# **FILE COPY**



# OF A PRIVATE LIMITED COMPANY

Company No. 3305647

The Registrar of Companies for England and Wales hereby certifies that ONSITE MARKETING SOLUTIONS 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 22nd January 1997

\*N03305647F\*

P. A. Thongas.
P.A.MCRSAN (MRS)

For the Registrar of Companies





Tel: 01222 228043 Form	ns on Disk						
Please complete in typescript, or in bold black capitals.		Declaration on	applicati	on for re	egistrati	on	
Company Nan	ne in full	ONSITE MARK	ETING SO	LUTION	IS		
		LIMITED					
######################################	<b>  </b>   ∗  ,	Claire Harris					
	of	Highstone Secr	retaries Lt	d			
* Please delete as appropriate.		do solemnly and sir formation of the cor company in the stat Companies Act 198 1985 in respect of t precedent and incid	mpany] [per tement deliv 35]* and that he registrati	son named ered to the tall the red on of the a	d as direct e Registra quirement above con	or or secretary or r under section 1 s of the Compani pany and of ma	of the 10 of the ies Act
Declarant's signature		And I make this sol be true and by virtu					ame to
		( /V +/					
De	clared at	Parkes Wilshire	Johnson				
	the	Fifteenth		day of	January		
		One thousand nine	hundred an	d ninety	Seven		
	ore me#	Mr C Adam					
# Please print name.	Signed	ander	~~	-	Dat	e 15.01.97	,
		A Commissioner for C	Oaths or Note	ary Public o	r Justice of	the Peace or Soli	citor
Please give the name, address, t	•	Highstone Hou	se			· · · · · · ·	
number and, if available, a DX number and Exchange of the person Companies House should contact if there is any query.		165 High Stree	et			,	
		Barnet, Herts			Tel 0	181 440 799	19
		DX number 863	2	DX	exchange	BARNET	
		When you have co	mpleted and	l signed th	e form ple	ase send it to th	e

Registrar of Companies at:

Companies House, Crown Way, Cardiff, CF4 3UZ. DX 33050 Cardiff for companies registered in England and Wales

Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB for companies registered in Scotland DX 235 Edinburgh



Please complete in typescript, or in bold black capitals.

Notes on completion appear on final page

First directors and secretary and intended situation of

registered office	_
ONSITE MARKETING SOLUTIONS	
LIMITED	

Company Name in full

**Proposed Registered Office** 

*	-	Λ	4	$\sim$	^	$\sim$	$\wedge$	^	4

(PO Box numbers only, are not acceptable)	165 High Street					
Post town	Barnet					
County / Region	Herts	Postcode	EN5 5SU			
If the memorandum is delivered by an agent for the subscriber(s) of the memorandum mark the box opposite and give the agent's name and address.		-				
Agent's Name	Highstone Information Services					
Address	Highstone House					

**Highstone House** 

165 High Street Post town Barnet County / Region Herts Postcode EN5 5SU

Number of continuation sheets attached

Please give the name, address, telephone number and, if available, a DX number and Exchange of the person Companies House should contact if there is any query.

Highstone	Secretaries			
Highstone	House 165 H	igh Stree	t	
Barnet EN	5 5SU		Tel	0181 440 7999
DX number	8632	DX e	a exchai	nge BARNET

When you have completed and signed the form please send it to the Registrar of Companies at:

Companies House, Crown Way, Cardiff, CF4 3UZ. DX 33050 Cardiff for companies registered in England and Wales

Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB for companies registered in Scotland DX 235 Edinburgh

Form revised March 1995

Company Secretary	(see notes 1-5)	*
,	Company Name	ONSITE MARKETING SOLUTIONS
NAME	* Style / Title	* Honours etc
* Voluntary details	Forename(s)	
•	Surname	Highstone Secretaries Limited
Prev	ious forename(s)	
Pre	vious surname(s)	
Address		Highstone House
Usual residential addres	s	165 High Street
For a corporation, give the registered or principal office	Post town	Barnet
address.	County / Region	Herts Postcode EN5 5SU
	Country	England
		I consent to act as secretary of the company named on page 1
Cons	ent signature	OM Date 15.01.97
<b>Directors</b> (see notes 1-5 Please list directors in alpha		
NAME	* Style / Title	* Honours etc
* Voluntary details	Forename(s)	
	Surname	Highstone Directors Limited
Pre	vious forename(s)	
Pre	evious surname(s)	
Address		Highstone House
Usual residential addres	ss	165 High Street
For a corporation, give the registered or principal office	Post town	Barnet
address.	County / Region	Herts Postcode EN5 5SU
	Country	England
	Date of birth	Day Month Year  29 05 1996 Nationality
Busi	iness occupation	
Othe	er directorships	
	•	
		I consent to act as director of the company named on page 1
Cons	sent signature	CM Date 15.01.97

