

FILE COPY



**CERTIFICATE OF INCORPORATION  
OF A PRIVATE LIMITED COMPANY**

Company No. 4525869

The Registrar of Companies for England and Wales hereby certifies that  
BARNET CHINESE COMMUNITY ASSOCIATION

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

Given at Companies House, Cardiff, the 4th September 2002



\*N04525869Q\*



THE OFFICIAL SEAL OF THE  
REGISTRAR OF COMPANIES



*Companies House*  
— for the record —

HC007B



Companies House

— for the record —

12

## Declaration on application for registration

Please complete in typescript,  
or in bold black capitals.

CHFP000

Company Name in full

BARNET CHINESE COMMUNITY ASSOCIATION

I,

CHRISTINE LEE

of

BARNET CHINESE COMMUNITY ASSOCIATION

† Please delete as appropriate.

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

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

Declarant's signature

Christine Lee

Declared at

Christine Lee & co.

Day Month Year

On

1 4 0 8 2 0 0 2

① Please print name.

before me ①

SUNNY S.W. LEONG

Signed

li

Date

14/8/02

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

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

**HARRIS & Co.**

**SOLICITORS**

Sunny S. W. Leong

640A FINCHLEY ROAD

Solicitor &

LONDON NW11 7RR

Commissioner for Oaths

Tel

DX number

DX exchange

33803 GOLDERS GREEN



A01  
COMPANIES HOUSE

0059  
03/09/02

ge

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

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

or

**Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB**

for companies registered in Scotland

DX 235 Edinburgh



Companies House

— for the record —

Please complete in typescript,  
or in bold black capitals.

CHFP000

# 30(5)(a)

Declaration on application for registration of a company  
exempt from the requirement to use the word "limited" or  
"cyfyngedig"

Company Name in full

BARNET CHINESE COMMUNITY ASSOCIATION

I,

CHRISTINE LEE

of

BARNET CHINESE COMMUNITY ASSOCIATION

† Please delete as appropriate.

a ~~Solicitor engaged in the formation of the company~~ person named as  
director or secretary of the company in the statement delivered under  
section 10 of the Companies Act 1985† do solemnly and sincerely declare  
that the company complies with the requirements of section 30(3) of the  
Companies Act 1985.

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

Declarant's signature

Christine Lee

Declared at

Christine Lee & Co.

Day Month Year

on

11/4/08/2010/2

• Please print name.

before me •

SUNNY S.W. LEONG

Signed

U

Date

14/8/02

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

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

**HARRIS & Co.**

SOLICITORS

640A FINCHLEY ROAD

LONDON NW11 7RR

Sunny S. W. Leong

Solicitor &

Commissioner for Oaths

DX number

DX exchange 33803 GOLDERS GREEN



A01  
COMPANIES HOUSE

0060  
03/09/02

rg

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or

Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB

for companies registered in Scotland

DX 235 Edinburgh



Companies House

— for the record —

10

Please complete in typescript,  
or in bold black capitals.

CHFP000

Notes on completion appear on final page

First directors and secretary and intended situation of  
registered office

Company Name in full

BARNET CHINESE COMMUNITY ASSOCIATION

Proposed Registered Office

(PO Box numbers only, are not acceptable)

32 B ORIENTAL CITY

399 EDGWARE RD

Post town

COLINDALE

County / Region

LONDON

Postcode

NW9 0JJ

If the memorandum is delivered by an agent  
for the subscriber(s) of the memorandum  
mark the box opposite and give the agent's  
name and address.



Agent's Name

JULIE BANN-INTERCHANGE LEGAL ADVISORY SERVICE

Address

INTERCHANGE STUDIOS, HAMPSTEAD TOWN HALL

CENTRE, 213 HAVERSTOCK HILL

Post town

LONDON

County / Region

Postcode

NW3 4QP

Number of continuation sheets attached

4

You do not have to give any contact  
information in the box opposite but if  
you do, it will help Companies House  
to contact you if there is a query on  
the form. The contact information  
that you give will be visible to  
searchers of the public record.

JULIE BANN-INTERCHANGE

INTERCHANGE STUDIOS, HAMPSTEAD TOWN HALL

CENTRE, 213 HAVERSTOCK HILL. Tel: 020 7692 5860

DX number.

DX exchange



A01  
COMPANIES HOUSE

0057  
03/09/02

Form April 2002

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

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

or

Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB

for companies registered in Scotland

DX 235 Edinburgh

# Company Secretary (see notes 1-5)

Company name

BARNET CHINESE COMMUNITY ASSOCIATION

NAME \*Style / Title

MISS

\*Honours etc

\* Voluntary details

Forename(s)

HUILING

Surname

LI

Previous forename(s)

NONE

Previous surname(s)

NONE

\*\* Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principle office address.

