

**C L I F F O R D  
C H A N C E**

**CLIFFORD CHANCE LLP**

Company No. 04442605

**TUESDAY**



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25/02/2020  
COMPANIES HOUSE

INCORPORATED UNDER THE COMPANIES ACT 1985

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THE COMPANIES ACT 2006

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PUBLIC COMPANY LIMITED BY SHARES

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ARTICLES OF ASSOCIATION

of

SWISS RE FINANCE (UK) PLC

Incorporated on 20 May 2002

Adopted by special resolution passed on 24 February 2020

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**PART 1**  
**INTERPRETATION AND LIMITATION OF LIABILITY**

**1. DEFINED TERMS**

**1.1** In the articles, unless the context requires otherwise:

**"Act"** means the Companies Act 2006;

**"alternate director"** means the person appointed to that role pursuant to article 29.1 and **"alternate"** shall be construed accordingly;

**"appointor"** has the meaning given in article 29.1;

**"articles"** means the Company's articles of association;

**"auditors"** means the auditors from time to time of the Company;

**"bankruptcy"** includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;

**"business day"** means a day (not being a Saturday or Sunday) on which clearing banks are open for business in London;

**"call"** has the meaning given in article 62.1;

**"call notice"** has the meaning given in article 62.1;

**"certificate"** means a paper certificate evidencing a person's title to specified shares or other securities;

**"chairman"** means the person appointed to that role pursuant to article 14;

**"chairman of the meeting"** has the meaning given in article 38.3;

**"clear days"** means, in relation to a period of notice, 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;

**"company"** includes any body corporate (not being a corporation sole) or association of persons, whether or not a company within the meaning of the Act;

**"Company"** means Swiss Re Finance (UK) Plc, a company incorporated in England and Wales (registered number 04442605);

**"Companies Acts"** means the Companies Acts (as defined in section 2 of the Act), in so far as they apply to the Company;

**"company's lien"** has the meaning given in article 60.1;

**"corporate representative"** has the meaning given in article 46.1;

**"director"** means a director of the Company, and includes any person occupying the position of director, by whatever name called;

**"distribution recipient"** has the meaning given in article 80.5;

**"document"** includes, unless otherwise specified, any document sent or supplied in electronic form;

**"electronic meeting"** means a general meeting hosted on an electronic platform, whether that meeting is physically hosted at a specific location simultaneously or not;

**"electronic platform"** means any form of electronic platform and includes, without limitation, website addresses, application technology and conference call systems;

**"Eligible Director"** means a director who is or would be entitled to vote on the matter at a directors' meeting (but excluding any director whose vote is not to be counted in respect of the particular matter);

**"fully paid"** in relation to a share, means that the nominal value and any premium to be paid to the Company in respect of that share has been paid to the Company;

**"holder"** in relation to a share means the person whose name is entered in the register of members as the holder of that share;

**"instrument"** means a document in hard copy form;

**"lien enforcement notice"** has the meaning given in article 61;

**"London Stock Exchange"** means London Stock Exchange plc;

**"member"** means a member of the Company;

**"paid"** and **"paid up"** mean paid or credited as paid;

**"Parent Company"** means a company which is the holder of not less than 90% of the issued share capital of the Company;

**"participate"**, in relation to a directors' meeting, has the meaning given in article 11.1 and **"participating director"** shall be construed accordingly;

**"partly paid"** in relation to a share means that part of that share's nominal value and any premium at which it was issued which has not been paid to the Company;

**"present"** means, for the purposes of physical general meetings, present in person or, for the purposes of an electronic meeting, present by means of an electronic platform;

**"proxy notice"** has the meaning given in article 44.1;

**"qualifying person"** means an individual who is a member of the Company, a corporate representative in relation to a meeting or a person appointed as proxy of a member in relation to a meeting;

"**register**" means the register of members of the Company kept under section 113 of the Act;

"**seal**" means the common seal of the Company or any official or securities seal that the Company may have or may be permitted to have under the Act;

"**secretary**" means the secretary of the Company and includes any joint, assistant or deputy secretary and a person appointed by the directors to perform the duties of the secretary;

"**senior holder**" means, in the case of a share held by two or more joint holders, whichever of them is named first in the register;

"**shares**" means shares in the Company;

"**subsidiary undertaking**" or "**parent undertaking**" is to be construed in accordance with section 1162 (and Schedule 7) of the Act and for the purposes of this definition, a subsidiary undertaking shall include any person the shares or ownership interests in which are subject to security and where the legal title to the shares or ownership interests so secured are registered in the name of the secured party or its nominee pursuant to such security;

"**transmittee**" means a person entitled to a share by reason of the death or bankruptcy of a shareholder or otherwise by operation of law; and

"**writing**" means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

- 1.2 Unless the context requires otherwise, words or expressions contained in these articles bear the same meaning given by the Act as it is in force when the articles are adopted.
- 1.3 Where an ordinary resolution of the Company is expressed to be required for any purpose, a special resolution is also effective for that purpose.
- 1.4 References to a "**meeting**" shall not be taken as requiring more than one person to be present if any quorum requirement can be satisfied by one person.
- 1.5 References to a person's "**participation**" in the business of any general meeting include without limitation and as relevant the right (including, in the case of a corporation, through a duly appointed representative) to speak, vote, be represented by a proxy and have access in hard copy or electronic form to all documents which are required by the Act or the articles to be made available at the meeting and "**participate**" and "**participating**" shall be construed accordingly.
- 1.6 The headings in the articles do not affect their interpretation.
- 1.7 References to any statutory provision or statute include all modifications and re-enactments (with or without modification) to such provision or statute and all subordinate legislation made under any such provision or statute, in each case for the time being in force. This article 1.7 does not affect the interpretation of article 1.2.



1.8 The *ejusdem generis* principle of construction shall not apply. Accordingly, general words shall not be given a restrictive meaning by reason of their being preceded or followed by words indicating a particular class of acts, matters or things or by examples falling within the general words.

1.9 In the articles, words importing one gender shall include each gender and a reference to a "spouse" shall include a reference to a civil partner under the Civil Partnership Act 2004.

## **2. MODEL ARTICLES OR REGULATIONS NOT TO APPLY**

No model articles or regulations contained in any statute or subordinate legislation, including those contained in the regulations contained in Table A in the schedule to the Companies (Tables A to F) Regulations 1985, apply as the articles of association of the Company.

## **3. LIABILITY OF MEMBERS**

The liability of the members is limited to the amount, if any, unpaid on the shares held by them.

# **PART 2 DIRECTORS**

## **DIRECTORS' POWERS AND RESPONSIBILITIES**

### **4. DIRECTORS' GENERAL AUTHORITY**

4.1 Subject to the Act and the articles, the directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company whether relating to the management of the business or not.

4.2 No alteration of the articles invalidates anything which the directors have done before the alteration.

4.3 The provisions of the articles giving specific powers to the directors do not limit the general powers given by this article 4.

### **5. BORROWING POWERS**

Subject to the Act, the directors may exercise all the powers of the Company to borrow money and to mortgage or charge all or part of the Company's business, property and assets (present or future) and uncalled capital of the Company and to issue debentures and other securities, whether outright or as collateral security for a debt, liability or obligation of the Company or of a third party.

### **6. MEMBERS' RESERVE POWER**

6.1 The members may, by special resolution, direct the directors to take, or refrain from taking, specified action.

- 6.2 No such special resolution invalidates anything that the directors have done before that resolution is passed.

## **7. DIRECTORS MAY DELEGATE**

- 7.1 Subject to the articles, the directors may delegate any of their powers, authorities and discretions:

- 7.1.1 to such person or committee;
- 7.1.2 by such means (including by power of attorney);
- 7.1.3 to such an extent;
- 7.1.4 in relation to such matters or territories; and
- 7.1.5 on such terms and conditions;

as they think fit.

- 7.2 If the directors so specify, any such delegation may authorise further delegation of the directors' powers, authorities and discretions by any person to whom they are delegated.

- 7.3 Where a provision in the articles refers to the exercise of a power, authority or discretion by the directors and that power, authority or discretion has been delegated by the directors to a person or a committee under article 7.1, the provision shall be construed as permitting the exercise of the power, authority or discretion by that person or committee. The directors may revoke any delegation in whole or part, or alter its terms and conditions.

## **8. COMMITTEES**

- 8.1 Committees to which the directors delegate any of their powers must follow procedures which are based as far as they are applicable on those provisions of the articles which govern the taking of decisions by directors.

- 8.2 The directors may make rules of procedure for all or any committees, which prevail over rules derived from the articles.

## **DECISION-MAKING BY DIRECTORS**

## **9. DIRECTORS TO TAKE DECISIONS COLLECTIVELY**

- 9.1 Decisions of the directors may be taken:

- 9.1.1 at a directors' meeting; or
- 9.1.2 in the form of a directors' written resolution.

## **10. CALLING A DIRECTORS' MEETING**

- 10.1 Any director may call a directors' meeting.

- 10.2 The secretary must call a directors' meeting if a director so requests.
- 10.3 A directors' meeting is called by giving notice of the meeting to the directors.
- 10.4 Notice of any directors' meeting must indicate:
- 10.4.1 its proposed date and time;
  - 10.4.2 where it is to take place; and
  - 10.4.3 if it is anticipated that directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.
- 10.5 Notice of a directors' meeting must be given to each director, but need not be in writing.
- 10.6 Notice of a directors' meeting need not be given to a director who waives his entitlement to notice of that meeting, by giving notice to that effect to the Company at any time before or after the date on which the meeting is held. Where such notice is given after the meeting has been held, that does not affect the validity of the meeting, or of any business conducted at it.
- 10.7 An alternate director is entitled to notice of all meetings of the directors and committees of which his appointor is a member.

## **11. PARTICIPATION IN DIRECTORS' MEETINGS**

- 11.1 Subject to the articles, directors "**participate**" in a directors' meeting, or part of a directors' meeting, when:
- 11.1.1 the meeting has been called and takes place in accordance with the articles; and
  - 11.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
- 11.2 In determining whether a director is participating in a directors' meeting, it is irrelevant where the director is or how he communicates with the others.
- 11.3 If all the directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

## **12. QUORUM FOR DIRECTORS' MEETINGS**

- 12.1 At a directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 12.2 The quorum for directors' meetings shall be one Eligible Director if the Company has only one director and two Eligible Directors if the Company has more than one director.

**13. MEETINGS WHERE TOTAL NUMBER OF DIRECTORS LESS THAN QUORUM**

- 13.1 This article 13 applies where the total number of Eligible Directors for the time being is less than the quorum for directors' meetings.
- 13.2 If there is only one Eligible Director, that director may appoint sufficient directors to make up a quorum or may call a general meeting to do so.

**14. CHAIRING DIRECTORS' MEETINGS**

- 14.1 The directors may appoint a director to chair their meetings and may terminate any appointment made by them.
- 14.2 The person appointed for the time being pursuant to article 14.1 is known as the chairman.

**14.3 If:**

- 14.3.1 A chairman has not been appointed pursuant to this article 14;
- 14.3.2 the chairman is unwilling to chair the meeting or is not participating in a directors' meeting within ten minutes of the time at which it was to start; or
- 14.3.3 the chairman is not an Eligible Director in respect of any matter to be discussed at the meeting,

the directors participating in the meeting must appoint one of themselves (who is an Eligible Director in respect of the matters to be discussed at the meeting) to chair it.

**15. VOTING AT DIRECTORS' MEETINGS: GENERAL RULES**

- 15.1 Subject to the articles, a decision is taken at a directors' meeting by a majority of the votes of the Eligible Directors who are participating and each Eligible Director participating in a directors' meeting has one vote.
- 15.2 Subject to article 15.3, if a question arises at a meeting of directors (or of a committee established by the directors) as to the right of a director (or committee member) to participate in the meeting (or part of the meeting) for voting or quorum purposes or otherwise in accordance with the articles, the question may, before the conclusion of the meeting, be referred to the chairman (or other person chairing the meeting) whose ruling in relation to any person other than himself is to be final and conclusive.
- 15.3 If any question as to the right to participate in the meeting (or part of the meeting) should arise in respect of the chairman (or other person chairing the meeting), the question is to be decided by a decision of the directors (or committee members) at that meeting, for which purpose the chairman (or other person chairing the meeting) is not to be counted as participating in the meeting (or that part of the meeting) for voting or quorum purposes.
- 15.4 If the number of votes for and against a proposal are equal, the chairman or other director chairing the meeting has a casting vote.

