPY



# OF A PRIVATE LIMITED COMPANY

Company No. 2778741

The Registrar of Companies for England and Wales hereby certifies that

SPE EUROPE LIMITED

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

Given at Companies House, Cardiff, the 6th January 1993

P. CEVAN

For The Registrar Of Companies