Address \*\*

6 BRIARY GROVE

Post town

EDGWARE

County / Region

MIDDLESEX

Postcode

HA8 5RD

Country

U.K

I consent to act as secretary of the company named on page 1

Consent

*[Signature]*

Date

13 August 2002

## Directors (see notes 1-5)

Please list directors in alphabetical order

NAME \*Style / Title

MS

\*Honours etc

Forename(s)

CHRISTINE CHING KUI

Surname

LEE

Previous forename(s)

NONE

Previous surname(s)

NONE

\*\* Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principle office address.

Address \*\*

10 KEBLE PLACE

BARNES

Post town

LONDON

County / Region

~~SW13 8HL~~

Postcode

SW13 8HL

Country

Day Month Year

Date of birth

07 10 1963

Nationality

BRITISH

Business occupation

SOLICITOR

Other directorships

NONE

I consent to act as director of the company named on page 1

Consent signature

*Christine Lee*

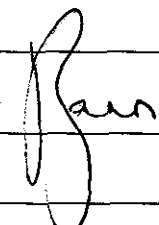
Date

14 August 2002

**Directors** (see notes 1-5)

Please list directors in alphabetical order

<b>NAME</b>	<b>*Style / Title</b>	MR		<b>*Honours etc</b>	
	<b>Forename(s)</b>	JOHN			
	<b>Surname</b>	MAY			
	<b>Previous forename(s)</b>	NONE			
	<b>Previous surname(s)</b>	NONE			
<b>Address *</b> <input type="checkbox"/> Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principle office address.	<b>Address *</b>	43 CHAPEL ROAD			
		FLITWICK			
	<b>Post town</b>	BEDFORD			
	<b>County / Region</b>		<b>Postcode</b>	MK45 1EB	
	<b>Country</b>	U.K.			
	<b>Date of birth</b>	Day	Month	Year	<b>Nationality</b>
		03	08	1947	BAZTSH
	<b>Business occupation</b>	LOCAL GOVERNMENT OFFICER			
	<b>Other directorships</b>	NONE			
I consent to act as director of the company named on page 1					
	<b>Consent signature</b>	John May		<b>Date</b>	30/7/02

<b>This section must be signed by</b>		
<b>Either</b>		
<b>an agent on behalf of all subscribers</b>	<b>Signed</b>	<b>Date</b>
		20.5.02
<b>Or the subscribers</b>	<b>Signed</b>	<b>Date</b>
<b>( i.e those who signed as members on the memorandum of association).</b>	<b>Signed</b>	<b>Date</b>
	<b>Signed</b>	<b>Date</b>
	<b>Signed</b>	<b>Date</b>
	<b>Signed</b>	<b>Date</b>
	<b>Signed</b>	<b>Date</b>

## Notes

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

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

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

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

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

Address:

Give the usual residential address.

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

Subscribers:

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

2. Directors known by another description:

- A director includes any person who occupies that position even if called by a different name, for example, governor, member of council.

3. Directors details:

- Show for each individual director the director's date of birth, business occupation and nationality.  
**The date of birth must be given for every individual director.**

4. Other directorships:

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

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

5. Use Form 10 continuation sheets or photocopies of page 2 to provide details of joint secretaries or additional directors.

# Company Secretary (see notes 1-5)

Company name

NAME \*Style / Title

\*Honours etc

\* Voluntary details

Forename(s)

Surname

Previous forename(s)

Previous surname(s)

Address \*\*

\*\* Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principle office address.

Post town

County / Region

Postcode

Country

I consent to act as secretary of the company named on page 1

Consent

Date

## Directors (see notes 1-5)

Please list directors in alphabetical order

NAME \*Style / Title

\*Honours etc

Forename(s)

Surname

Previous forename(s)

Previous surname(s)

Address \*\*

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Post town

County / Region

Postcode

Country

Day Month Year

Date of birth

Nationality

Business occupation

Other directorships

I consent to act as director of the company named on page 1

Consent signature

Date



# Company Secretary (see notes 1-5)

Company name

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Day Month Year

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Other directorships

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Post town

County / Region

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Country

Day Month Year

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Business occupation

Other directorships

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Date

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Company name

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\*Honours etc

\* Voluntary details

Forename(s)

Surname

Previous forename(s)

Previous surname(s)

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I consent to act as secretary of the company named on page 1

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Forename(s)

Surname

Previous forename(s)

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Address \*\*

Post town

County / Region

Postcode

Country

Day Month Year

Date of birth

Nationality

Business occupation

Other directorships

I consent to act as director of the company named on page 1

Consent signature

Date

4525869

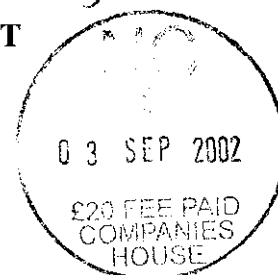
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**COMPANY LIMITED BY GUARANTEE AND NOT  
HAVING A SHARE CAPITAL**

**MEMORANDUM OF ASSOCIATION**

**of**

**BARNET CHINESE COMMUNITY ASSOCIATION**



017508

**1. NAME**

The name of the Company (hereinafter called "the Company") is Barnet Chinese Community Association.