- 15.5 But this does not apply if, in accordance with the articles, the chairman or other director is not to be counted as participating in the decision-making process for quorum or voting purposes.

**16. ALTERNATES VOTING AT DIRECTORS' MEETINGS**

- 16.1 A director who is also an alternate director has an additional vote on behalf of each appointor who:

16.1.1 is not participating in a directors' meeting; and

16.1.2 would have been entitled to vote if he were participating in it.

**DIRECTORS' INTERESTS**

**17. DIRECTORS' INTERESTS OTHER THAN IN RELATION TO TRANSACTIONS OR ARRANGEMENTS WITH THE COMPANY**

- 17.1 The directors may authorise any matter proposed to them which would, if not so authorised, involve a breach of duty by a director under section 175 of the Act.

- 17.2 Any authorisation under article 17.1 will be effective only if:

17.2.1 any requirement as to the quorum at the meeting or part of the meeting at which the matter is considered is met without counting the director in question or any other director interested in the matter under consideration; and

17.2.2 the matter was agreed to without such directors voting or would have been agreed to if such directors' votes had not been counted.

- 17.3 The directors may give any authorisation under article 17.1 upon such terms and conditions as they think fit. The directors may vary or terminate any such authorisation at any time.

- 17.4 For the purposes of articles 17 to 21 a conflict of interest includes a conflict of interest and duty and a conflict of duties, and "interest" includes both direct and indirect interests.

**18. DECLARATION OF INTERESTS IN PROPOSED OR EXISTING TRANSACTIONS OR ARRANGEMENTS WITH THE COMPANY**

- 18.1 A director who is in any way, directly or indirectly, interested in a proposed transaction or arrangement with the Company must declare the nature and extent of his interest to the other directors before the Company enters into the transaction or arrangement.

- 18.2 A director who is in any way, directly or indirectly, interested in a transaction or arrangement that has been entered into by the Company must declare the nature and extent of his interest to the other directors as soon as is reasonably practicable, unless the interest has already been declared under article 18.1.

- 18.3 Any declaration required by article 18.1 may (but need not) be made:

- 18.3.1 at a meeting of the directors;
- 18.3.2 by notice in writing in accordance with section 184 of the Act; or
- 18.3.3 by general notice in accordance with section 185 of the Act.
- 18.4 Any declaration required by article 18.2 must be made:
  - 18.4.1 at a meeting of the directors;
  - 18.4.2 by notice in writing in accordance with section 184 of the Act; or
  - 18.4.3 by general notice in accordance with section 185 of the Act.
- 18.5 If a declaration made under article 18.1 or 18.2 above proves to be, or becomes, inaccurate or incomplete, a further declaration must be made under article 18.1 or 18.2 as appropriate.
- 18.6 A director need not declare an interest under this article 18.6 or article 19.1:
  - 18.6.1 if it cannot reasonably be regarded as likely to give rise to a conflict of interest;
  - 18.6.2 if, or to the extent that, the other directors are already aware of it (and for this purpose the other directors are treated as aware of anything of which they ought reasonably to be aware);
  - 18.6.3 if, or to the extent that, it concerns terms of his service contract that have been or are to be considered by a meeting of the directors or by a committee of the directors appointed for the purpose under these articles; or
  - 18.6.4 if the director is not aware of his interest or is not aware of the transaction or arrangement in question (and for this purpose a director is treated as being aware of matters of which he ought reasonably to be aware).

**19. PERMITTED TRANSACTIONS AND ARRANGEMENTS  
NOTWITHSTANDING INTEREST**

- 19.1 Subject to the Act and provided that he has declared to the directors the nature and extent of his interest to the other directors (unless the interest falls within article 18.6), a director notwithstanding his office:
  - 19.1.1 may be a party to, or otherwise be interested in, any transaction or arrangement with the Company or in which the Company is directly or indirectly interested;
  - 19.1.2 may act by himself or through his firm in a professional capacity for the Company (otherwise than as auditor), and in any such case on such terms as to remuneration and otherwise as the directors may decide; or
  - 19.1.3 may be a director or other officer of, or employed by, or a party to any transaction or arrangement with, or otherwise be interested in, any body corporate in which the Company is directly or indirectly interested,

and such matters are authorised for the purposes of section 175 of the Act (where applicable).

## **20. REMUNERATION AND BENEFITS**

20.1 A director shall not, by reason of his office, be accountable to the Company for any remuneration or other benefit which he derives from any office or employment or from any transaction or arrangement or from any interest in any body corporate:

20.1.1 the acceptance, entry into or existence of which is authorised by the directors under article 17.1 (subject, in any such case, to any terms and conditions upon which such authorisation was given); or

20.1.2 which he is permitted to hold or enter into by virtue of article 19 or otherwise under these articles,

nor shall the receipt of any such remuneration or other benefit constitute a breach of his duty under section 176 of the Act. No transaction or arrangement authorised or permitted under articles 17.1 or 19 or otherwise under these articles shall be liable to be avoided on the ground of any such interest or benefit.

## **21. GENERAL VOTING AND QUORUM REQUIREMENTS**

21.1 Save as otherwise provided by these articles, a director shall not vote on or be counted in the quorum in relation to a resolution of the directors or committee of the directors concerning a matter in which he has a direct or indirect interest which is, to his knowledge, a material interest (otherwise than by virtue of his interest in shares or debentures or other securities of or otherwise in or through the Company), but this prohibition does not apply to a resolution concerning any of the following matters:

21.1.1 the giving of a guarantee, security or indemnity in respect of money lent or obligations incurred by him or any other person at the request of or for the benefit of the Company or any of its subsidiary undertakings;

21.1.2 the giving of a guarantee, security or indemnity in respect of a debt or obligation of the Company or any of its subsidiary undertakings for which the director has assumed responsibility in whole or in part, either alone or jointly with others, under a guarantee or indemnity or by the giving of security;

21.1.3 a transaction or arrangement concerning an offer of shares, debentures or other securities of the Company or any of its subsidiary undertakings for subscription or purchase, in which offer he is or may be entitled to participate as a holder of securities or in the underwriting or sub-underwriting of which he is to participate;

21.1.4 a transaction or arrangement to which the Company is or is to be a party concerning another company (including a subsidiary undertaking of the Company) in which he or any person connected with him is interested (directly or indirectly) whether as an officer, shareholder, creditor or otherwise (a "**relevant company**"), if he and any persons connected with him do not to his knowledge hold an interest in shares (as that term is used in sections 820 to 825 of the Act) representing one per cent. or more of either any class of the equity

share capital (excluding any shares of that class held as treasury shares) in the relevant company or of the voting rights available to members of the relevant company;

- 21.1.5 a transaction or arrangement for the benefit of the employees of the Company or any of its subsidiary undertakings (including any pension fund or retirement, death or disability scheme) which does not award him a privilege or benefit not generally awarded to the employees to whom it relates; or
- 21.1.6 a transaction or arrangement concerning the purchase or maintenance of any insurance policy for the benefit of directors or for the benefit of persons including directors.
- 21.2 A director shall not vote on or be counted in the quorum in relation to a resolution of the directors or committee of the directors concerning his own appointment (including fixing or varying the terms of his appointment or its termination) as the holder of an office with the Company or any body corporate in which the Company is directly or indirectly interested.
- 21.3 For the purposes of article 21, in relation to an alternate director, the interest of his appointor is treated as the interest of the alternate director in addition to any interest which the alternate director otherwise has. Articles 17 to 21 apply to an alternate director as if he were a director otherwise appointed.
- 21.4 The Company may by ordinary resolution suspend or relax the provisions of articles 17 to 21 to any extent. Subject to the Act, the Company may by ordinary resolution ratify any transaction or arrangement not properly authorised by reason of a contravention of articles 17 to 21.

## **22. DIRECTORS' WRITTEN RESOLUTIONS**

- 22.1 Any director may propose a directors' written resolution.
- 22.2 The secretary must propose a directors' written resolution if a director so requests.
- 22.3 A directors' written resolution is proposed by giving written notice of the proposed resolution to each director.
- 22.4 A proposed directors' written resolution is adopted when all directors who would have been entitled to vote on the resolution at a directors' meeting or committee meeting have signed one or more copies of it, or have otherwise indicated their agreement in writing to it, provided that those directors would have formed a quorum at such a meeting. A director indicates his agreement in writing to a proposed directors' written resolution when the Company receives from him an authenticated document identifying the resolution to which it relates and indicating the director's agreement to the resolution, in accordance with section 1146 of the Act. Once a director has so indicated his agreement, it may not be revoked.
- 22.5 Once a directors' written resolution has been adopted, it must be treated as if it had been a decision taken at a directors' meeting or committee meeting in accordance with the articles.



## **APPOINTMENT OF DIRECTORS**

### **23. NUMBER OF DIRECTORS**

Unless and until otherwise decided by the Company by ordinary resolution the number of directors (other than alternate directors) must not be less than two and must not be more than 7.

### **24. METHODS OF APPOINTING DIRECTORS**

24.1 Subject to the articles, any person who is willing to act as a director, and is permitted by law to do so, may be appointed to be a director:

24.1.1 by ordinary resolution at a general meeting;

24.1.2 by a decision of the directors; or

24.1.3 under article 13.2 if the Company has only one Eligible Director.

24.2 A director need not be a member.

24.3 All acts done by:

24.3.1 a meeting of the directors;

24.3.2 a meeting of a committee of the directors;

24.3.3 written resolution of the directors; or

24.3.4 a person acting as a director, alternate director or a committee,

shall be valid notwithstanding that it is discovered afterwards that there was a defect in the appointment of a person or persons acting or that any of them were disqualified from holding office, had ceased to hold office or were not entitled to vote on the matter in question.

### **25. TERMINATION OF DIRECTOR'S APPOINTMENT**

25.1 In addition to any power of removal under the Act, the Company can by ordinary resolution remove a director even though his time in office has not ended (without prejudice to a claim for damages for breach of contract or otherwise) and, subject to the articles, by ordinary resolution appoint a person to replace a director who has been removed in this way. A person appointed under this article to replace a director who has been removed, will be due to retire when the director he replaces would have been due to retire.

25.2 A person ceases to be a director as soon as:

25.2.1 the period expires, if he has been appointed for a fixed period;

25.2.2 he ceases to be a director by virtue of any provision of the Act, is removed from office under the articles or is prohibited from being a director by law;

- 25.2.3 a bankruptcy order is made against him;
  - 25.2.4 a composition is made with his creditors generally in satisfaction of his debts;
  - 25.2.5 he is removed from office by notice addressed to him at this last known address and signed by all his co-directors (without prejudice to a claim for damages for breach of contract or otherwise); or
  - 25.2.6 notification is received by the Company from the director that the director is resigning from office as director, and such resignation has taken effect in accordance with its terms.
- 25.3 A resolution of the directors declaring a director to have ceased to be a director under the terms of this article is conclusive as to the fact and grounds of cessation stated in the resolution.
- 25.4 If a director ceases to be a director for any reason, he shall cease to be a member of any committee of the directors.

**26. PARENT COMPANY POWER TO APPOINT AND REMOVE DIRECTORS**

Without prejudice to article 24 and article 25, the Parent Company may by notice in writing to the Company appoint any person to be a director and remove any director from office, however they were appointed.

**27. DIRECTORS' FEES**

- 27.1 Directors may undertake any services for the Company that the directors decide.
- 27.2 Unless otherwise determined by ordinary resolution, directors are not entitled to a fee for their services.
- 27.3 Unless the directors decide otherwise, a director is not accountable to the Company for any remuneration which he receives as a director or other officer or employee of the Company's subsidiary undertakings or of any other body corporate in which the Company is interested.
- 27.4 Unless the directors decide otherwise, an alternate director is not entitled to a fee from the Company for his services as an alternate director.

