# **FILE COPY**



# CERTIFICATE OF INCORPORATION OF A PRIVATE UNLIMITED COMPANY

Company No. 4295914

The Registrar of Companies for England and Wales hereby certifies that ARA CONFERENCE SERVICES

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

Given at Companies House, Cardiff, the 28th September 2001



\*N04295914L\*







Declaration on application for registration

L+295914.

Please complete in typescript, or in bold black capitals.

CHFP000

	Company Name in full	ARA CONFERENCE SERVICES					
X							
	1						
	١, ١	ALASTAIR MACRAE					
	of	196 OLD STREET, LONDON ECIV 9FR					

† Please delete as appropriate.

do solemnly and sincerely declare that I am a 1 Solicitor engaged in the formation of the company)[person named as director or secretary of the company in the statement delivered to the Registrar under section 10 of the Companies Act 1985] and that all the requirements of the Companies Act 1985 in respect of the registration of the above company and of matters precedent and incidental to it have been complied with.

And I make this solemn Declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1835.

Declarant's	signature
-------------	-----------

On behalf of CDF Formations Limited

Declared at

192 Upper Richmond Road, Putney, London, SW15 2SH

Month Year 901

Please print name.

before me 0 RICHARD PUGH

Signed

25.9.01

Date

† A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor

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.

CDF SERVICES (U.K) LIMITED 196 OLD STREET LONDON EC1V 9FR Tel 0171 490 3777 DX number DX exchange 36601 **FINSBURY** 

**COMPANIES HOUSE COMPANIES HOUSE** 

28/09/01 20/09/01

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

Companies House, Crown Way, Cardiff, CF14 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,

First directors and secretary and intended situation of

or in bold black capitals. CHFP000	registered office		
Notes on completion appear on final page			
Company Name in full	ARA CONFERENCE SERVICES		
Proposed Registered Office	SUITE C1, CITY CLOISTERS		
(PO Box numbers only, are not acceptable)	196 OLD STRÊET		
Post town	LONDON		
County / Region	` .	Postcode	EC1V 9FR
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			
Address	3		
Post town			
County / Region	n [	Postcode	
Number of continuation sheets attache	d		
Please give the name, address, telephone number and, if available, a DX number and Exchange of	C D F SERVICES U.K. LIMITED  CITY CLOISTERS		
the person Companies House should contact if there is any query.		020 7490 3	 777



COMPANIES HOUSE COMPANIES HOUSE

20/09/01

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Form revised July 1998

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Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff for companies registered in England and Wales

DX number 36601

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

Company Secretary	see notes 1-5)							
Con	npany name							
NAME *	Style / Title	*Honours etc						
* Voluntary details	orename(s)	CDF SECRETARIAL SERVICES LIMITED						
	Surname							
Previous f	orename(s)							
Previous	surname(s)	196 OLD STREET						
Address	1	• •						
Usual residential address For a corporation, give the registered or principal office		LONDON						
address.	Post town							
Cour	nty / Region	Postcode EC1V 9FR						
	Country	$\mathcal{M}$						
	1	I consent to act as secretary of the company named on page 1						
Consent s	signature	n Behalf of Cor Secretarial Services Limited						
<b>Directors</b> (see notes 1-5)  Please list directors in alphabetical								
	Style / Title	*Honours etc						
F	orename(s)	CDF FORMATIONS LIMITED						
	Surname							
Previous fo	orename(s)							
Previous:	surname(s)							
Address		196 OLD STREET						
Usual residential address For a corporation, give the								
registered or principal office address.	Post town	LONDON						
Coun	ity / Region	Postcode EC1V 9FR						
	Country							
	_	Day Month Year						
Date of birth	1	Nationality						
Business of	cupation							
Other direct	orships							
	Ţ							
	l I	I consent to act as director of the company named on page 1						
Consent s	ignature	On behalf of CDF Formations Limited Date (9.0,						