Directors (continued) (see	e notes 1-5)		
* NAME	* Style / Title	* Honours et	te
* Voluntary details	Forename(s)		
Totalian dotain	Surname		
Previous	forename(s)		
Previous	s surname(s)		
Address			
Usual residential address For a corporation, give the			
registered or principal office	Post town		
address. Cou	inty / Region	Postcode	)
	Country		
D	ate of birth	Day Month Year Nationality	
Rusinese	occupation		
	rectorships		
Other di	ectorsinps		
		I consent to act as director of the company n	amed on page 1
Concent	. :		amed on page !
Consents	signature	Date	
This section must be si	gned by		
Either an agent on behalf of all subscribers	Signed	CM Date	15.01.97
- 4			
Or the subscribers	Signed	Date	
(i.e. those who signed as members on the	Signed	Date	
memorandum of association).	Signed	Date	
	Signed	Date	

#### **Notes**

 Show for an individual the full forename(s) NOT INITIALS and surname together with any previous forename(s) or surname(s).

If the director or secretary is a corporation or Scottish firm - show the corporate or firm name on the surname line

Give previous forename(s) or surname(s) except that:

- for a married woman, the name by which she was known before marriage need not be given,
- names not used since the age of 18 or for at least 20 years need not be given.

A peer, or an individual known by a title, may state the title instead of or in addition to the forename(s) and surname and need not give the name by which that person was known before he or she adopted the title or succeeded to it.

#### Address:

Give the usual residential address.

In the case of a corporation or Scottish firm give the registered or principal office.

#### Subscribers:

The form must be signed personally either by the subscriber(s) or by a person or persons authorised to sign on behalf of the subscriber(s).

- 2. Directors known by another description:
  - A director includes any person who occupies that position even if called by a different name, for example, governor, member of council.
- 3. Directors details:
  - Show for each individual director the director's date of birth, business occupation and nationality.

The date of birth must be given for every individual director.

- 4. Other directorships:
  - Give the name of every company of which the person concerned is a director or has been a director at any time in the past 5 years. You may exclude a company which either is or at all times during the past 5 years, when the person was a director, was:
  - dormant,
  - a parent company which wholly owned the company making the return,
  - a wholly owned subsidiary of the company making the return, or
  - another wholly owned subsidiary of the same parent company.

If there is insufficient space on the form for other directorships you may use a separate sheet of paper, which should include the company's number and the full name of the director.

 Use Form 10 continuation sheets or photocopies of page 2 to provide details of joint secretaries or additional directors and include the company's number.

1000 .

The Companies Act 1985 and 1989

10 14H 100

COMPANY LIMITED BY SHARES

3305647.

#### Memorandum of Association

OF
ONSITE MARKETING SOLUTIONS

#### LIMITED

- 1. The Company's name is ONSITE MARKETING SOLUTIONS Limited
- 2. The Company's registered office is to be situated in England and Wales.
- 3. The objects for which the company is established are:
- 3a. to carry on business as a general commercial company.
- 3b. to promote and to acquire all or any of the share or loan capital of any company wherever incorporated and engaging or proposing to engage in any activity an interest which appears likely to be advantageous to the Company, to provide administrative financial and other services and facilities for any company in which the Company is interested or for any other persons and to sell or dispose of the undertaking or any property or assets of the Company for such consideration as may be thought fit including the share or loan capital or other obligation of any body corporate.
- 3c. to borrow or raise money in any manner and to secure the same or repayment or performance of any debt, liability, contract, guarantee or other engagement incurred or entered into by the Company, and in particular by the issue of debentures secured on all or any of the Company's property (both present and future) including its uncalled capital; and to purchase, redeem or pay off any securities.
- 4. The liability of the members is limited.
- 5. The Company's share capital is £1000, divided into 1000 shares of £1 each.

WE, the Subscribers to this Memorandum of Association, wish to be formed into a Company pursuant to this Memorandum, and we agree to take the number of shares shown opposite our respective names.

## NAMES AND ADDRESSES OF SUBSCRIBERS

Number of Shares taken by each Subscriber

Authorised signatory for and on behalf of Highstone Directors Limited

One

Highstone House 165 High Street Barnet

Herts EN5 5SU

Authorised Signatory for and on behalf of Highstone Secretaries Limited

One

Highstone House 165 High Street Barnet Herts

EN5 5SU

Dated this the Fifteenth day of January 1997.

Witness to the above Signatures: -

Ils Lambert

The Companies	Act	1985	and	1989

**COMPANY LIMITED BY SHARES** 

### **Articles of Association**

OF

#### ONSITE MARKETING SOLUTIONS

#### LIMITED

- 1. Subject as hereinafter provided, the regulations contained or incorporated in Table A in The Companies (Tables A to F) Regulations 1985 (hereinafter referred to as "Table A") shall apply to the Company.
- 2. Regulations 8, 64, 76, 77 and 113 of Table A shall not apply to the Company.
- 3. The Company is a private company and accordingly no offer or invitation shall be made to the public (whether for cash or otherwise) to subscribe for any shares in or debentures of the Company, nor shall the company allot or agree to allot (whether cash or otherwise) any shares in or debentures of the Company with a view to all or any of those shares or debentures being offered for sale to the public.
- 4. At the date of the adoption of these Articles the capital of the Company is £1000 divided into 1000 Ordinary Shares of £1 each.
- 5. (a) The Directors may subject to Article 6 hereof allot, grant options over, or otherwise deal with or dispose of any relevant securities (as defined by Section 80(2) of the Companies Act 1985) of the Company to such persons and generally on such terms and conditions as the Directors think proper.