**2. REGISTERED OFFICE**

The registered office of the Company will be in England and Wales.

**3. OBJECTS**

The objects for which the Company is formed are

- (1) to promote the benefit of the inhabitants of the London Borough of Barnet and in particular members of the Chinese Community by associating local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide or to assist in the provision of facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the inhabitants;
- (2) the relief in need of such inhabitants by providing or assisting in the provision of information, advocacy and advice in matters which may include welfare benefits, health, crime prevention and cultural educational activities.

**4. POWERS**

The Company will have the following powers, which can only be exercised in furtherance of its objects:

- (1) to carry on primary purpose trading.
- (2) to get donations or gifts for the Company by personal or written appeals, public events and other ways.



- (3) to work with other agencies or organisations having similar aims, to encourage the provision and development of appropriate support and educational services, and where appropriate merge with other charities having similar aims.
- (4) to affiliate to any charity having similar objects.
- (5) to support or oppose any change in the law which may affect the Company's objects (or the achievement of them) and to comment publicly on social political or economic issues which relate to the Company's objects or their achievement.
- (6) to collect information about issues relevant to the purposes of the company and make it available to interested people and organisations.
- (7) to create and/or produce performances, exhibitions, workshops, courses and other educational events using any available medium.
- (8) to write, create and/or publish text or material using any available medium.
- (9) to draw, accept, factor or discount cheques and negotiable or other instruments and to operate bank or other accounts in the name of the Company.
- (10) to employ staff, agents or consultants (not being directors of the Company) and to make provision for their proper payment [including any reasonable and necessary provision for the payment of pensions and superannuation to or on behalf of employees and their dependants].
- (11) subject to such consents as may be required by law
  - (a) to purchase, take on lease or in exchange, hire or otherwise acquire any property, assets, rights or privileges, and to construct, maintain and alter any buildings or works.
  - (b) to sell, let, licence, mortgage or dispose of all or any of the property or assets of the Company.
  - (c) to carry out any charitable trusts which may lawfully be done by the Company.
  - (d) to borrow or raise money for the purposes of the Company on such terms and on such security as it shall think fit, but the Company shall not undertake any permanent trading activities (other than primary purpose trading) in raising funds to achieve its charitable objects.
  - (e) to lend money on such terms and subject to such security as may be thought fit.

- (f) to invest the monies of the Company not immediately required for its purposes in any way as it shall think fit and to take professional investment advice where necessary.
- (12) to establish and support or help in the establishment and support of any charitable organisation and to subscribe or guarantee money for charitable purposes.
- (13) to establish local branches.
- (14) to insure and arrange insurance cover to indemnify its officers servants voluntary workers and members from and against all such risks as it shall think fit.
- (15) to provide alone or with others at such places as the Company may think fit facilities for the supply of food and drink PROVIDED THAT such food and drink shall only be available to people taking part in the activities of the Company.
- (16) to do all other lawful things as shall further any or all of the above objects.
- (17) PROVIDED THAT:
  - (a) If the Company shall take or hold any property, which is subject to any trusts, the Company shall be bound by such trusts.
  - (b) The objects of the Company will not extend to the regulation of relations between employers and workers or organisations of employers and organisations of workers.
  - (c) If the Company shall take or hold any property subject to the jurisdiction of the Charity Commissioners for England and Wales, the Company must only deal with it in accordance with sections 36 and 37 of the Charities Act 1993 or any amendment or re-enactment of that Act.