\*

<b>Directors</b> '(continued) (see	e notes 1-5)								
NAME *Sty	、NAME *Style / Title			· · ·		*H	lonours e	etc	
* Voluntary details Fore	name(s)						<del>-</del>		
S	Surname	•		=					
Previous forename(s) Previous surname(s)  Address						<del></del> _			
								<del>;</del> _	
Usual residential address		==							
For a corporation, give the registered or principal office address.	ost town	===							
	/ Region	===						ostcode	
County	_ L							JSICOGE	
	Country	Day	Month		Year		<del></del>		
Date of birth			TAIGHT	<u>,</u>	1001	-	Nationa	lity	
Business occupation		=					<del></del>		
Other directorships				<u> </u>			<del></del>		
· [									
			I consent to act as director of the company named on page 1						
Consent signature								Date	
This section must be signed by Either									
an agent on behalf of all subscribers	Signed							Date	
		, <del></del>	<b>.</b>					, –	
Or the subscribers	Signed		1		عربد			Date	19.9.01
( i.e those who signed as members on the memorandum of	Signed				S LIMITE gnatory			Date	
association).	Signed							Date	
	Signed							Date	
	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. 104529

The Companies Act 1985

UNLIMITED COMPANY HAVING A SHARE CAPITAL

#### MEMORANDUM OF ASSOCIATION

OF

# ARA CONFERENCE SERVICES

28 SEP 2001 COMPANIES HOUSE

001720

- 1. The name of the Company is "ARA CONFERENCE SERVICES".
- 2. The registered office of the Company will be situate in England.
- 3. The objects for which the Company is established are:-
  - (a) To carry on all or any of the businesses of general merchants and traders, manufacturers, assemblers, distributors, importers, exporters, agents for the sale of and wholesale and retail dealers goods, wares, produce, products, commodities, fancy good handicrafts and merchandise of every description to act as agents for and to enter into agreements of all kinds on behalf of such persons, firms or companies as may be thought expedient and to negotiate, assign, mortgage, pledge for cash or otherwise, any such agreements and the payments due thereunder and any property the subject thereof, to carry on all or any of the businesses of mail order specialists, credit and discount traders, cash and carry traders, manufacturers', agents commission and general agents, brokers, factors, warehousemen and agents in respect of raw and manufacturers goods of all kinds, general railway, shipping and forwarding agents and transport contractors to create, establish and maintain an organisation for the marketing, selling, servicing, distribution or introduction of the products, merchandise, goods, wares and commodities dealt in, or services rendered by any persons, firms or companies and to participate in, undertake, perform and carry out all kinds of commercial trading and financial operations, ordinarily performed by import export and general factors, shippers, agents, traders, distributors, merchants, capitalists and financiers, either on the Company's own account or otherwise and to open and establish shops, stalls, stores, markets and depots for the sale, collection and distribution of the goods dealt in by the Company.



**COMPANIES HOUSE** 

20/09/01

- (b) To deal generally with goods, products and materials of every description required for any business carried on by the Company acting as distributors, dealers, wholesalers, retailers, importers, exporters or otherwise, and to assemble, process, buy, sell, exchange, hire, hire out, repair, service, maintain, alter, improve, manipulate, prepare for market and otherwise deal with them; to demonstrate, contracts, advertise, finance, insure and underwrite in relation thereto, and to do all or any of the above acting as principals, agents, trustees, lessors, lessees or otherwise, either in the United Kingdom or elsewhere.
- (c) To carry on any other business of any description which may seem to the Company capable of being advantageously carried on in connection with or ancillary to the objects of the Company or calculated directly or indirectly to enhance their value or render them more profitable.
- (d) To purchase, sell, exchange, improve, mortgage, charge, rent, let on lease, hire, surrender, license, accept surrenders of, and otherwise acquire and deal with any freehold, leasehold or other property, chattels and effects, erect, pull down, repair, alter, develop or otherwise deal with any building or buildings and adapt the same for the purpose of the Company's business.
- (e) To purchase or otherwise acquire all or any part of the business or assets of any person, firm or Company, carrying on or formed to carry on any business which this Company is authorised to carry on or possessed of property suitable to the purposes of this Company, and to pay cash or to issue any shares, stocks, debentures or debenture stock of this Company as the consideration for such purchase or acquisition and to undertake any liabilities or obligations relating to the business or property so purchased or acquired.
- (f) To apply for, purchase or otherwise acquire any patents, licences or concessions which may be capable of being dealt with by the Company, or be deemed to benefit the Company and to sell, license, lease or grant rights thereto.
- (g) To sell, let, license, develop or otherwise deal with the undertaking, or all or any part of the property assets or rights of the Company upon such terms as the Company may approve, with power to accept shares, debentures or securities of, or interests in, or guarantees by, any other Company.
- (h) To invest and deal with the monies of the Company not immediately required for the purposes of the Company in such shares or upon such securities and subject to such conditions as may seem desirable.

