

THE COMPANIES ACT 2006

PRIVATE COMPANY LIMITED BY SHARES

WRITTEN RESOLUTIONS OF

FIRST OFFICE HOLDINGS LIMITED

(the Company)

Circulation Date: 20 December 2021

Pursuant to Chapter 2 of Part 13 of the Companies Act 2006, the directors of the Company propose that the following resolutions are passed as special resolutions (**Resolutions**).

**SPECIAL RESOLUTIONS**

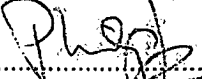
1. **THAT** the share capital of the Company be reduced from £141,205 to £100 by cancelling and extinguishing 141,105 of the issued ordinary shares of £1.00 each and the amount by which the share capital is so reduced be credited to a reserve.

2. **THAT** the share premium account of the Company totalling £813.904 be cancelled and credited to a reserve.

**AGREEMENT**

Please read the notes at the end of this document before signifying your agreement to the Resolutions.

The undersigned, being the members entitled to vote on the Resolutions on the circulation date stated above, hereby irrevocably agree to the Resolutions:



For and on behalf of

**AGILICO WORKPLACE TECHNOLOGIES (SOUTH) LIMITED**

20 December 2021

DATE



## NOTES

- 1.1 You can choose to agree to all of the Resolutions or none of them but you cannot agree to only some of the Resolutions. If you agree to all of the Resolutions, please indicate your agreement by signing and dating this document where indicated above and returning it to the Company using one of the following methods:

**By Hand:** delivering the signed copy to the Company's registered office address at C/O Harrison Clark Rickerbys, Ellenborough House, Wellington Street, Cheltenham, GL5 1YD.

**Post:** returning the signed copy by post to the Company's registered office address at C/O Harrison Clark Rickerbys, Ellenborough House, Wellington Street, Cheltenham, GL5 1YD.

**E-mail:** by attaching a scanned copy of the signed document to an e-mail and sending it to [hjhigginbotham@hcrlaw.com](mailto:hjhigginbotham@hcrlaw.com). Please enter "Written Resolutions" in the e-mail subject box.

- 1.2 If you do not agree to all of the Resolutions, you do not need to do anything: you will not be deemed to agree if you fail to reply.
- 1.3 Once you have indicated your agreement to the Resolutions, you may not revoke your agreement.
- 1.4 Unless, within 28 days of the Circulation Date, sufficient agreement has been received for the Resolutions to pass, they will lapse. If you agree to the Resolutions, please ensure that your agreement reaches us before or during this date.
- 1.5 In the case of joint holders of shares, only the vote of the senior holder who votes will be counted by the Company. Seniority is determined by the order in which the names of the joint holders appear in the register of members.
- 1.6 If you are signing this document on behalf of a person under a power of attorney or other authority please send a copy of the relevant power of attorney or authority when returning this document.