## **5. RESTRICTIONS ON DISTRIBUTIONS**

- (1) The income and property of the Company shall be applied towards achieving the objects of the Company as set out in this Memorandum of Association. No part shall be paid or transferred directly or indirectly to the members of the Company and no director shall be appointed to any office of the Company paid by salary or fees or receive any payment or other financial benefit from the Company.
- (2) PROVIDED THAT nothing in this clause 5 shall prevent the payment in good faith by the Company:

- (a) of reasonable and proper payment for any services rendered to the Company by any member, officer or servant of the Company who is not a director;
- (b) of the usual professional charges for business done by any director who is a solicitor, accountant or other person engaged in a profession, or by any partner of that director, when instructed by the Company to act in a professional capacity on its behalf: provided that
  - (i) only a minority of the directors shall benefit from this provision; and
  - (ii) a director shall withdraw from any meeting at which that director's appointment or payment, or that of any partner of that director, is being discussed.
- (c) of interest on money lent by any member or director of the Company at a rate per annum not more than 2% below the base lending rate of a clearing bank to be selected by the directors;
- (d) of reasonable and proper rent for premises let or licensed to the Company by any member or director;
- (e) of money or money's worth to a company of which a director is a member, but not if that director owns more than one hundredth of the issued capital of that company;
- (f) of reasonable and proper out-of-pocket expenses to any director;
- (g) (if the directors properly consider it is reasonable and appropriate) of any insurance premium to cover the liability of any of the directors for any negligence, default, breach of duty or breach of trust in relation to the company PROVIDED THAT the insurance shall not extend to any claim arising from any act or omission which any of the directors knew or should reasonably have known was a breach of trust or which was done by any director recklessly.

## **6. LIMITATION OF LIABILITY**

The liability of the members is limited.

## **7. GUARANTEE**

If the Company is wound up while a person is a member, or within one year after that person ceases to be a member, that person undertakes to contribute such amount as may be required (not exceeding £1) for

- (1) payment of the debts and liabilities of the Company contracted before that person ceases to be a member, and of the costs, charges and expenses of winding up, and
- (2) the adjustment among themselves of the rights of those contributing to the debts and liabilities.

## **8. WINDING UP**

If the Company is wound up and any assets are left after all its debts and liabilities have been satisfied these assets will not be distributed among the members of the Company. Instead, they will be given to some other charity or charities with similar objects to the Company and whose governing document forbids the distribution of income and property to at least the same extent as is set out in Clause 5 of this Memorandum. The charity or charities will be determined by the members of the Company at or before the time of winding up, failing which the assets will be given to some other charitable object which the Charity Commissioners for England and Wales shall approve.



We the subscribers to this Memorandum of Association wish to be formed into a company pursuant to this Memorandum

NAME	ADDRESS	SIGNATURE
MS. CHRISTINE LEE	10 KEBLE PLACE Barues London SW 13 8HL	Christine Lee.
MR. JOHN MAY	43 CHAPEL ROAD FLITWICK, BEDFORD MK45 1EB	John May
MR. RICHARD KONG	Flat 5, Bunting Court 4, Eagle Drive Colindale London NW9 5BD	Richard Kong
MR. FRANCIS WONG	20 HALDANE ROAD LONDON E6 3JJ	Francis Wong
REV. VINCENT AUN	12 DOCKLINGTON CLOSE COLINDALE, LONDON NW9, 5WS	Vincent Aun
MR. RONALD LIM	15 OAKLANDS ROAD TOTTERIDGE N20 8AX	Ronald Lim

Dated 14 AUGUST 2002  
WITNESS TO THE ABOVE SIGNATURES

Name Sunny S. W. Leong  
Address Solicitor &  
Commissioner for Oaths

Signature



**HARRIS & Co.**  
SOLICITORS  
640A FINCHLEY ROAD  
LONDON NW11 7RR

**THE COMPANIES ACTS 1985 & 1989**  
**COMPANY LIMITED BY GUARANTEE AND**  
**NOT HAVING A SHARE CAPITAL**

**ARTICLES OF ASSOCIATION**

**- of -**

**BARNET CHINESE COMMUNITY ASSOCIATION**

**1. DEFINITIONS AND INTERPRETATION**

- (1) In these Articles the words in the first column of the Table below shall bear the meaning opposite them in the second column unless they are out of context:

WORDS	MEANINGS
the Act .....	The Companies Act 1985 including any statutory alteration or re-enactment thereof.
the address.....	In relation to electronic communication any number or address used for the purpose of such communications.
these Articles .....	These Articles of Association and the regulations of the Company from time to time in force.
the directors .....	The directors of the Company (and "director" has a corresponding meaning.)
electronic communication.....	the same as in the Electronic Communications Act 2000.
the secretary .....	Any person appointed to perform the duties of the secretary of the Company.
the office .....	The registered office of the Company.
the United Kingdom .....	Great Britain and Northern Ireland.
month .....	Calendar Month.
clear days .....	in relation to the period of a notice means the periods 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.

in writing .....

Written, printed or lithographed or partly one and partly another and other modes of representing or reproducing words in a visible form.