- (i) To end and advance money, give credit or guarantees, act as surety to such persons, firms or Companies, upon such terms and with or without security and subject to such conditions as may seem desirable.
- (j) To guarantee the payment of any debentures, debenture stock, bonds, mortgages, charges, obligations, interest, dividends, securities, monies or shares or the performance of contracts or engagements of any other Company or person and to give indemnities and guarantees of all kinds and to enter into partnership or any joint purse arrangement with any person, persons, firm or Company, having for its objects similar objects to those of this Company or any of them.
- (k) To borrow or raise money in such manner as the Company shall think fit, the borrowing powers of the Company to be unlimited, and in particular, by the issue of debentures or debenture stock, charged upon all or any of the Company's property, both present and future, including its uncalled capital, and to re-issue any debentures at any time paid off.
- (1) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, debentures, warrants, and other negotiable documents.
- (m) To purchase, subscribe for, or otherwise acquire and hold shares, stocks or other interests in, or obligations of any other Company or corporation.
- (n) To remunerate any person, firm or Company for services rendered or to be rendered in placing or assisting to place any of the shares in the Company's capital or any debentures, debenture stock or other securities of the Company or in or about the formation or promotion of the Company or the conduct of its business.
- (o) To pay out of the funds of the Company all costs and expenses of or incidental to the formation and registration of the Company and the issue of its capital and debentures including brokerage and commission.
- (p) To promote or aid in the promotion of any Company or Companies for the purpose of acquiring all or any of the property rights and liabilities of the Company or for any other purpose which may seem directly or indirectly calculated to advance the interests of this Company.

- (q) To make payments towards insurance and to support and subscribe to any charitable or public object and any institution, society, club or association which may in any way benefit the Company or its employees and to give pensions, gratuities or charitable aid or to establish and support or assist in the establishment and support of funds and trusts calculated to benefit directors or ex-directors, employees or ex-employees of the Company or their wives, children or other relatives or dependants.
- (r) To remunerate the Directors of the Company in any manner the Company may think fit.
- (s) To distribute any property of the Company in specie among the members.
- (t) To do all such other things as are incidental or conducive to the attainment of the above objects or any of them.
- It is hereby expressly declared that the foregoing sub-clauses shall be construed independently of each other and none of the objects therein mentioned shall be deemed to be merely subsidiary to the objects contained in any other sub-clauses.
- 4. The Share Capital of the Company is £1,000 divided into 1,000 Ordinary Shares of £1 each, with power to increase or to divide the shares in the capital for the time being, into different classes having such rights, privileges and advantages as to voting and otherwise, as the Articles of Association may from time to time prescribe.

#### NAMES AND ADDRESSES OF SUBSCRIBERS

CDF FORMATIONS LIMITED CITY CLOISTERS 196 OLD STREET LONDON EC1V 9FR A. Marie

COF SECRETARIAL SERVICES LIMITED CITY CLOISTERS
196 OUD STREET
LONDON
ECIV 9FR

Manda

DATED The 19th day of Soplember 2001.

WITNESS to the above signatures:-

IAN ALDERMAN
CITY CLOISTERS
196 OLD STREET
LONDON
EC1V 9FR

All.

## The Companies Act 1985

#### UNLIMITED COMPANY HAVING A SHARE CAPITAL

#### ARTICLES OF ASSOCIATION

OF

#### ARA CONFERENCE SERVICES

#### **PRELIMINARY**

- 1. The regulations contained in Table A in the Schedule to the Companies (Tables A to F) Regulations 1985 (such Table being hereinafter called "Table A") shall apply to the Company save in so far as they are excluded or varied hereby, that is to say, Clauses 3, 24, 64 and 99 of Table A shall not apply to the Company, and in addition to the remaining Clauses of Table A, as varied by these Articles, the following shall be the regulations of the Company.
- 2. The Company is a private Company and shall not offer to the public (whether for cash or otherwise) any shares in or debentures of the Company, or allot or agree to allot (whether for 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.