**28. DIRECTORS' EXPENSES**

- 28.1 The Company may repay any reasonable travelling, hotel and other expenses which a director properly incurs in performing his duties as director in connection with his attendance at:
- 28.1.1 directors' meetings;
  - 28.1.2 committee meetings;
  - 28.1.3 general meetings; or

28.1.4 separate meetings of the holders of any class of shares or of debentures of the Company,

or otherwise in connection with the exercise of their powers and the discharge of his responsibilities in relation to the Company.

28.2 Subject to the Act, the directors may make arrangements to provide a director with funds to meet expenditure incurred (or to be incurred) by him for the purposes of:

28.2.1 the Company;

28.2.2 enabling him to properly perform his duties as an officer of the Company; or

28.2.3 enabling him to avoid incurring any such expenditure.

### **ALTERNATE DIRECTORS**

#### **29. APPOINTMENT AND REMOVAL OF ALTERNATES**

29.1 Any director (other than an alternate director) (the "**appointor**") may appoint as an alternate any other director, or any other person approved by the directors and willing to act, to:

29.1.1 exercise that director's powers; and

29.1.2 carry out that director's responsibilities,

in relation to the taking of decisions by the directors in the absence of the alternate's appointor.

29.2 Subject to the articles, any appointment or removal of an alternate director must be effected by notice in writing to the Company signed by the appointor, or in any other manner approved by the directors.

29.3 The notice must:

29.3.1 identify the proposed alternate; and

29.3.2 in the case of a notice of appointment, contain a statement signed by the proposed alternate director that the proposed alternate director is willing to act as the alternate director of the director giving the notice.

29.4 An alternate director need not be a member of the Company.

29.5 Any person appointed as an alternate director under this article 29 may act as an alternate director for more than one director.

#### **30. RIGHTS AND RESPONSIBILITIES OF ALTERNATE DIRECTORS**

30.1 An alternate director has the same rights as his appointor, in relation to any directors' meeting or directors' written resolution.

30.2 Except as the articles specify otherwise, alternate directors:

- 30.2.1 are deemed for all purposes to be directors;
  - 30.2.2 are liable for their own acts and omissions;
  - 30.2.3 are subject to the same restrictions as their appointors; and
  - 30.2.4 are not deemed to be agents of or for their appointors.
- 30.3 Subject to the articles, a person who is an alternate director but not a director:
- 30.3.1 may be counted as participating for the purposes of determining whether a quorum is participating (but only if his appointor is not participating); and
  - 30.3.2 may sign a written resolution (but only if it is not signed by his appointor), but may not be counted as more than one director for such purposes.
- 31. TERMINATION OF ALTERNATE DIRECTORSHIP**
- 31.1 An alternate director's appointment as an alternate director terminates:
- 31.1.1 when his appointor revokes the appointment by notice to the Company in writing specifying when it is to terminate;
  - 31.1.2 on the occurrence in relation to him of any event which, if it occurred in relation to his appointor, would result in the termination of the appointor's appointment as a director;
  - 31.1.3 on the death of his appointor; or
  - 31.1.4 when his appointor's appointment as a director terminates, except that his appointment as an alternate director does not terminate when the appointor retires by rotation at a general meeting and is then re-appointed (or deemed reappointed) as a director at the same general meeting.

### **PART 3 DECISION-MAKING BY MEMBERS**

#### **ORGANISATION OF GENERAL MEETINGS**

#### **32. CALLING GENERAL MEETINGS**

- 32.1 The directors may call a general meeting whenever they think fit.
- 32.2 The directors shall determine whether a general meeting is to be held as a physical meeting or an electronic meeting. The directors may decide when and where, including on an electronic platform(s), to hold a general meeting.
- 32.3 On the requirement of members under the Act, the directors must call a general meeting:
  - 32.3.1 within 21 days from the date on which the directors become subject to the requirement; and

32.3.2 to be held on a date not more than 28 days after the date of the notice calling the meeting.

32.4 At a general meeting called by a requisition (or by requisitionists), no business may be transacted except that stated by the requisition or proposed by the directors.

32.5 Nothing in these articles prevents a general meeting being held both physically and electronically.

### **33. NOTICE OF GENERAL MEETINGS**

33.1 At least 21 clear days' notice must be given to call an annual general meeting. Subject to the Act, at least 14 clear days' notice must be given to call all other general meetings.

33.2 Notice of a general meeting must be given to:

33.2.1 the members (other than any who, under the provisions of the articles or the terms of allotment or issue of shares, are not entitled to receive notice);

33.2.2 the directors; and

33.2.3 the auditors.

33.3 The notice of a general meeting must specify whether the meeting will be physical and/or electronic. Such notice shall also specify the time, date and place and/or electronic platform(s) of the general meeting.

33.4 If the directors determine that a general meeting shall be held (wholly or partly) as an electronic meeting, the notice shall specify any access, identification and security arrangements.

33.5 The accidental omission to give notice of a general meeting or to send, supply or make available any document or information relating to a meeting to, or the non receipt of any such notice, document or information by, a person entitled to receive any such notice, document or information will not invalidate the proceedings at that meeting.

### **34. POSTPONEMENT OF GENERAL MEETINGS**

Subject to the Act, if the directors decide that it is impractical or unreasonable for any reason to hold a general meeting at the time, date or place and/or on the electronic platform(s) set out in the notice for calling the meeting, they can change the time, date or place and/or electronic platform(s) or postpone the meeting (or both). Notice of the business of the meeting does not need to be given again. The directors must take reasonable steps to ensure that any member trying to attend the meeting at the original time, date, place and/or electronic platform is informed of the new arrangements. If a meeting is re-arranged in this way, proxy forms can be delivered as specified in article 45. The directors can also change the place and/or electronic platform(s) or postpone (or both) the re-arranged meeting under this article.

## **35. ELECTRONIC MEETINGS**

35.1 The directors may decide to enable persons entitled to attend an electronic meeting to do so by simultaneous attendance by electronic means with no person necessarily in physical attendance at the electronic meeting. Members or their proxies present shall be counted in the quorum for, and entitled to vote at, the general meeting in question, and that meeting shall be duly constituted and its proceedings valid if the chairman of the meeting is satisfied that adequate facilities are available throughout the electronic meeting to ensure that members or their proxies attending the electronic meeting who are not present together at the same place may:

35.1.1 participate in the business for which the meeting has been convened;

35.1.2 hear all persons who speak at the meeting; and

35.1.3 be heard by all other persons present at the meeting.

35.2 If it appears to the chairman of the meeting that the electronic platform(s), facilities or security at the electronic meeting have become inadequate for the purposes referred to in article 35.1, then the chairman may, without the consent of the meeting, interrupt or adjourn the general meeting.

## **36. ATTENDANCE AND SPEAKING AT GENERAL MEETINGS**

36.1 The directors may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak and vote at it.

36.2 In determining attendance at a general meeting, it is immaterial whether any two or more members attending it are in the same place as each other.

36.3 Two or more persons who are not in the same place as each other attend a general meeting if their circumstances are such that if they have (or were to have) rights to speak and vote at that meeting, they are (or would be) able to exercise them.

36.4 A person is able to exercise the right to speak at a general meeting when that person is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions which that person has on the business of the meeting.

36.5 A person is able to exercise the right to vote at a general meeting when:

36.5.1 that person is able to vote, during the meeting, on resolutions put to the vote at the meeting; and

36.5.2 that person's vote can be taken into account in determining whether or not such resolutions are passed at the same time as the votes of all the other persons attending the meeting.

## **37. QUORUM FOR GENERAL MEETINGS**

37.1 No business other than the appointment of the chairman of the meeting is to be transacted at a general meeting if the persons attending the meeting do not constitute a quorum.

- 37.2 If and for so long as there is a Parent Company, its representative or proxy shall be the only person necessary to constitute a quorum at general meetings.
- 37.3 In the event that there is not a Parent Company, any two qualifying persons present at the meeting and entitled to vote are a quorum.
- 37.4 One qualifying person present at the meeting and entitled to vote:
- 37.4.1 both in his own capacity as a member and as a corporate representative of one or more corporations, each of which is a member entitled to attend and vote upon the business to be transacted at the meeting;
  - 37.4.2 as the corporate representative of two or more corporations, each of which is a member entitled to attend and vote upon the business to be transacted at the meeting;
  - 37.4.3 both in his own capacity as a member and as a proxy duly appointed by one or more members entitled to attend and vote upon the business to be transacted at the meeting; or
  - 37.4.4 as a proxy duly appointed by two or more members entitled to attend and vote upon the business to be transacted at the meeting,
- is a quorum.

### 38. CHAIRING GENERAL MEETINGS

- 38.1 If the directors have appointed a chairman pursuant to article 14, the chairman shall chair general meetings if present and willing to do so.
- 38.2 If the directors have not appointed a chairman pursuant to article 14 , or if the chairman is unwilling to chair the meeting or is not present within ten minutes of the time at which a meeting was due to start:
- 38.2.1 if there is a Parent Company, its representative or proxy may appoint a director or member to chair the meeting; or
  - 38.2.2 failing this, the directors present, or if no directors are present, the meeting, must appoint a director or member to chair the meeting.
- 38.3 The person chairing a meeting in accordance with this article is referred to as "**the chairman of the meeting**".

### 39. ATTENDANCE AND SPEAKING BY DIRECTORS AND NON-MEMBERS

- 39.1 Directors may attend and speak at general meetings whether or not they are members.
- 39.2 The chairman of the meeting may permit other persons who are not:
- 39.2.1 members of the Company, or

39.2.2 otherwise entitled to exercise the rights of members in relation to general meetings,

to attend and speak at a general meeting if he considers it will assist the deliberations of the meeting.

## **VOTING AT GENERAL MEETINGS**

### **40. VOTING: GENERAL**

40.1 A resolution put to the vote of a general meeting held wholly or partly as an electronic meeting shall be decided on a poll. Subject thereto, a resolution put to the vote at a general meeting must be decided on a show of hands unless a poll is duly demanded in accordance with the articles.

40.2 Subject to special rights or restrictions as to voting attached to any class of shares by or in accordance with the articles, on a vote on a resolution:

40.2.1 on a show of hands at a meeting:

- (a) every qualifying person (not being a proxy) present and entitled to vote on the resolution has one vote; and
- (b) every proxy present who has been appointed by a member entitled to vote on the resolution has one vote, except where:
  - (i) that proxy has been appointed by more than one member entitled to vote on the resolution; and
  - (ii) the proxy has been instructed:
    - (A) by one or more of those members to vote for the resolution and by one or more of those members to vote against the resolution; or
    - (B) by one or more of those members to vote in the same way on the resolution (whether for or against) and one or more of those members has permitted the proxy discretion as to how to vote,

in which case, the proxy has one vote for and one vote against the resolution; and

40.2.2 on a poll taken at a meeting, every qualifying member present and entitled to vote on the resolution has one vote in respect of each share held by the relevant member.

40.3 In the case of joint holders of a share, only the vote of the senior holder who votes (or any proxy duly appointed by him) may be counted by the Company.

40.4 In the case of an equality of votes whether on a show of hands or on a poll, the chairman of the meeting shall not be entitled to a casting vote.



#### **41. DEMANDING A POLL**

##### **41.1 A poll on a resolution may be demanded:**

- 41.1.1 in advance of the general meeting where it is to be put to the vote; or
- 41.1.2 at a general meeting, either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared.

##### **41.2 A poll may be demanded by:**

- 41.2.1 the chairman of the meeting;
- 41.2.2 the directors;
- 41.2.3 five or more qualifying persons having the right to vote on the resolution;
- 41.2.4 a qualifying person (or qualifying persons) representing in total not less than 10 per cent. of the total voting rights of all the members having the right to vote on the resolution (excluding any voting rights attached to any shares in the Company held as treasury shares); or
- 41.2.5 a qualifying person (or qualifying persons) representing shares conferring a right to vote on a resolution, being shares on which a total sum has been paid up equal to not less than 10 per cent. of the total sum paid up on all shares conferring that right (excluding any voting rights attached to any shares in the Company held as treasury shares).

##### **41.3 A demand for a poll may be withdrawn if:**

- 41.3.1 the poll has not yet been taken, and
- 41.3.2 the chairman of the meeting consents to the withdrawal.

A demand so withdrawn validates the result of a show of hands declared before the demand was made. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting will continue as if the demand had not been made.