- (2) Singular words shall include the plural and vice versa.
- (3) A "person" or "people" shall include organisations.
- (4) Subject to the above, any words or expressions defined in the Act shall have the same meanings in these Articles unless they are obviously out of context.

## **2. PURPOSES**

The Company is established for the purposes expressed in the Memorandum of Association.

## **3. MEMBERSHIP**

- (1) The Members of the Company are the subscribers to the Memorandum of Association and such other people as the Company shall admit to membership.
- (2) The Company shall observe the provisions of section 352 of the Act, and every member of the Company shall either:
  - (a) sign a written consent to become a member; or
  - (b) sign the register of members on becoming a member.
- (3) Failure to pay any subscription or any other sum due to the Company within six months of it falling due shall result in the disqualification of a member.
- (4) The directors shall have the right for good reason to end the membership of any member PROVIDED ALWAYS that the member shall have a right to be heard before a final decision is made.
- (5) Membership is not transferable, and ends on the member's death.
- (6) A member may resign by giving notice in writing to the secretary

## **4. GENERAL MEETINGS**

- (1) The Company shall hold a General Meeting in every calendar year as its Annual General Meeting at such time and place as may be fixed by the Company and the notices calling it shall say that it is the Annual General Meeting, provided that:

- (a) the first Annual General Meeting must be called within 18 months of the Company being formed;
  - (b) every Annual General Meeting except the first shall be held within fifteen months of the previous one;
  - (c) if the Company holds its first Annual General Meeting within eighteen months after its incorporation it need not hold another one in the year following incorporation.
- (2) An Extraordinary General Meeting is a General Meeting, which is not an Annual General Meeting.
- (3) Extraordinary general meetings may be called:
  - (a) by the directors whenever they think fit;
  - (b) by members representing at least 10 per cent of the total voting rights in the Company as provided by section 368 of the Act;
  - (c) by any director or any member of the Company if at any time there are not enough directors in the United Kingdom to form a quorum.
- (4) Notice must be given to the members directors and auditors of the Company. The notices shall:
  - (a) give twenty-one clear days' notice in writing at the least for every Annual General Meeting and of every meeting called to pass a Special Resolution;
  - (b) give fourteen clear days' notice in writing at the least for every other General Meeting;
  - (c) state the place, the day and the hour of meeting, and in the case of special business the general nature of that business.
- (5) If a meeting of the Company is called by shorter notice than that required by these Articles it will be treated as duly called if it is so agreed:-
  - (1) in the case of the Annual General Meeting by all the members entitled to attend and vote; and
  - (2) in the case of any other meeting by a majority of the members entitled to attend and vote at the meeting who also represent at least 95% of the total voting rights of all the members.

- (6) The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice will not invalidate any business done at any meeting.

## 5. PROCEEDINGS AT GENERAL MEETINGS

- (1) Ordinary Business at an Annual General Meeting is:
- (a) the consideration of the income and expenditure account and balance sheet;
  - (b) the reports of the directors and the Auditors;
  - (c) the election of directors in the place of those retiring;
  - (d) the appointment of the Auditors; and
  - (e) the fixing of the Auditors' fees.
- (2) Special Business is all business done at an Extraordinary General Meeting and all business done at an Annual General Meeting except Ordinary Business.
- (3) No business shall be done at any General Meeting unless a quorum of members is present when the meeting starts. A quorum is the greater of 1/10 or 3 of the members, but if a quorum is not present half an hour after the General Meeting was due to start, or if during the meeting a quorum ceases to be present, then
- (a) if the meeting was called pursuant to Article 4(3)(b) it shall be cancelled;
  - (b) in any other case it shall be adjourned to the same day in the next week, at the same time and place, or at such other place as the directors may decide.
  - (c) if a quorum is not present half an hour after the adjourned meeting was due to start the members present shall be a quorum.
- (4) The Chair (if any) of the directors shall chair every General Meeting, but if
- (a) there is not a Chair, or
  - (b) the Chair is not present fifteen minutes after the time the meeting was due to start, or
  - (c) the Chair does not want to preside

then the members present and entitled to vote shall choose a director to chair the meeting, but if none of the directors present will take the chair, the members present and entitled to vote shall choose a member of the Company who is present to take the chair.

- (5) A director shall be entitled to attend and speak at any General Meeting even if that director is not a member of the Company.
- (6) The Chair may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time, and from place to place, but
  - (a) no business shall be done at any adjourned meeting other than the business left unfinished at the adjourned meeting;
  - (b) if a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given in the same way as for an original meeting. Otherwise the members shall not be entitled to any notice of an adjournment, or of the business to be transacted at an adjourned meeting.