- (b) The general authority conferred by paragraph (a) of this Article shall be conditional upon due compliance with Article 6 hereof and shall extend to the amount of the authorised share capital of the Company upon its incorporation. The said authority will expire on 200\_\_ unless renewed, varied or revoked by the Company in general meeting in accordance with section 80 or section 80A of the Act.
- (c) The Directors shall be entitled under the general authority conferred by paragraph (a) of this Article to make at any time before the expiry of such authority any offer or agreement which will or might require relevant securities of the Company to be allotted after the expiry of such authority.
- 6. (a) Subject to any direction to the contrary that may be given by the Company in general meeting all shares authorised pursuant to Article 5 hereof to be allotted shall be offered to the members in proportion to the existing shares held by them and such offer shall be made by notice in writing specifying the number of the shares to which the member is entitled and limiting a time (being not less than 21 days) within which the offer if not accepted will be deemed to have been declined, and after the expiry of such time or upon receipt of an intimation from the member to whom such notice is given that he declines to accept the shares offered, the Directors may, subject to these Articles, allot or otherwise dispose of the same to such persons and upon such terms at they think most beneficial to the Company. The Directors may in like manner dispose of any such shares as aforesaid which, by reason of the proportion borne by them to the number of persons entitled to any such offer as aforesaid or by reason of any other difficulty in apportioning the same, cannot in the opinion of the Directors be conveniently offered in manner hereinbefore provided.
  - (b) By virtue of section 91(1) of the Companies Act 1985, sections 89(1) and 90(1) to 90(6) inclusive of that Act shall not apply to the Company.
- 7. The Company shall have a first and paramount lien on every share (whether or not it is a fully paid share) for all moneys (whether presently payable or not) called or payable at a fixed time in respect of that share and the company shall also have a first and paramount lien on all shares (whether fully paid or not) standing registered in the name of any member whether solely or one of two or more joint holders for all moneys presently payable by him or his estate to the Company; but the Directors may at any time declare any share to be wholly or in part exempt from the provisions of this Article. The Company's lien (if any) on a share shall extend to all dividends payable thereon.
- 8. 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. The first sentence of Regulation 24 of Table A shall not apply to the Company.

- 9. In accordance with Section 372(3) of the Companies Act 1985 in every notice calling a General Meeting of the Company there shall appear with reasonable prominence a statement that a member entitled to attend and vote is entitled to appoint a proxy to attend and vote instead of him and that a proxy need not be a member of the Company. Regulation 38 of Table A shall be modified accordingly and the second sentence of Regulation 59 of Table A shall not apply to the Company.
- 10. In Regulation 41 of Table A there shall be added at the end: "If at any adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall be dissolved."
- 11. Unless and until the Company in general meeting shall otherwise determine, there shall be no maximum number of Directors and the minimum number of Directors shall be one. If and so long as there is a sole Director he may exercise all the powers and authorities vested in the Directors by these Articles and by Table A and Regulation 89 of Table A shall be modified accordingly. The first Directors of the Company shall be as named in the statement delivered to the Registrar of Companies pursuant to section 10 of the Companies Act 1985.
- 12. The Company shall not be subject to section 293 of the Companies Act 1985, and accordingly any person may be appointed or elected as a Director, whatever his age, and no Director shall be required to vacate his office of Director by reason of his attaining or having attained the age of seventy years or any other age.
- 13. No person other than a Director retiring by rotation shall be elected a Director at any general meeting unless: -
  - (i) he is recommended by the Directors; or
  - (ii) not less than fourteen nor more than thirty-five clear days before the date of the meeting a notice in writing signed by a member qualified to vote at the meeting has been given to the Company of the intention to propose that person for election, together with a notice in writing signed by that person of his willingness to be elected.
- 14. A Director shall not be required to hold any share qualification, but shall nevertheless be entitled to receive notice of and to attend at all general meetings of the Company and at all separate general meetings of the holders of any class of shares in the capital of the Company.

### NAMES AND ADDRESSES OF SUBSCRIBERS

Authorised signatory for and on behalf of Highstone Directors Limited

Highstone House 165 High Street Barnet Herts EN5 5SU

Authorised Signatory for and on behalf of Highstone Secretaries Limited

Highstone House 165 High Street Barnet Herts EN5 5SU

Dated this the Fifteenth day of January 1997.

Witness to the above Signatures: -

K8 Lambut