#### **42. PROCEDURE ON A POLL**

##### **42.1 Subject to the articles, polls at general meetings must be taken when, where and in such manner as the chairman of the meeting directs.**

##### **42.2 The result of a poll shall be the decision of the general meeting in respect of the resolution on which the poll was demanded.**

##### **42.3 A poll on:**

- 42.3.1 the election of the chairman of the meeting; or
- 42.3.2 a question of adjournment,

must be taken immediately.

- 42.4 Other polls must be taken within 30 clear days of their being demanded.
- 42.5 A demand for a poll (other than on the election of the chairman of the meeting or on a question of adjournment) does not prevent a general meeting from continuing, except as regards the question on which the poll was demanded.
- 42.6 No notice need be given of a poll not taken immediately if the time, date and place and/or electronic platform(s) on which it is to be taken are announced at the meeting at which it is demanded.
- 42.7 In any other case, at least seven clear days' notice must be given specifying the time, date and place and/or electronic platform(s) on which the poll is to be taken.
- 42.8 On a poll taken at a general meeting of the Company, a qualifying person present and entitled to more than one vote need not, if he votes, use all his votes or cast all the votes he uses in the same way.

#### 43. **APPOINTMENT OF PROXY**

- 43.1 A member may appoint another person as his proxy to exercise all (or any) of his rights to attend and to speak and to vote (both on a show of hands and on a poll) on:
  - 43.1.1 a resolution;
  - 43.1.2 an amendment of a resolution; or
  - 43.1.3 on other business arising at a general meeting of the Company.

Unless the contrary is stated in it, the appointment of a proxy shall be deemed to confer authority to exercise all such rights, as the proxy thinks fit.

- 43.2 A member may appoint more than one proxy in relation to a general meeting, provided that each proxy is appointed to exercise the rights attached to different shares held by the member.
- 43.3 When two or more valid but differing appointments of proxy are received for the same share for use at the same general meeting, the one which is last validly delivered or received (regardless of its date or the date of its execution) shall be treated as replacing and revoking the other or others as regards that share. If the Company is unable to determine which appointment was last validly delivered or received, none of them shall be treated as valid in respect of that share.
- 43.4 A proxy need not be a member.
- 43.5 The appointment of a proxy shall (unless the contrary is stated in it) be valid for an adjournment of the general meeting as well as for the meeting to which it relates.
- 43.6 The appointment of a proxy shall be valid for 12 months from the date of execution or, in the case of an appointment of proxy delivered by electronic means, for 12 months from the date of delivery unless otherwise specified by the directors.

#### 44. **CONTENT OF PROXY NOTICES**

44.1 Subject to article 44.2, the appointment of a proxy (a "**proxy notice**") shall be in writing in any usual form (or in another form approved by the directors) and shall be:

44.1.1 signed by the appointor or his duly appointed attorney; or

44.1.2 if the appointor is a company, executed under its seal or signed by its duly authorised officer or attorney or other person authorised to sign.

44.2 Subject to the Act, the directors may accept a proxy notice received by electronic means on such terms and subject to such conditions as they consider fit.

44.3 A proxy notice received by electronic means shall not be subject to the requirements of article 44.1.

44.4 For the purposes of articles 44.1 and 44.2, the directors may require such reasonable evidence they consider necessary to determine:

44.4.1 the identity of the member and the proxy; and

44.4.2 where the proxy is appointed by a person acting on behalf of the member, the authority of that person to make the appointment.

#### 45. **DELIVERY OF PROXY NOTICES**

45.1 Any notice of a general meeting must specify the address or addresses ("**proxy notification address**") at which the Company or its agents will receive proxy notices relating to that meeting, or any adjournment of it, delivered in hard copy or by electronic means.

45.2 A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been received by the Company by or on behalf of that person.

45.3 Subject to articles 45.4 and 45.5, a proxy notice must be received at a proxy notification address not less than 48 hours before the general meeting or adjourned meeting to which it relates.

45.4 In the case of:

45.4.1 a general meeting adjourned for not more than 48 hours; or

45.4.2 a poll not taken during the general meeting but taken not more than 48 hours after it was demanded,

the proxy notice must be received by not later than the adjourned meeting or the meeting at which the poll was demanded.

45.5 In the case of:

45.5.1 a meeting adjourned for less than 28 days but more than 48 hours; or

45.5.2 a poll taken more than 48 hours after it is demanded,

the proxy notice must be received at a proxy notification address not less than 24 hours before the time appointed for the holding of the adjourned meeting or the taking of the poll.

#### **46. CORPORATE REPRESENTATIVES**

46.1 In accordance with the Act, a corporation which is a member may, by resolution of its directors or other governing body, authorise a person or persons to act as its representative or representatives at any general meeting of the Company (a "**corporate representative**").

46.2 A director, the secretary or other person authorised for the purpose by the secretary may require a corporate representative to produce a certified copy of the resolution of authorisation before permitting the corporate representative to exercise his powers.

#### **47. TERMINATION OF AUTHORITY**

47.1 The termination of the authority of a person to act as proxy or as a corporate representative does not affect:

47.1.1 whether he counts in deciding whether there is a quorum at a general meeting;

47.1.2 the validity of anything he does as chairman of a meeting;

47.1.3 the validity of a poll demanded by him at a general meeting; or

47.1.4 the validity of a vote given by that person,

unless the Company receives notice of the termination at the proxy notification address not later than the last time at which a proxy notice should have been received in order to be valid for use at the relevant meeting or adjourned meeting or (in the case of a poll taken otherwise than at or on the same day as the general meeting or adjourned meeting) for use on the holding of the poll at which the vote is cast.

#### **48. AMENDMENTS TO RESOLUTIONS**

48.1 No amendment to a resolution duly proposed as an ordinary resolution (other than an amendment to correct a grammatical or other non-substantive error) may be considered or voted on unless either:

48.1.1 at least 48 hours (excluding any part of a day that is not a working day) before the time appointed for holding the general meeting or adjourned meeting at which the ordinary resolution is to be considered, notice of the terms of the amendment and intention to move it has been received at the registered office of the Company; or

48.1.2 the chairman of the meeting in his absolute discretion decides that the amendment may be considered or voted on.

- 48.2 If an amendment proposed to a resolution under consideration is ruled out of order by the chairman of the meeting the proceedings on the substantive resolution are not invalidated by an error in his ruling.
- 48.3 A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if:
- 48.3.1 the chairman of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed; and
  - 48.3.2 the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.
- 48.4 If the chairman of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chairman's error does not invalidate the vote on that resolution.

### **RESTRICTIONS ON MEMBERS' RIGHTS**

#### **49. NO VOTING OF SHARES ON WHICH MONEY OWED TO COMPANY**

Unless the directors decide otherwise, no voting rights (or other rights conferred by membership in relation to a meeting or poll) attached to a share may be exercised at any general meeting, at any adjournment of it, or on any poll called at or in relation to it, unless all amounts payable to the Company in respect of that share have been paid.

### **APPLICATION OF RULES TO CLASS MEETINGS AND RIGHTS**

#### **50. VARIATION OF CLASS RIGHTS**

- 50.1 Subject to the Act, the rights attached to a class of shares may be varied or abrogated (whether or not the Company is being wound up) either with the consent in writing of the holders of at least three quarters in nominal value of the issued shares of that class (excluding any shares of that class held as treasury shares) or with the sanction of a special resolution passed at a separate meeting of the holders of the issued shares of that class validly held in accordance with article 50.3 and other relevant provisions of the articles.
- 50.2 The rights attached to a class of shares are not, unless otherwise expressly provided for in the rights attaching to those shares, deemed to be varied by the creation, allotment or issue of further shares ranking *pari passu* with or subsequent to them or by the purchase or redemption by the Company of its own shares in accordance with the Act.
- 50.3 Subject to sections 334(2), 334(2A) and section 334(3) of the Act, a separate meeting for the holders of a class of shares must be called and conducted as nearly as possible in the same way as a general meeting, except that:
- 50.3.1 no member is entitled to notice of it or to attend unless he is a holder of shares of that class;
  - 50.3.2 no vote may be cast except in respect of a share of that class;

- 50.3.3 the quorum at a meeting (other than an adjourned meeting) is two qualifying persons present and holding at least one-third in nominal value of the issued shares of that class (excluding any shares of that class held as treasury shares);
- 50.3.4 the quorum at an adjourned meeting is one qualifying person present and holding shares of that class; and
- 50.3.5 any qualifying person holding shares of that class present may demand a poll.

## **PART 4**

### **SHARES AND DISTRIBUTIONS**

#### **ISSUE OF SHARES**

#### **51. SHARE CAPITAL**

- 51.1 The ordinary shares rank *pari passu* in all respects.
- 51.2 Fully paid ordinary shares confer identical rights in respect of capital, dividends, voting and otherwise.

#### **52. ALLOTMENT**

- 52.1 Subject to the Act and relevant authority given by the Company in general meeting, the directors have general and unconditional authority to allot, grant options over, or otherwise dispose of, unissued shares of the Company or rights to subscribe for or convert any security into shares, to such persons, at such times and on such terms as the directors may decide, except that no share may be issued at a discount.
- 52.2 The directors may at any time after the allotment of a share, but before a person has been entered in the register as the holder of the share, recognise a renunciation of the share by the allottee in favour of another person and may grant to an allottee a right to effect a renunciation on such terms and conditions as the directors think fit.

#### **53. POWERS TO ISSUE DIFFERENT CLASSES OF SHARE**

- 53.1 Subject to the Act and the articles, but without prejudice to the rights attached to any existing share, the Company may issue shares with such rights or restrictions as may be determined by ordinary resolution. If no such resolution is passed or if the relevant resolution does not make specific provision, the directors may determine these rights and restrictions.
- 53.2 Subject to the Act, the Company may issue shares which are to be redeemed, or are liable to be redeemed at the option of the Company or the holder, and the directors may determine the terms, conditions and manner of redemption of any such shares.

#### **54. RIGHTS AND RESTRICTIONS ATTACHING TO SHARES**

If rights and restrictions attaching to shares are determined by ordinary resolution or by the directors under article 53, those rights and restrictions shall apply in place of any rights or restrictions that would otherwise apply by virtue of the Act in the absence of any provisions in the articles, as if those rights and restrictions were set out in the articles.

**55. PAYMENT OF COMMISSIONS ON SUBSCRIPTION FOR SHARES**

55.1 Subject to the Act, the Company may pay any person a commission in consideration for that person:

55.1.1 subscribing, or agreeing to subscribe, for shares; or

55.1.2 procuring, or agreeing to procure, subscriptions for shares.

55.2 Subject to the Act, any such commission may be paid:

55.2.1 in cash, or in fully paid or partly paid shares or other securities, or partly in one way and partly in the other; and

55.2.2 in respect of a conditional or an absolute subscription.

**INTERESTS IN SHARES**

**56. COMPANY NOT BOUND BY LESS THAN ABSOLUTE INTERESTS**

Except as required by law or the articles, no person is to be recognised by the Company as holding any share upon any trust and the Company is not in any way to be bound by or recognise any interest in a share other than the holder's absolute ownership of it and all the rights attaching to it.

**SHARE CERTIFICATES**

**57. CERTIFICATES TO BE ISSUED EXCEPT IN CERTAIN CASES**

57.1 Except where otherwise provided in the articles, the Company must issue each member with one or more certificates in respect of the shares which that member holds within:

57.1.1 two months of allotment or lodgement with the Company of a transfer to him of those shares; or

57.1.2 any other period as the terms of issue of the shares provide.

57.2 This article does not apply to:

57.2.1 shares in respect of which a share warrant has been issued; or

57.2.2 shares in respect of which the Companies Acts permit the Company not to issue a certificate.

57.3 Except as otherwise specified in the articles, all certificates must be issued free of charge.

57.4 No certificate may be issued in respect of shares of more than one class.

57.5 If more than one person holds a share, only one certificate may be issued in respect of it. Delivery of a certificate to the senior holder shall constitute delivery to all of the holders of the share.

## **58. CONSOLIDATED CERTIFICATES**

58.1 When a member's holding of shares of a particular class increases, the Company may issue that member with:

58.1.1 a single, consolidated certificate in respect of all the shares of a particular class which that member holds; or

58.1.2 a separate certificate in respect of only those shares by which that member's holding has increased.