## **6. VOTING**

- (1) Subject to Article 6(8), every member shall have one vote.
- (2) No member shall be entitled to vote at a General Meeting unless all monies owed by that member to the Company have been paid.
- (3) At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless before or upon the declaration of the result of the show of hands a poll is demanded by;
  - (a) the Chair; or
  - (b) three members having the right to vote at the meeting; or
  - (c) a member or members representing at least one-tenth of the total voting rights of all the members having the right to vote at the meeting,
- (4) Unless a poll is demanded a declaration by the Chair of the meeting that a resolution has been carried or lost by a particular majority or unanimously which is entered in the minute book of the Company will be conclusive evidence of the fact.
- (5) The demand for a poll may be withdrawn.
- (6) Subject to the provisions of Article 6(7), if a poll is demanded under Article 6(3), it will be taken at such time and place and in such a way as the Chair of the meeting shall direct and the result of the poll will be the resolution of the meeting at which the poll was demanded.

- (7) No poll shall be demanded on the election of a chair of a meeting, or on any question of adjournment.
- (8) If the votes are equal, whether on a show of hands or on a poll, the Chair of the meeting shall be entitled to a second or casting vote.
- (9) The demand for a poll shall not prevent the continuance of a meeting for the doing of any business other than the question on which a poll has been demanded.
- (10) On a poll votes may be given either personally or by proxy and with regard to proxies:-
  - (a) The instrument appointing a proxy shall be in writing and signed by the donor or of the attorney of the donor duly authorised in writing. A proxy need not be a member of the Company.
  - (b) To be valid the proxy and any power of attorney or other authority under which it is signed (or a copy of the power or authority certified by a solicitor or notary) shall be delivered at the registered office of the Company (or at such other place within the United Kingdom specified in the notice calling the meeting):
    - (i) at least 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument intends to vote: or
    - (ii) in the case of a poll, at least 24 hours before the time fixed for the taking of the poll.
  - (c) An instrument appointing a proxy shall be in the following form or a form as near to it as possible:-

"I/We  
of  
being a member/members of the above Company hereby appoint  
  
of  
or failing that person  
of  
as my/our proxy to vote for me/us on my/our behalf at the [annual][extraordinary]  
general meeting of the Company to be held on  
and at any adjournment thereof

Signed this                      day of                      20[   ]

.....

This form is to be used [in favour of][against]\* the resolution. Unless instructed the proxy will vote as he thinks fit.

\*strike out whichever is not desired"

- (d) The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.
- (e) A vote given in accordance with the terms of a proxy shall be valid even though the giver of the proxy has died or become insane, or has revoked the proxy or the authority under which it was given unless the Company has received written notice of the fact before the start of the meeting or adjourned meeting at which the proxy is used.

## **7. BOARD OF DIRECTORS**

- (1) The number of directors shall never be less than 3 and the maximum number shall be determined by a General Meeting.
- (2) The first directors are the people named on the statement delivered to the Registrar of Companies under section 10 of the Act.
- (3) The directors may at any time co-opt any person (who need not be a member of the Company) as a director, either to fill a casual vacancy or by way of addition to their number, provided that the maximum referred to in Article 7(1) is not exceeded. Any member so co-opted shall retain office only until the next Annual General Meeting, but shall then be eligible for re-election.
- (4) The directors shall have the power to:
  - (a) manage the business of the Company and pay expenses incurred in the promotion and formation of the Company as they think fit,
  - (b) exercise all the powers of the Company which are not required by the Act, or these Articles, or any regulation made by the Company in General Meeting to be exercised by the Company in General Meeting.
  - (c) no regulation shall invalidate any act of the directors done before the requirement is made which would have been valid if that regulation had not been made.
- (5) In the exercise of their powers and in the management of the business of the Company the directors must remember that they are charity trustees within the meaning of section 97 of the Charities Act 1993 as the persons having the general control and management of the administration of a charity.



- (6) The directors may act even if there are vacancies but if the number of directors reduced to less than the minimum number referred to in Article 7(1) they can only act for the purposes of:
- (a) admitting persons to membership of the Company; or
  - (b) filling up vacancies in their body; or
  - (c) summoning a General Meeting.
- (7) All cheques and other negotiable instruments and all receipts for money paid to the Company shall be signed, drawn, accepted, endorsed or otherwise made in such a way as the directors shall decide.
- (8) The directors shall cause minutes to be made:
- (a) of all appointments of officers made by the directors;
  - (b) of the names of the directors present at each directors meeting;
  - (c) of all resolutions and proceedings at all meetings of the Company, and of the directors, including the names of the directors present at each such meeting,

and the minutes of any meeting, if they are signed by the Chair of the meeting (or by the Chair of the following meeting), will be conclusive evidence of the facts stated in the minutes.