#### SHARES

- 3. The shares of the Company shall be under the control of the Directors who may 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) to such persons on such terms and in such manner as they think fit.
- 4. All relevant securities of the Company from time to time unissued shall come under the general authority conferred by Article 3 hereof for a period of not more than five years from the date of incorporation of the Company unless varied or revoked or renewed by the Company in General Meeting (but not for more that five years at a time) and the Directors under the general authority shall be entitled to make at any time before the expiry of such authority any offer or agreement which will or may require securities to be allotted after the expiry of such authority.
- 5. Section 89 (1) of the Companies Act 1985 shall be excluded from applying in relation to any allotment of Shares in the Company.

- 6. The Company shall have the power to issue Shares which are to be redeemed or are liable to be redeemed at the option of the Company or the Shareholder subject to the provisions within Part V of the Companies Act 1985 and on such terms as may be provided by the resolution of the Company creating such redeemable Shares.
- 7. The Company may purchase its own Shares (including any redeemable Shares) subject to the provision of Part V of the Companies Act 1985.
- 8. The Company may make a payment in respect of the redemption or purchase of any of its Shares otherwise than out of its distributable profits or the proceeds of a fresh issue of Shares subject to Sections 159 or 162 (as the case may be) of the Companies Act 1985.

#### LIEN

9. The Company shall have a first and paramount lien on every Share (whether or not it is a fully paid Share) for all monies (whether presently payable or not) called or payable at a fixed time or called in respect of that Share and 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 or his estate and clause 8 of Table A shall be modified accordingly.

### GENERAL MEETINGS

- 10. Every notice convening a General Meeting shall comply with the provisions of Section 372 (3) of the Companies Act 1985, as to giving information to members in regard to their right to appoint proxies, and notices of any other communications relating to any General Meeting which any Member is entitled to receive shall be sent to the Directors and to the Auditors for the time being of the Company.
- 11. If a quorum is not present within half an hour from the time appointed for a General Meeting, the General Meeting will 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 General Meeting a quorum is not present within half an hour from the time appointed therefor such adjourned General Meeting shall be dissolved and Clause 41 in Table A shall not apply to the Company.

# TRANSFER OF SHARES

12. The Directors may in their absolute discretion and without assigning any reason therefor decline to register the transfer of a Share whether or not it is a fully paid share.

#### DIRECTORS

- 13. The shareholding qualification for Directors may be fixed by the Company in General Meeting and unless and until so fixed no qualification shall be required but they shall be entitled to receive notice of and to attend and speak at any General Meeting of the Company.
- 14. There shall be at least one Director and unless otherwise determined by the Company in General Meeting there shall not be any other limitations as to the number of Directors and if at any there shall be only one Director of the Company, he or she, may act as sole Director exercising all the powers, authorities and discretion's vested in the Directors.
- 15. The first Director or Directors of the Company shall be the person or persons named in the statement under Section 10 of the Companies Act 1985.
- 16. The Directors may exercise all the powers of the Company to borrow money without limit as to amount and upon such terms and in such manner as they think fit and to mortgage or charge its undertaking, property, and uncalled capital, or any part thereof, and to issue Debentures, Debenture Stock, and other Securities whether outright or as security for any debt, liability or obligation of the Company or of any third party.
- 17. Any Director may act by himself or his firm in a professional capacity for the Company, and he or his firm shall be entitled to remuneration for professional services as if he were not a Director; provided that nothing herein contained shall authorise a Director to act as Auditor to the Company.
- 18. A Director may vote as a Director in regard to any contract or arrangement in which he is interested or upon any matter arising thereout, and if he shall so vote, his vote shall be counted and he shall be reckoned in estimation a quorum when any such contract or arrangement is under consideration and Clause 94 of Table A shall be modified accordingly.

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 numbers of shares shown opposite our respective names.

Name and Address of Subscribers

Number of shares taken by Subscriber

CDF FORMATIONS LIMITED
CITY CLOISTERS
196 OLD STREET
LONDON
EC1V 9FR

A. Mose

CDE SERETARIAL STRUCKS LINGTED LITY CLOUSTERS LIGH OLD STREET LONDON LECIV GAR

Maule\_

DATED The 19th day of September 2001.

Witness to the above signatures:-

IAN ALDERMAN
CITY CLOISTERS
196 OLD STREET
LONDON
EC1V 9FR

M