58.2 When a member's holding of shares of a particular class is reduced, the Company must ensure that the member is issued with one or more certificates in respect of the number of shares held by the member after that reduction. But the Company need not (in the absence of a request from the member) issue any new certificate if:

58.2.1 all the shares which the member no longer holds as a result of the reduction; and

58.2.2 none of the shares which the member retains following the reduction, were, immediately before the reduction, represented by the same certificate.

58.3 A member may request the Company, in writing, to replace:

58.3.1 the member's separate certificates with a consolidated certificate, or

58.3.2 the member's consolidated certificate with two or more separate certificates representing such proportion of the shares as the member may specify.

58.4 When the Company complies with such a request it may charge such reasonable fee as the directors may decide for doing so.

58.5 A consolidated certificate or separate certificates must not be issued unless any certificates which they are to replace have first been returned to the Company for cancellation or the holder has complied with such conditions as to evidence and indemnity as the directors decide.

## **59. REPLACEMENT CERTIFICATES**

59.1 Subject to having first complied with the obligations in articles 59.2.2 and 59.2.3, if a certificate issued in respect of a member's shares is:

59.1.1 damaged or defaced; or

59.1.2 said to be lost, stolen or destroyed,

that member is entitled to be issued with a replacement certificate in respect of the same shares.

59.2 A member exercising the right to be issued with such a replacement certificate:

59.2.1 may at the same time exercise the right to be issued with a single certificate or separate certificates;



59.2.2 must return the certificate which is to be replaced to the Company if it is damaged or defaced; and

59.2.3 must comply with such conditions as to evidence, indemnity and the payment of a reasonable fee as the directors decide.

## **PARTLY PAID SHARES**

### **60. COMPANY'S LIEN OVER PARTLY PAID SHARES**

60.1 The Company has a lien (the "**company's lien**") over every share which is partly paid for any part of:

60.1.1 that share's nominal value; and

60.1.2 any premium at which it was issued,

which has not been paid to the Company, and which is payable immediately or at some time in the future, whether or not a call notice has been sent in respect of it.

60.2 The company's lien over a share:

60.2.1 takes priority over any third party's interest in that share; and

60.2.2 extends to any dividend or other money payable by the Company in respect of that share and (if the lien is enforced and the share is sold by the Company) the proceeds of sale of that share.

60.3 The directors may at any time decide that a share which is or would otherwise be subject to the Company's lien shall not be subject to it, either wholly or in part. Unless otherwise agreed with the transferee, the registration of a transfer of a share operates as a waiver of the Company's lien (if any) on that share solely for the purposes of the transfer.

### **61. ENFORCEMENT OF THE COMPANY'S LIEN**

61.1 Subject to the provisions of this article, if:

61.1.1 a lien enforcement notice has been given in respect of a share; and

61.1.2 the person to whom the notice was given has failed to comply with it,

the Company may sell that share in such manner as the directors decide.

61.2 A lien enforcement notice:

61.2.1 must be in writing;

61.2.2 may only be given in respect of a share which is subject to the company's lien, in respect of which a sum is payable and the due date for payment of that sum has passed;

61.2.3 must specify the share concerned;

- 61.2.4 must require payment of the sum payable within 14 days of the notice;
  - 61.2.5 must be addressed either to the holder of the share or to a person entitled to it by reason of the holder's death, bankruptcy or otherwise; and
  - 61.2.6 must state the company's intention to sell the share if the notice is not complied with.
- 61.3 Where shares are sold under this article:
- 61.3.1 the directors may authorise any person to execute an instrument of transfer of the shares to the purchaser or a person nominated by the purchaser; and
  - 61.3.2 the transferee is not bound to see to the application of the purchase money, and the transferee's title is not affected by any irregularity in or invalidity of the process leading to the sale.
- 61.4 The net proceeds of any such sale (after payment of the costs of sale and any other costs of enforcing the lien) must be applied:
- 61.4.1 first, in payment or towards satisfaction of the amount in respect of which the lien exists; and
  - 61.4.2 secondly, to the person entitled to the shares immediately before the sale, but only after the certificate for the shares sold has been surrendered to the Company for cancellation, or a suitable indemnity has been given for any lost certificates.
- 61.5 A statutory declaration by a director or the secretary that the declarant is a director or the secretary and that a share has been sold to satisfy the Company's lien on a specified date:
- 61.5.1 is conclusive evidence of the facts stated in it as against all persons claiming to be entitled to the share; and
  - 61.5.2 subject to compliance with any other formalities of transfer required by the articles or by law, constitutes a good title to the share.

## 62. CALL NOTICES

- 62.1 Subject to the articles and the terms on which shares are allotted, the directors may send a notice (a "**call notice**") to a member requiring the member to pay the Company a specified sum of money (a "**call**") which is payable in respect of shares which that member holds at the date of the call notice.
- 62.2 A call notice:
- 62.2.1 may not require a member to pay a call which exceeds the total sum unpaid on that member's shares (whether as to the share's nominal value or any amount payable to the Company by way of premium);

- 62.2.2 must state the date by which it is to be paid (the "**due date for payment**") and how any call to which it relates it is to be paid; and
- 62.2.3 may permit or require the call to be paid by instalments.
- 62.3 A member must comply with the requirements of a call notice, but no member is obliged to pay any call before 14 days have passed since the notice was given.
- 62.4 Before the Company has received any call due under a call notice the directors may:
  - 62.4.1 revoke it wholly or in part; or
  - 62.4.2 specify a later time for payment than is specified in the call notice,by a further notice in writing to the member in respect of whose shares the call is made.
- 62.5 Delivery of a call notice to the senior holder shall constitute delivery to all of the holders of the share.

### 63. **LIABILITY TO PAY CALLS**

- 63.1 Liability to pay a call is not extinguished or transferred by transferring the shares in respect of which it is required to be paid.
- 63.2 Joint holders of a share are jointly and severally liable to pay all calls in respect of that share.
- 63.3 Subject to the terms on which shares are allotted, the directors may, when issuing shares, provide that call notices sent to the holders of those shares may require them:
  - 63.3.1 to pay calls which are not the same; or
  - 63.3.2 to pay calls at different times.

### 64. **WHEN CALL NOTICE NEED NOT BE ISSUED**

- 64.1 A call notice need not be issued in respect of sums which are specified, in the terms on which a share is issued, as being payable to the Company in respect of that share (whether in respect of nominal value or premium):
  - 64.1.1 on allotment;
  - 64.1.2 on the occurrence of a particular event; or
  - 64.1.3 on a date fixed by or in accordance with the terms of issue,each a "**due date for payment**".
- 64.2 But if the due date for payment of such a sum has passed and it has not been paid, the holder of the share concerned at the due date for payment is treated in all respects as having failed to comply with a call notice in respect of that sum, and is liable to the same consequences as a person having failed to comply with a call notice as regards the payment of interest and forfeiture.

**65. FAILURE TO COMPLY WITH CALL NOTICE: AUTOMATIC CONSEQUENCES**

65.1 If a person is liable to pay a call and fails to do so by the due date for payment:

65.1.1 the directors may issue a notice of intended forfeiture to that person; and

65.1.2 until the call is paid, that person must pay the Company interest on the call from the due date for payment to the actual date of payment (both dates inclusive) at the rate determined by the directors (which must not exceed 20 per cent. per annum).

65.2 The directors may waive any obligation to pay interest on a call wholly or in part.

**66. PAYMENT OF UNCALLED AMOUNT IN ADVANCE**

66.1 The directors may, in their discretion, accept from a member some or all of the uncalled amounts which are unpaid on shares held by him.

66.2 A payment in advance of a call extinguishes, to the extent of the payment, the liability of the member on the shares in respect of which the payment is made.

66.3 The Company may pay interest on the amount paid in advance (or that portion of it that exceeds the amount called on shares).

66.4 The directors may decide this interest rate which must not exceed 20 per cent. per annum.

**67. NOTICE OF INTENDED FORFEITURE**

67.1 A notice of intended forfeiture:

67.1.1 must be in writing;

67.1.2 may be sent in respect of any share in respect of which a call has not been paid as required by a call notice;

67.1.3 must be sent to the holder of that share or to a person entitled to it by reason of the holder's death, bankruptcy or otherwise;

67.1.4 must require payment of the call and any accrued interest (and all costs, charges and expenses incurred by the Company by reason of non-payment) by a date which is not less than 14 days after the date of the notice;

67.1.5 must state how the payment is to be made; and

67.1.6 must state that if the notice is not complied with, the shares in respect of which the call is payable will be liable to be forfeited.

**68. DIRECTORS' POWER TO FORFEIT SHARES**

If a notice of intended forfeiture is not complied with before the date by which payment (including interest, costs, charges and expenses) of the call is required in the notice of

intended forfeiture, the directors may decide that any share in respect of which it was given is forfeited, and the forfeiture is to include all dividends or other moneys payable in respect of the forfeited shares and not paid before the forfeiture.

## **69. EFFECT OF FORFEITURE**

69.1 Subject to the articles, the forfeiture of a share extinguishes:

69.1.1 all interests in that share, and all claims and demands against the Company in respect of it, and

69.1.2 all other rights and liabilities incidental to the share as between the person whose share it was prior to the forfeiture and the Company.

69.2 Any share which is forfeited in accordance with the articles:

69.2.1 is deemed to have been forfeited when the directors decide that it is forfeited;

69.2.2 is deemed to be the property of the Company; and

69.2.3 may be sold, re-allotted or otherwise disposed of as the directors think fit.

69.3 If a person's shares have been forfeited:

69.3.1 the Company must send that person notice that forfeiture has occurred, but no forfeiture is invalidated by an omission to give such notice, and record it in the register of members;

69.3.2 that person ceases to be a member in respect of those shares;

69.3.3 that person must surrender the certificate (if any) for the shares forfeited to the Company for cancellation;

69.3.4 that person remains liable to the Company for all sums payable by that person under the articles at the date of forfeiture in respect of those shares, including any interest at the relevant rate set out in article 66 (whether accrued before or after the date of forfeiture) and costs, charges and expenses; and

69.3.5 the directors may waive payment of such sums 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.

69.4 At any time before the Company disposes of a forfeited share, the directors may decide to cancel the forfeiture on payment of all calls and interest due in respect of it and on such other terms as they think fit.

## **70. PROCEDURE FOLLOWING FORFEITURE**

70.1 If a forfeited share is to be disposed of by being transferred, the Company may receive the consideration for the transfer and the directors may authorise any person to transfer a forfeited share to a new holder. The Company may register the transferee as the holder of the share.

- 70.2 A statutory declaration by a director or the secretary that the declarant is a director or the secretary and that a share has been forfeited on a specified date:
- 70.2.1 is conclusive evidence of the facts stated in it as against all persons claiming to be entitled to the share; and
  - 70.2.2 subject to compliance with any other formalities of transfer required by the articles or by law, constitutes a good title to the share.
- 70.3 A person to whom a forfeited share is transferred is not bound to see to the application of the consideration (if any) nor is that person's title to the share affected by any irregularity in or invalidity of the process leading to the forfeiture or transfer of the share.
- 70.4 If the Company sells a forfeited share, the person who held it prior to its forfeiture is entitled to receive from the Company the proceeds of such sale, net of any interest, expenses or commission, and excluding any amount which:
- 70.4.1 was, or would have become, payable; and
  - 70.4.2 had not, when that share was forfeited, been paid by that person in respect of that share,
- but no interest is payable to such a person in respect of such proceeds and the Company is not required to account for any money earned on them.

## **71. SURRENDER OF SHARES**

- 71.1 A member may surrender any share:
- 71.1.1 in respect of which the directors may issue a notice of intended forfeiture;
  - 71.1.2 which the directors may forfeit; or
  - 71.1.3 which has been forfeited.
- 71.2 The directors may accept the surrender of any such share.
- 71.3 The effect of surrender of a share is the same as the effect of forfeiture of that share.
- 71.4 A share which has been surrendered may be dealt with in the same way as a share which has been forfeited.