## **8. DISQUALIFICATION OF DIRECTORS**

The office of director shall be vacated if a director:

- (1) ceases to be a director by virtue of any provision in the Act or is disqualified from acting as a director by virtue of section 72 of the Charities Act 1993 or any statutory re-enactment or modification thereof; or
- (2) becomes unable by reason of mental disorder illness or injury to manage and administer the director's own property and affairs; or
- (3) is directly or indirectly involved in any contract with the Company and fails to declare the nature of the director's interest by giving notice at the first meeting at which the contract is discussed or at the first meeting after the director becomes involved in the contract; or
- (4) by notice in writing to the Company resigns his office; or

- (5) is removed from office by a resolution duly passed pursuant to section 303 of the Act; or
- (6) fails without reasonable excuse to attend three consecutive meetings of the directors; or
- (7) is felt by a majority of directors to be acting in such a way as to be against the best interests of the Company or which might damage the Company's reputation.

## **9. ROTATION OF DIRECTORS**

- (1) At the first Annual General Meeting and at each following Annual General Meeting one-third of the directors for the time being (or if their number is not a multiple of three then the number nearest to one-third) shall retire from office.
- (2) The directors to retire shall be those who have been longest in office since their last election or appointment. As between directors of equal seniority the directors to retire shall be selected by lot unless they agree otherwise. A retiring director shall be eligible for re-election.
- (3) At the meeting at which a director retires the Company may appoint a new director in place of the retiring director. If standing for re-election the retiring director shall be deemed to have been re-elected, unless at the meeting:
  - (a) it is expressly resolved not to replace the retiring director; or
  - (b) a resolution for the re-election of the retiring director shall have been put to the meeting and lost.
- (4) No person other than a director retiring at the meeting shall be eligible for election as director at any General Meeting unless:
  - (a) that person is recommended by the directors for election; or
  - (b) the secretary is given notice in writing
    - (i) by a member duly qualified to attend and vote at the meeting,
    - (ii) not less than 4 nor more than 21 clear days before the date set for the meeting,of that member's intention to propose such person and of that person's willingness to be elected.

- (5) The Company may in General Meeting increase the number of directors, and decide in what rotation the additional directors shall retire, and may make the appointments necessary for effecting any such increase.

## **10 PROCEEDINGS OF THE DIRECTORS**

- (1) The directors may
- (a) meet together to do the Company's business
  - (b) adjourn and otherwise regulate their meetings as they think fit,
  - (c) determine the quorum necessary for the transaction of business, provided that the quorum for meetings of the directors shall never be less than 1/3 or 3 (whichever is the greater number) of the directors.
- (2) Questions arising at any meeting shall be decided by a majority of votes. If the votes are equal the Chair shall have a second or casting vote.
- (3) A director may (and on the request of a director the secretary will) call a meeting of the directors by notice served upon the directors. A director whose address in the register of directors is outside the United Kingdom shall not be entitled to notice of a meeting unless that director has given the Company an address in the United Kingdom at which notices can be served.
- (4) The directors may
- (a) elect a Chair who shall be entitled to chair all meetings of the directors at which the Chair shall be present,
  - (b) determine how long the Chair will hold office,
  - (c) choose one of their number to chair the meeting if
    - (i) the Chair is not present within fifteen minutes after the time appointed for holding the meeting; or
    - (ii) the Chair does not want to preside.
- (5) A meeting of the directors at which a quorum is present can exercise all the powers, which all the directors have.
- (6) The directors may delegate any of their powers to sub-committees consisting of such directors and others as they think fit, and any committee so formed shall
- (a) observe any regulations imposed on it by the directors; and

- (b) conduct its meetings in accordance with these Articles so far as applicable; and
  - (c) report to the directors on any decisions taken as soon as possible; and
  - (d) not exceed any budget which has been approved in advance by the directors.
- (7) All acts done in good faith by any meeting of the directors or by any committee of the directors, or by any person acting as a director, shall be valid even if:
- (a) it is discovered later that the appointment or continuance in office of any director was faulty; or
  - (b) they or any of them were disqualified from holding office or had retired.
- (8) A resolution in writing signed by all directors shall be as valid as if it had been passed at a valid meeting of the directors. A resolution signed by all members of any committee of directors shall be valid as if it had been passed at a valid meeting of that committee.