## **TRANSFERS AND TRANSMISSION OF SHARES**

### **72. TRANSFERS OF SHARES**

- 72.1 Subject to this article, shares of the Company are free from any restriction on transfer.
- 72.2 Shares may be transferred by means of an instrument of transfer in writing in any usual form or any other form approved by the directors, which is executed by or on behalf of:
- 72.2.1 the transferor; and

- 72.2.2 (if any of the shares is partly paid) the transferee.
- 72.3 The transferor remains the holder of a share until the transferee's name is entered in the register of members as holder of it.
- 72.4 The directors may, in their absolute discretion, refuse to register the transfer of a share which is not fully paid or the transfer of a share on which the Company has a lien.
- 72.5 The directors may also, in their absolute discretion, refuse to register the transfer of a share or a renunciation of a renounceable letter of allotment of a share unless all of the following conditions are satisfied:
- 72.5.1 it is in respect of only one class of shares;
  - 72.5.2 it is in favour of (as the case may be) a single transferee or renounee or not more than four joint transferees or renounees;
  - 72.5.3 it is duly stamped (if required); and
  - 72.5.4 it is delivered for registration to the registered office of the Company or such other place as the directors may decide, accompanied by the certificate for the shares to which it relates (except in the case of a person to whom the Company is not required by sections 769, 776, 777 or 778 of the Act to issue a certificate, or in the case of a renunciation) and such other evidence as the directors may reasonably require to prove the title of the transferor or person renouncing and the due execution by him of the transfer or renunciation or, if the transfer or renunciation is executed by some other person on his behalf, the authority of that person to do so.
- 72.6 If the directors refuse to register the transfer of a share or renunciation of a renounceable letter of allotment, the instrument of transfer or renunciation must be returned to the transferee or renounee as soon as practicable and in any event within two months after the date on which the transfer or renunciation was lodged with the Company with the notice of refusal and reasons for refusal unless they suspect that the proposed transfer or renunciation may be fraudulent.
- 72.7 Subject to article 94, the Company may retain all instruments of transfer which are registered.

### **73. TRANSMISSION OF SHARES**

- 73.1 If title to a share passes to a transmittee, the Company may only recognise the transmittee as having any title to a share held by that member alone or to which he was alone entitled. In the case of a share held jointly by two or more persons, the Company may recognise only the survivor or survivors as being entitled to it.
- 73.2 Nothing in these articles releases the estate of a deceased member from any liability in respect of a share solely or jointly held by that member.

**74. TRANSMITTEES' RIGHTS**

- 74.1 Where a person become entitled by transmission to a share, the rights of the holder in relation to a share cease.
- 74.2 A transmittee may give an effective receipt for dividends and other sums payable in respect of that share.
- 74.3 A transmittee who produces such evidence of entitlement to shares, subject to the Act, as the directors may properly require:
- 74.3.1 may, subject to the articles, choose either to become the holder of those shares or to have them transferred to another person; and
- 74.3.2 subject to the articles, and pending any transfer of the shares to another person, has the same rights as the holder had.
- 74.4 But transmittees do not have the right to receive notice of or exercise rights conferred by membership in relation to meetings of the Company (or at a separate meeting of the holders of a class of shares) in respect of shares to which they are entitled by reason of the holder's death or bankruptcy or otherwise, unless they become the holders of those shares.

**75. EXERCISE OF TRANSMITTEES' RIGHTS**

- 75.1 Transmittees who wish to become the holders of shares to which they have become entitled must notify the Company in writing of that wish.
- 75.2 If the share is a share and a transmittee wishes to have it transferred to another person, the transmittee must execute an instrument of transfer in respect of it.
- 75.3 Any transfer made or executed under this article is to be treated as if it were made or executed by the person from whom the transmittee has derived rights in respect of the share, and as if the event which gave rise to the transmission had not occurred.

**76. TRANSMITTEES BOUND BY PRIOR NOTICES**

- 76.1 The directors may give notice requiring a person to make the choice referred to in article 74.3.1.
- 76.2 If that notice is not complied with within 60 days, the directors may withhold payment of all dividends and other sums payable in respect of the share until the choice has been made.
- 76.3 If a notice is given to a member in respect of shares and a transmittee is entitled to those shares, the transmittee is bound by the notice if it was given to the member before the transmittee's name has been entered in the register.



## **CONSOLIDATION/DIVISION OF SHARES**

### **77. PROCEDURE FOR DISPOSING OF FRACTIONS OF SHARES**

77.1 This article applies where:

77.1.1 there has been a consolidation and division or sub-division shares; and

77.1.2 as a result, members are entitled to fractions of shares.

77.2 The directors may on behalf of the members deal with fractions as they think fit, in particular they may:

77.2.1 sell the shares representing the fractions to any person including (subject to the Act) the Company for the best price reasonably obtainable;

77.2.2 authorise any person to execute an instrument of transfer of the shares to the purchaser or a person nominated by the purchaser;

77.2.3 distribute the net proceeds of sale in due proportion among the holders of the shares or, if the directors decide, some or all of the sum raised on sale may be retained for the benefit of the Company;

77.2.4 subject to the Act, allot or issue to a member, credited as fully paid, by way of capitalisation the minimum number of shares required to round up his holding of shares to a number which, following consolidation and division or sub-division, leaves a whole number of shares (such allotment or issue being deemed to have been effected immediately before consolidation and division or sub-division, as the case may be).

77.3 To give effect to a sale under article 77.2.1 the directors may arrange for the shares representing the fractions to be entered in the register.

77.4 The directors may authorise any person to transfer the shares to, or to the direction of, the purchaser.

77.5 The person to whom the shares are transferred is not obliged to ensure that any purchase money is received by the person entitled to the relevant fractions.

77.6 The transferee's title to the shares is not affected by any irregularity in or invalidity of the process leading to their sale.

77.7 If shares are allotted or issued under article 77.2.4, the amount required to pay up those shares may be capitalised as the directors think fit out of amounts standing to the credit of reserves (including a share premium account, capital redemption reserve and profit and loss account), whether or not available for distribution, and applied in paying up in full the appropriate number of shares.

77.8 A resolution of the directors capitalising part of the reserves has the same effect as if the capitalisation had been declared by ordinary resolution of the Company under article 87. In relation to the capitalisation the directors may exercise all the powers conferred on them by article 87 without an ordinary resolution of the Company.

## **DISTRIBUTIONS**

### **78. PROCEDURE FOR DECLARING DIVIDENDS**

- 78.1 Subject to the Act and the articles, the Company may by ordinary resolution declare dividends, and the directors may decide to pay interim dividends.
- 78.2 A dividend must not be declared unless the directors have made a recommendation as to its amount. Such a dividend must not exceed the amount recommended by the directors.
- 78.3 No dividend may be declared or paid unless it is in accordance with members' respective rights.
- 78.4 Unless the members' resolution to declare or directors' decision to pay a dividend, or the terms on which shares are issued, specify otherwise, it must be paid by reference to each member's holding of shares on the date of the resolution or decision to declare or pay it.
- 78.5 The directors may pay any dividend (including any dividend payable at a fixed rate) if it appears to them that the profits available for distribution justify the payment.
- 78.6 If the Company's share capital is divided into different classes, no interim dividend may be paid on shares carrying deferred or non-preferred rights if, at the time of payment, any preferential dividend is in arrears.
- 78.7 If the directors act in good faith, they do not incur any liability to the holders of shares conferring preferred rights for any loss they may suffer by the lawful payment of an interim dividend on shares with deferred or non-preferred rights.

### **79. CALCULATION OF DIVIDENDS**

- 79.1 Except as otherwise provided by the articles or the rights attached to or the terms of issue of shares, all dividends must be:
  - 79.1.1 declared and paid according to the amounts paid up on the shares on which the dividend is paid; and
  - 79.1.2 apportioned and paid proportionately to the amounts paid up on the shares during any portion or portions of the period in respect of which the dividend is paid.
- 79.2 If any share is issued on terms providing that it ranks for dividend as from a particular date, that share ranks for dividend accordingly.
- 79.3 For the purposes of calculating dividends, no account is to be taken of any amount which has been paid up on a share in advance of the due date for payment of that amount.
- 79.4 Except as otherwise provided by the rights attached to shares, dividends may be declared or paid in any currency.

79.5 The directors may agree with any member that dividends which may at any time or from time to time be declared or become due on his shares in one currency shall be paid or satisfied in another, and may agree the basis of conversion to be applied and how and when the amount to be paid in the other currency shall be calculated and paid and for the Company or any other person to bear any costs involved.

## **80. PAYMENT OF DIVIDENDS AND OTHER DISTRIBUTIONS**

80.1 Where a dividend or other sum which is a distribution is payable in respect of a share, it must be paid by one or more of the following means:

80.1.1 in cash;

80.1.2 by transfer to a bank or building society account specified by the distribution recipient in writing or as the directors otherwise decide;

80.1.3 by sending a cheque, warrant or money order made payable to the distribution recipient by post to the distribution recipient at the distribution recipient's registered address (if the distribution recipient is a holder of the share), or (in any other case) to an address specified by the distribution recipient in writing or as the directors otherwise decide;

80.1.4 by sending a cheque, warrant or money order made payable to such person by post to such person at such address as the distribution recipient has specified in writing or as the directors otherwise decide; or

80.1.5 by any electronic or other means of payment as the directors agree with the distribution recipient either in writing or by such other means as the directors decide.

80.2 In respect of the payment of any dividend or other sum which is a distribution, the directors may decide, and notify distribution recipients, that:

80.2.1 one or more of the means described in article 80.1 will be used for payment and a distribution recipient may elect to receive the payment by one of the means so notified in the manner prescribed by the directors;

80.2.2 one or more of such means will be used for the payment unless a distribution recipient elects otherwise in the manner prescribed by the directors; or

80.2.3 one or more of such means will be used for the payment and that distribution recipients will not be able to elect otherwise.

The directors may for this purpose decide that different methods of payment may apply to different distribution recipients or groups of distribution recipients.

80.3 Payment of any dividend or other sum which is a distribution is made at the risk of the distribution recipient. The Company is not responsible for a payment which is lost or delayed. Payment, in accordance with the articles, of any cheque, warrant or money order by the bank upon which it is drawn, or the transfer of funds by any means.

80.4 In the event that:

- 80.4.1 a distribution recipient does not specify an address, or does not specify an account of a type prescribed by the directors, or other details necessary in order to make a payment of a dividend or other distribution by the means by which the directors have decided in accordance with this article that a payment is to be made, or by which the distribution recipient has elected to receive payment, and such address or details are necessary in order for the Company to make the relevant payment in accordance with such decision or election; or
- 80.4.2 if payment cannot be made by the Company using the details provided by the distribution recipient,

then the dividend or other distribution shall be treated as unclaimed for the purposes of these articles.

80.5 In the articles, the "**distribution recipient**" means, in respect of a share in respect of which a dividend or other sum is payable:

- 80.5.1 the holder of the share;
- 80.5.2 if the share has two or more joint holders, the senior holder;
- 80.5.3 if the holder is no longer entitled to the share by reason of death or bankruptcy, or otherwise by operation of law, the transmittee (or, where two or more person are jointly entitled by transmission to the share, to any one transmittee and that person shall be able to give effective receipt for payment); or
- 80.5.4 in any case, to a person that the person or persons entitled to payment may direct in writing.

80.6 Without prejudice to article 76, the directors may withhold payment of a dividend (or part of a dividend) payable to a transmittee until he has provided such evidence of his right as the directors may reasonably require.

## **81. DEDUCTIONS FROM DISTRIBUTIONS IN RESPECT OF SUMS OWED TO THE COMPANY**

81.1 If:

- 81.1.1 a share is subject to the Company's lien; and
  - 81.1.2 the directors are entitled to issue a lien enforcement notice in respect of it,
- they may, instead of issuing a lien enforcement notice, deduct from any dividend or other sum payable in respect of the share any sum of money which is payable to the Company in respect of that share to the extent that they are entitled to require payment under a lien enforcement notice.

81.2 Money so deducted must be used to pay any of the sums payable in respect of that share.

81.3 The Company must notify the distribution recipient in writing of:

- 81.3.1 the fact and amount of any such deduction;

81.3.2 any non-payment of a dividend or other sum payable in respect of a share resulting from any such deduction; and

81.3.3 how the money deducted has been applied.