## **11. SECRETARY**

- (1) The secretary shall be appointed by the directors on such terms and conditions as they may think fit, and
- (a) the first secretary shall be the person named as secretary in the statement delivered to the Registrar of Companies under section 10 of the Act;
  - (b) any secretary may be removed by the directors;
  - (c) the provisions of section 283 of the Act shall apply and be observed;
  - (d) the directors may from time to time by resolution appoint an assistant or deputy secretary, and any person so appointed may act in place of the secretary if there be no secretary or no secretary capable of acting;
  - (e) no director shall occupy the salaried position of secretary.
- (2) A director who is also the secretary cannot sign a document in both capacities

## **12. DEEDS**

Any document to be executed as a deed shall only be valid if signed and delivered as a deed on behalf of the Company by a director and the secretary, or by two directors and any purchaser or person dealing with the Company in good faith shall accept those signatures as conclusive evidence of the fact that the document has been properly executed.

**13. COMPANY ACCOUNTS AND ANNUAL RETURN**

The directors must comply with their duties under the Act to prepare accounts and an Annual Return and to send them to the Registrar of Companies

**14. CHARITIES ACT ANNUAL REPORT AND RETURN**

The directors must comply with their obligations under the Charities Act 1993 or any statutory re-enactment or modification thereof to prepare an annual report and an annual return and to send them to the Charity Commissioners for England and Wales.

**15. NOTICES**

- (1) Notices to be given to or by any person pursuant to the Articles shall either be in writing or by an electronic means or device.
- (2) The Company may give notice to a Company member either:
  - (a) personally; or
  - (b) by leaving it at his or her registered address; or
  - (c) by sending it by post; or
  - (d) by an electronic means or device to him or her or to his or her registered address.
- (3) Notice of every General Meeting shall be given in any authorised manner to:
  - (a) every Company or committee member except those members who have not supplied to the Company an address for giving notices to them.
  - (b) the auditor for the time being of the Company.
- (4) A member whose address in the register of members is outside the United Kingdom shall not be entitled to notice of a meeting unless that member has

given the Company an address in the United Kingdom at which notices can be served.

- (5) A Company or Committee member present in person at any meeting of the Company shall be deemed to have received notice of the meeting and, where necessary, of the purposes for which it was called.
- (6) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after either the envelope containing it was posted or that the notice was duly sent by electronic mail.

## 16. REGULATIONS

- (1) The directors may from time to time make such rules or bye laws as they may think fit for the proper conduct and management of the Company and in particular they may by such rules or bye laws regulate:
  - (a) the admission of members including:-
    - (i) the admission of organisations to membership; and
    - (ii) the classes of membership; and
    - (iii) the rights and privileges of such members; and
    - (iv) the conditions of membership; and
    - (v) the entrance fees subscriptions and other fees or payments to be made by members;
  - (b) the conduct of members of the Company in relation to one another and to the Company's workers;
  - (c) the use of the whole or any part or parts of the Company's premises at any particular time or for any particular purpose;
  - (d) the procedure at General Meetings and meetings of the directors and committees of the directors so far as such procedure is not regulated by the Articles or the Act;
  - (e) generally all such matters as are usually the subject matter of company rules.
- (2) The Company in General Meeting shall have power to alter add to or repeal the rules or bye laws PROVIDED THAT no rule or bye law shall be conflict with or shall affect or repeal anything contained in the Memorandum or the Articles.

- (3) The directors shall give notice to members of the Company of the rules and bye laws, which shall bind all members of the Company

## **17. WINDING UP**

Clause 8 of the Memorandum of Association relating to the winding up and dissolution of the Company shall have effect as if it was set out in full in these Articles.

## **18 INDEMNITY**

Subject to the provisions of the Act, and without prejudice to any indemnity to which a director may otherwise be entitled, every director or other officer or auditor of the Company shall be indemnified out of the assets of the Company against any liability incurred by that person:

- (1) in defending any civil or criminal proceedings in which judgement is given in that person's favour or which results in acquittal; or
- (2) in connection with any application in which relief is granted to that person by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Company.

We the subscribers to these Articles of Association wish to be formed into a company pursuant to these Articles

MR. **NAME**  
RONALD LIM

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10 KEBLE PLACE  
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**SIGNATURE**



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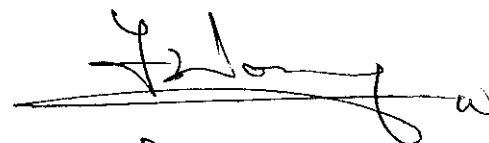
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REV. VINCENT AUN

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NW9 5WS



Dated 14 AUGUST 2002  
WITNESS TO THE ABOVE SIGNATURES

Name  
Address  
Signature

Sunny S. W. Leong  
Solicitor &  
Commissioner for Oaths



  
**HARRIS & Co.**  
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