## **82. NO INTEREST ON DISTRIBUTIONS**

82.1 The Company may not pay interest on any dividend or other sum payable in respect of a share unless otherwise provided by:

82.1.1 the rights attached to the share; or

82.1.2 the provisions of another agreement between the holder of that share and the Company.

## **83. UNCLAIMED DISTRIBUTIONS**

83.1 All dividends or other sums which are:

83.1.1 payable in respect of shares; and

83.1.2 unclaimed after having been declared or become payable,

may be invested or otherwise made use of by the directors for the benefit of the Company until claimed.

83.2 The payment of an unclaimed dividend or other sum into a separate account does not make the Company a trustee in respect of it.

83.3 If:

83.3.1 12 years have passed from the date on which a dividend or other sum became due for payment; and

83.3.2 the distribution recipient has not claimed it,

the distribution recipient is no longer entitled to that dividend or other sum and it ceases to remain owing by the Company.

83.4 If, in respect of a dividend or other sum payable in respect of a share, on any one occasion:

83.4.1 a cheque, warrant or money order is returned undelivered or left uncashed; or

83.4.2 a transfer made by a bank or other funds transfer system is not accepted,

and reasonable enquiries have failed to establish another address or account of the distribution recipient, the Company is not obliged to send or transfer a dividend or other sum payable in respect of that share to that person until he notifies the Company of an address or account to be used for that purpose. If the cheque, warrant or money order is returned undelivered or left uncashed or transfer not accepted on two consecutive occasions, the Company may exercise this power without making any such enquiries.

#### **84. NON-CASH DISTRIBUTIONS**

84.1 Subject to the terms of issue of the share in question, the Company may, by ordinary resolution on the recommendation of the directors, decide that all or part of a dividend or other distribution in respect of a share be made by the distribution of non-cash assets (including shares or other securities in any company).

84.2 For the purposes of making a non-cash distribution, the directors may make whatever arrangements they think fit, including, where any difficulty arises regarding the distribution:

84.2.1 issuing fractional certificates (or ignoring fractions);

84.2.2 fixing the value of any assets;

84.2.3 paying cash to any distribution recipient on the basis of that value in order to adjust the rights of recipients; and

84.2.4 vesting any assets in trustees.

#### **85. WAIVER OF DISTRIBUTIONS**

85.1 Distribution recipients may waive their entitlement to a dividend or other distribution payable in respect of a share by giving the Company notice in writing to that effect, but if:

85.1.1 the share has more than one holder; or

85.1.2 more than one person is entitled to the share, whether by reason of the death or bankruptcy of one or more joint holders,

the notice is not effective unless it is expressed to be given, and signed, by all the holders or persons otherwise entitled to the share.

#### **86. SCRIP DIVIDENDS**

86.1 Subject to the Act, the directors may, with the prior authority of an ordinary resolution of the Company, allot to those holders of a particular class of shares who have elected to receive them further shares of that class or ordinary shares in either case credited as fully paid ("**new shares**") instead of cash in respect of all or part of a dividend or dividends specified by the resolution.

86.2 The directors may on any occasion determine that the right of election under article 86.1 shall be subject to any exclusions, restrictions or other arrangements that the directors may in their absolute discretion deem necessary or expedient to deal with legal or practical problems under the laws of, or the requirements of a recognised regulatory body or a stock exchange in, any territory.

86.3 Where a resolution under article 86.1 is to be proposed at a general meeting and the resolution relates in whole or in part to a dividend to be declared at that meeting, then the resolution declaring the dividend is deemed to take effect at the end of that meeting.

- 86.4 A resolution under article 86.1 may relate to a particular dividend or to all or any dividends declared or paid within a specified period.
- 86.5 The entitlement of each holder of shares to new shares shall be such that the relevant value of the entitlement shall be as nearly as possible equal to (but not greater than) the cash amount (disregarding any associated tax credit) of the dividend which would otherwise have been received by the holder (the "**relevant dividend**") provided that, in calculating the entitlement, the directors may at their discretion adjust the figure obtained by dividing the relevant value by the amount payable on the new shares up or down so as to procure that the entitlement of each holder of shares may be represented by a simple numerical ratio. For this purpose the "**relevant value**" of each of the new shares shall be calculated by reference to the average of the middle-market quotations for a fully paid share of the Company of that class derived from the Daily Official List of the London Stock Exchange (or such other average value derived from such other source as the directors may deem appropriate) for the business day on which the relevant class of shares is first quoted "ex" the relevant dividend (or such other date as the directors may deem appropriate) and the four subsequent business days or shall be as determined by or in accordance with the resolution under article 86.1. A certificate or report by the auditors as to the value of the new shares to be allotted in respect of any dividend shall be conclusive evidence of that amount.
- 86.6 The directors may make any provision they consider appropriate in relation to an allotment made or to be made under this article (whether before or after the passing of the resolution under article 86.1), including:
- 86.6.1 the giving of notice to holders of the right of election offered to them;
  - 86.6.2 the provision of forms of election (whether in respect of a particular dividend or dividends generally);
  - 86.6.3 determination of the procedure for making and revoking elections;
  - 86.6.4 the place at which, and the latest time by which, forms of election and other relevant documents must be lodged in order to be effective; and
  - 86.6.5 the disregarding or rounding up or down or carrying forward of fractional entitlements, in whole or in part, or the accrual of the benefit of fractional entitlements to the Company (rather than to the holders concerned).
- 86.7 The dividend (or that part of the dividend in respect of which a right of election has been offered) is not declared or payable on shares in respect of which an election has been duly made (the "**elected shares**"); instead new shares are allotted to the holders of the elected shares on the basis of allotment calculated as in article 86.5. For that purpose, the directors may resolve to capitalise out of amounts standing to the credit of reserves (including a share premium account, capital redemption reserve and profit and loss account), whether or not available for distribution, a sum equal to the aggregate nominal amount of the new shares to be allotted and apply it in paying up in full the appropriate number of new shares for allotment and distribution to the holders of the elected shares. A resolution of the directors capitalising part of the reserves has the same effect as if the directors had resolved to effect the capitalisation with the authority of an ordinary resolution of the Company under article 87. In relation to the

capitalisation the directors may exercise all the powers conferred on them by article 87 without an ordinary resolution of the Company.

86.8 The new shares rank *pari passu* in all respects with each other and with the fully paid shares of the same class in issue on the record date for the dividend in respect of which the right of election has been offered, but they will not rank for a dividend or other distribution or entitlement which has been declared or paid by reference to that record date.

86.9 In relation to any particular proposed dividend, the directors may in their absolute discretion decide:

86.9.1 that holders shall not be entitled to make any election in respect of, and that any election previously made shall not extend to, such dividend; or

86.9.2 at any time prior to the allotment of the new shares which would otherwise be allotted in lieu of such dividend, that all elections to take new shares in lieu of such dividend shall be treated as not applying to that dividend, and if so the dividend shall be paid in cash as if no elections had been made in respect of it.

#### **CAPITALISATION OF PROFITS AND RESERVES**

#### **87. AUTHORITY TO CAPITALISE AND APPROPRIATION OF CAPITALISED SUMS**

87.1 Subject to the Act and the articles, the directors may, if they are so authorised by an ordinary resolution:

87.1.1 decide to capitalise any amount standing to the credit of the Company's reserves (including share premium account, capital redemption reserve and profit and loss account), whether or not available for distribution, which are not required for paying a preferential dividend; and

87.1.2 appropriate any sum which they so decide to capitalise (a "**capitalised sum**") to the persons who would have been entitled to it if it were distributed by way of dividend (the "**persons entitled**") and in the same proportions.

87.2 Capitalised sums must be applied:

87.2.1 on behalf of the persons entitled; and

87.2.2 in the same proportions as a dividend would have been distributed to them.

87.3 Any capitalised sum may be applied in paying up new shares of a nominal amount equal to the capitalised sum which are then allotted credited as fully paid to the persons entitled or as they may direct.

87.4 A capitalised sum which was appropriated from profits available for distribution may be applied:

87.4.1 in or towards paying up any amounts unpaid on existing shares held by the persons entitled; or



87.4.2 in paying up new debentures of the Company which are then allotted credited as fully paid to the persons entitled or as they may direct.

87.5 Subject to the Act and the articles the directors may:

87.5.1 apply capitalised sums in accordance with articles 87.3 and 87.4 partly in one way and partly in another;

87.5.2 make such arrangements as they think fit to resolve a difficulty arising in the distribution of a capitalised sum and in particular to deal with shares or debentures becoming distributable in fractions under this article the directors may deal with fractions as they think fit (including the issuing of fractional certificates, disregarding fractions or selling shares or debentures representing the fractions to a person for the best price reasonably obtainable and distributing the net proceeds of the sale in due proportion amongst the members (except that if the amount due to a member is less than £5, or such other sum as the directors may decide, the sum may be retained for the benefit of the Company));

87.5.3 authorise any person to enter into an agreement with the Company on behalf of all the persons entitled which is binding on them in respect of the allotment of shares and debentures to them or the payment by the Company on behalf of the members of the amounts or part of the amounts or part of the amounts remaining unpaid on their existing shares under this article; and

87.5.4 generally do all acts and things required to give effect to the resolution.

## **PART 5 - MISCELLANEOUS PROVISIONS**

### **COMMUNICATIONS**

#### **88. MEANS OF COMMUNICATION TO BE USED**

88.1 Save where these articles expressly require otherwise, any notice, document or information to be sent or supplied by, on behalf of or to the Company may be sent or supplied in accordance with the Act (whether authorised or required to be sent or supplied by the Act or otherwise):

88.1.1 in hard copy form,

88.1.2 in electronic form; or

88.1.3 by means of a website.

88.2 Subject to the articles, any notice or document to be sent or supplied to a director in connection with the taking of decisions by directors may also be sent or supplied by the means by which that director has asked to be sent or supplied with such notices or documents for the time being.

88.3 A director may agree with the Company that notices or documents sent to that director in a particular way are to be deemed to have been received within a specified time of their being sent, and for the specified time to be less than 48 hours.

- 88.4 If by reason of the suspension or curtailment of postal services in the United Kingdom the Company is unable effectively to call a general meeting by notices sent by post, then subject to the Act, the directors may, in their absolute discretion and as an alternative to any other method of service permitted by the articles, resolve to call a general meeting by a notice advertised in at least one United Kingdom national newspaper. In this case, the Company must send confirmatory copies of the notice to those members by post if at least seven clear days before the meeting the posting of notices to addresses throughout the United Kingdom again becomes practicable.
- 88.5 A notice, document or information sent by post and addressed to a member at his registered address or address for service in the United Kingdom is deemed to be given to or received by the intended recipient 24 hours after it was put in the post if pre paid as first class post and 48 hours after it was put in the post if pre paid as second class post, and in proving service it is sufficient to prove that the envelope containing the notice, document or information was properly addressed, pre paid and posted.
- 88.6 A notice, document or information sent or supplied by electronic means to an address specified for the purpose by the member is deemed to have been given to or received by the intended recipient 24 hours after it was sent, and in proving service it is sufficient to prove that the communication was properly addressed and sent.
- 88.7 A notice, document or information sent or supplied by means of a website is deemed to have been given to or received by the intended recipient when:
- 88.7.1 the material was first made available on the website; or
  - 88.7.2 if later, when the recipient received (or, in accordance with this article 88, is deemed to have received) notification of the fact that the material was available on the website.
- 88.8 A notice, document or information not sent by post but delivered by hand (which include delivery by courier) to a registered address or address for service in the United Kingdom is deemed to be given on the day it is left.
- 88.9 Where notice is given by newspaper advertisement, the notice is deemed to be given to all members and other persons entitled to receive it at noon on the day when the advertisement appears or, where notice is given by more than one advertisement and the advertisements appear on different days, at noon on the last of the days when the advertisements appear.
- 88.10 A notice, document or information served or delivered by or on behalf of the Company by any other means authorised in writing by the member concerned is deemed to be served when the Company has taken the action it has been authorised to take for that purpose.
- 88.11 A qualifying person present at a meeting of the holders of a class of shares is deemed to have received due notice of the meeting and, where required, of the purposes for which it was called.
- 88.12 A person who becomes entitled to a share by transmission, transfer or otherwise is bound by a notice in respect of that share (other than a notice served by the Company

under section 793 of the Act) which, before his name is entered in the register, has been properly served on a person from whom he derives his title.

- 88.13 In the case of joint holders of a share, a notice, document or information shall be validly sent or supplied to all joint holders if sent or supplied to whichever of them is named first in the register in respect of the joint holding. Anything to be agreed or specified in relation to a notice, document or information to be sent or supplied to joint holders, may be agreed or specified by the joint holder who is named first in the register in respect of the joint holding.
- 88.14 The Company may give a notice, document or information to a transmittee as if he were the holder of a share by addressing it to him by name or by the title of representative of the deceased or trustee of the bankrupt member (or by similar designation) at an address in the United Kingdom supplied for that purpose by the person claiming to be a transmittee. Until an address has been supplied, a notice, document or information may be given in any manner in which it might have been given if the death or bankruptcy had not occurred. The giving of notice in accordance with this article is sufficient notice to any other person interested in the share.

## **89. LOSS OF ENTITLEMENT TO NOTICES**

- 89.1 Subject to the Act, a member (or in the case of joint holders, the person who is named first in the register) who has no registered address within the United Kingdom, and has not supplied to the Company an address within the United Kingdom at which notice or other documents or information can be given to him, shall not be entitled to receive any notice or other documents or information from the Company. Such a member (or in the case of joint holders, the person who is named first in the register) shall not be entitled to receive any notice or other documents or information from the Company even if he has supplied an address for the purposes of receiving notices or other documents or information in electronic form.

### **89.2 If:**

- 89.2.1 the Company sends two consecutive documents to a member over a period of at least 12 months; and
- 89.2.2 each of those documents is returned undelivered, or the Company receives notification that it has not been delivered,

that member ceases to be entitled to receive notices from the Company.

- 89.3 A member who has ceased to be entitled to receive notices from the Company becomes entitled to receive such notices again by sending the Company:

- 89.3.1 a new address to be recorded in the register; or
- 89.3.2 if the member has agreed that the Company should use a means of communication other than sending things to such an address, the information that the Company needs to use that means of communication effectively.

## **ADMINISTRATIVE ARRANGEMENTS**

### **90. SECRETARY**

- 90.1 Subject to the Act, the directors shall appoint a secretary or joint secretaries and may appoint one or more persons to be an assistant or deputy secretary on such terms and conditions (including remuneration) as they think fit.
- 90.2 The directors may remove a person appointed under this article 90 from office and appoint another or others in his place.
- 90.3 Any provision of the Act or of the articles requiring or authorising a thing to be done by or to a director and the secretary is not satisfied by its being done by or to the same person acting both as director and as, or in the place of, the secretary.

### **91. AUTHENTICATION OF DOCUMENTS**

- 91.1 A director or the secretary or another person appointed by the directors for the purpose may authenticate:
  - 91.1.1 documents affecting the constitution of the Company (including the articles);
  - 91.1.2 resolutions passed by the Company or holders of a class of shares or the directors or a committee of the directors; and
  - 91.1.3 books, records, documents and accounts relating to the business of the Company,
  - 91.1.4 and may certify copies or extracts as true copies or extracts.

### **92. COMPANY SEALS**

- 92.1 The directors must provide for the safe custody of every seal.
- 92.2 A seal may be used only by the authority of a resolution of the directors or of a committee of the directors.
- 92.3 The directors may decide who will sign an instrument to which a seal is affixed (or, in the case of a share certificate, on which the seal may be printed) either generally or in relation to a particular instrument or type of instrument. The directors may also decide, either generally or in a particular case, that a signature may be dispensed with or affixed by mechanical means.
- 92.4 Unless otherwise decided by the directors:
  - 92.4.1 share certificates and certificates issued in respect of debentures or other securities (subject to the provisions of the relevant instrument) need not be signed or, if signed, a signature may be applied by mechanical or other means or may be printed; and
  - 92.4.2 every other instrument to which a seal is affixed shall be signed by one director and by the secretary or a second director, or by one director in the presence of a witness who attests his signature.

### **93. RECORDS OF PROCEEDINGS**

- 93.1 The directors must make sure that proper minutes are kept in minute books of:
- 93.1.1 all appointments of officers and committees made by the directors and of any remuneration fixed by the directors; and
  - 93.1.2 all proceedings (including the names of the directors present at such meeting) of general meetings;
  - 93.1.3 meetings of the holders of any class of shares in the Company;
  - 93.1.4 the directors' meetings; and
  - 93.1.5 meetings of committees of the directors.
- 93.2 If purporting to be signed by the chairman of the meeting at which the proceedings were held or by the chairman of the next succeeding meeting, minutes are conclusive evidence of the proceedings at the meeting.
- 93.3 The directors must ensure that the Company keeps records, in the books kept for the purpose, of all directors' written resolutions.
- 93.4 All such minutes and written resolutions must be kept for at least 10 years from the date of the meeting or written resolution as the case may be.

### **94. DESTRUCTION OF DOCUMENTS**

- 94.1 The Company is entitled to destroy:
- 94.1.1 all instruments of transfer of shares (including documents constituting the renunciation of an allotment of shares) which have been registered, and all other documents on the basis of which any entries are made in the register, from six years after the date of registration;
  - 94.1.2 all dividend mandates (or mandates for other amounts), variations or cancellations of such mandates, and notifications of change of address, from two years after they have been recorded;
  - 94.1.3 all share certificates which have been cancelled from one year after the date of the cancellation;
  - 94.1.4 all paid dividend warrants and cheques from one year after the date of actual payment;
  - 94.1.5 all proxy notices from one year after the end of the meeting to which the proxy notice relates; and
  - 94.1.6 all other documents on the basis of which any entry in the register is made at any time after 10 years from the date an entry in the register was first made in respect of it.

94.2 If the Company destroys a document in good faith, in accordance with the articles, and without express notice to the Company that the preservation of the document is relevant to a claim, it is conclusively presumed in favour of the Company that:

94.2.1 entries in the register purporting to have been made on the basis of an instrument of transfer or other document so destroyed were duly and properly made;

94.2.2 any instrument of transfer so destroyed was a valid and effective instrument duly and properly registered;

94.2.3 any share certificate so destroyed was a valid and effective certificate duly and properly cancelled; and

94.2.4 any other document so destroyed was a valid and effective document in accordance with its recorded particulars in the books or records of the Company.

94.3 This article does not impose on the Company any liability which it would not otherwise have if it destroys any document before the time at which this article permits it to do so or in any case where the conditions of this article are not fulfilled.

94.4 In this article, references to the destruction of any document include a reference to its being disposed of in any manner.

## 95. **ACCOUNTS**

95.1 The directors must ensure that accounting records are kept in accordance with the Act.

95.2 The accounting records shall be kept at the registered office of the Company or, subject to the Act, at another place decided by the directors and shall be available during business hours for the inspection of the directors and other officers.

95.3 No member (other than the Parent Company) has the right to inspect an accounting record or other document except if that right is conferred by the Act or he is authorised by the directors or by an ordinary resolution of the Company.

## 96. **WINDING UP OF THE COMPANY**

96.1 On a voluntary winding up of the Company the liquidator may, on obtaining any sanction required by law:

96.1.1 divide among the members in kind the whole or any part of the assets of the Company, whether or not the assets consist of property of one kind or of different kinds; and

96.1.2 vest the whole or any part of the assets in trustees upon such trusts for the benefit of the members as he, with the like sanction, shall determine.

96.2 For this purpose the liquidator may:

96.2.1 set the value he deems fair on a class or classes of property; and

- 96.2.2 determine on the basis of that valuation and in accordance with the then existing rights of members how the division is to be carried out between members or classes of members.
- 96.3 The liquidator may not, however, distribute to a member without his consent an asset to which there is attached a liability or potential liability for the owner.

## **DIRECTORS' INDEMNITY AND INSURANCE**

### **97. INDEMNITY OF OFFICERS AND FUNDING DIRECTORS' DEFENCE COSTS**

- 97.1 To the extent permitted by the Act and without prejudice to any indemnity to which he may otherwise be entitled, every person who is or was a director or other officer of the Company (other than any person (whether or not an officer of the Company ) engaged by the Company as auditor) shall be and shall be kept indemnified out of the assets of the Company against all costs, charges, losses and liabilities incurred by him (whether in connection with any negligence, default, breach of duty or breach of trust by him or otherwise as a director or such other officer of the Company ) in relation to the Company or its affairs provided that such indemnity shall not apply in respect of any liability incurred by him:
- 97.1.1 to the Company or to any associated company;
  - 97.1.2 to pay a fine imposed in criminal proceedings;
  - 97.1.3 to pay a sum payable to a regulatory authority by way of a penalty in respect of non-compliance with any requirement of a regulatory nature (howsoever arising);
  - 97.1.4 in defending any criminal proceedings in which he is convicted;
  - 97.1.5 in defending any civil proceedings brought by the Company, or an associated company, in which judgment is given against him; or
  - 97.1.6 in connection with any application under any of the following provisions in which the court refuses to grant him relief, namely:
    - (a) section 661(3) or (4) of the Act (acquisition of shares by innocent nominee); or
    - (b) section 1157 of the Act (general power to grant relief in case of honest and reasonable conduct).
- 97.2 In article 97.1.4, 97.1.5 or 97.1.6 the reference to a conviction, judgment or refusal of relief is a reference to one that has become final. A conviction, judgment or refusal of relief becomes final:
- 97.2.1 if not appealed against, at the end of the period for bringing an appeal; or
  - 97.2.2 if appealed against, at the time when the appeal (or any further appeal) is disposed of.

An appeal is disposed of:

97.2.3 if it is determined and the period for bringing any further appeal has ended; or

97.2.4 if it is abandoned or otherwise ceases to have effect.

97.3 To the extent permitted by the Act and without prejudice to any indemnity to which he may otherwise be entitled, every person who is or was a director of the Company acting in its capacity as a trustee of an occupational pension scheme shall be and shall be kept indemnified out of the assets of the Company against all costs, charges, losses and liabilities incurred by him in connection with the Company's activities as trustee of the scheme provided that such indemnity shall not apply in respect of any liability incurred by him:

97.3.1 to pay a fine imposed in criminal proceedings;

97.3.2 to pay a sum payable to a regulatory authority by way of a penalty in respect of non-compliance with any requirement of a regulatory nature (howsoever arising); or

97.3.3 in defending criminal proceedings in which he is convicted.

For the purposes of this article, a reference to a conviction is to the final decision in the proceedings. The provisions of article 97.2 shall apply in determining when a conviction becomes final.

97.4 Without prejudice to article 97.1 or to any indemnity to which a director may otherwise be entitled, and to the extent permitted by the Act and otherwise upon such terms and subject to such conditions as the directors may in their absolute discretion think fit, the directors shall have the power to make arrangements to provide a director with funds to meet expenditure incurred or to be incurred by him in defending any criminal or civil proceedings or in connection with an application under section 661(3) or (4) of the Act (acquisition of shares by innocent nominee) or section 1157 of the Act (general power to grant relief in case of honest and reasonable conduct) or in defending himself in an investigation by a regulatory authority or against action proposed to be taken by a regulatory authority or to enable a director to avoid incurring any such expenditure.

97.5 Where at any meeting of the directors or a committee of the directors any arrangement falling within article 97.4 is to be considered, a director shall be entitled to vote and be counted in the quorum at such meeting unless the terms of such arrangement confers upon such director a benefit not generally available to any other director; in that event, the interest of such director in such arrangement shall be deemed to be a material interest for the purposes of article 21 and he shall not be so entitled to vote or be counted in the quorum.

## 98. **INSURANCE**

98.1 To the extent permitted by the Act, the directors may exercise all the powers of the Company to purchase and maintain insurance for the benefit of a person who is or was:



98.1.1 a director, alternate director or a secretary of the Company or of a company which is or was a subsidiary undertaking of the Company or in which the Company has or had an interest (whether direct or indirect); or

98.1.2 trustee of a retirement benefits scheme or other trust in which a person referred to in article 98.1.1 is or has been interested,

indemnifying him and keeping him indemnified against liability for negligence, default, breach of duty or breach of trust or other liability which may lawfully be insured against by the Company.