


COMPANY NUMBER: 04620494

THE COMPANIES ACT 2006

PRIVATE COMPANIES LIMITED BY SHARES

NEW
ARTICLES OF ASSOCIATION

OF

EXCEK OFFICE SOLUTIONS LIMITED

(As adopted by Special Resolution
passed on 30 January, 2023)

THURSDAY



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PART 1

INTERPRETATION AND LIMITATION OF LIABILITY

Defined terms

1. In the articles, unless the context requires otherwise—

“articles” means the company's articles of association;

“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;

“chairman” has the meaning given in article 12;

“chairman of the meeting” has the meaning given in article 40;

“Companies Acts” means the Companies Acts (as defined in section 2 of the Companies Act 2006), in so far as they apply to the company;

“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 32;

“document” includes, unless otherwise specified, any document sent or supplied in electronic form;

“electronic form” has the meaning given in section 1168 of the Companies Act 2006;

“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 have been paid to the company;

“hard copy form” has the meaning given in section 1168 of the Companies Act 2006;

“holder” in relation to shares means the person whose name is entered in the register of members as the holder of the shares;

“instrument” means a document in hard copy form;

“ordinary resolution” has the meaning given in section 282 of the Companies Act 2006;

“paid” means paid or credited as paid;

“participate”, in relation to a directors' meeting, has the meaning given in article 10;

“proxy notice” has the meaning given in article 46;

“shareholder” means a person who is the holder of a share;

“shares” means shares in the company;

“special resolution” has the meaning given in section 283 of the Companies Act 2006;

“subsidiary” has the meaning given in section 1159 of the Companies Act 2006;

“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.

Unless the context otherwise requires, other words or expressions contained in these articles bear the same meaning as in the Companies Act 2006 as in force on the date when these articles become binding on the company.

Liability of members

2. 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

Directors' general authority

3. Subject to 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.

Shareholders' reserve power

4. (1) The shareholders may, by special resolution, direct the directors to take, or refrain from taking, specified action.

(2) No such special resolution invalidates anything which the directors have done before the passing of the resolution.

Directors may delegate

5. (1) Subject to the articles, the directors may delegate any of the powers which are conferred on them under the articles
 - (a) to such person or committee;
 - (b) by such means (including by power of attorney);
 - (c) to such an extent;
 - (d) in relation to such matters or territories; and
 - (e) on such terms and conditions;as they think fit.
- (2) If the directors so specify, any such delegation may authorise further delegation of the directors' powers by any person to whom they are delegated.
- (3) The directors may revoke any delegation in whole or part, or alter its terms and conditions.

Committees

6. (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.
- (2) The directors may make rules of procedure for all or any committees, which prevail over rules derived from the articles if they are not consistent with them.

DECISION-MAKING BY DIRECTORS

Directors to take decisions collectively

7. (1) The general rule about decision-making by directors is that any decision of the directors must be either a majority decision at a meeting or a decision taken in accordance with article 8.
- (2) If
 - (a) the company only has one director, and

- (b) no provision of the articles requires it to have more than one director,

the general rule does not apply, and the director may take decisions without regard to any of the provisions of the articles relating to directors' decision-making.

Unanimous decisions

8. (1) A decision of the directors is taken in accordance with this article when all eligible directors indicate to each other by any means that they share a common view on a matter.
- (2) Such a decision may take the form of a resolution in writing, copies of which have been signed by each eligible director or to which each eligible director has otherwise indicated agreement in writing.
- (3) References in this article to eligible directors are to directors who would have been entitled to vote on the matter had it been proposed as a resolution at a directors' meeting.
- (4) A decision may not be taken in accordance with this article if the eligible directors would not have formed a quorum at such a meeting.

Calling a directors' meeting

9. (1) Any director may call a directors' meeting by giving notice of the meeting to the directors or by authorising the company secretary (if any) to give such notice.
- (2) Notice of any directors' meeting must indicate
- (a) its proposed date and time;
- (b) where it is to take place; and
- (c) 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.
- (3) Notice of a directors' meeting must be given to each director, but need not be in writing.
- (4) Notice of a directors' meeting need not be given to directors who waive their entitlement to notice of that meeting, by giving notice to that effect to the company not more than 7 days 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.

Participation in directors' meetings

10. (1) Subject to the articles, directors participate in a directors' meeting, or part of a directors' meeting, when
 - (a) the meeting has been called and takes place in accordance with the articles, and
 - (b) they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
- (2) it is irrelevant where any director is or how they communicate with each other.
- (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.

Quorum for directors' meetings

11. (1) At a directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- (2) The quorum for directors' meetings may be fixed from time to time by a decision of the directors and unless otherwise fixed it shall be two. If and so long as there is a sole director, he may exercise all the powers and authorities vested in the directors by these articles and accordingly the quorum for the transaction of business in these circumstances shall be one.
- (3) If the total number of directors for the time being is less than the quorum required, the directors must not take any decision other than a decision
 - (a) to appoint further directors, or
 - (b) to call a general meeting so as to enable the shareholders to appoint further directors.

Chairing of directors' meetings

12. (1) The directors may appoint a director to chair their meetings.
- (2) The person so appointed for the time being is known as the chairman.
- (3) The directors may terminate the chairman's appointment at any time.

- (4) If the chairman is not participating in a directors' meeting within ten minutes of the time at which it was to start, the participating directors must appoint one of themselves to chair it.

Casting vote

13. If the numbers of votes for and against a proposal are equal, the chairman or other director chairing the meeting shall not have a casting vote.

Conflicts of interest

14. (1) If a proposed decision of the directors is concerned with an actual or proposed transaction or arrangement with the company in which a director is interested, that director is not to be counted as participating in the decision-making process for quorum or voting purposes.
 - (2) But if paragraph (3) applies, a director who is interested in an actual or proposed transaction or arrangement with the company is to be counted as participating in the decision-making process for quorum and voting purposes.
 - (3) This paragraph applies when
 - (a) the company by ordinary resolution disapplies the provision of the articles which would otherwise prevent a director from being counted as participating in the decision-making process;
 - (b) the director's interest cannot reasonably be regarded as likely to give rise to a conflict of interest; or
 - (c) the director's conflict of interest arises from a permitted cause.
 - (4) For the purposes of this article, the following are permitted causes
 - (a) a guarantee given, or to be given, by or to a director in respect of an obligation incurred by or on behalf of the company or any of its subsidiaries;
 - (b) subscription, or an agreement to subscribe, for shares or other securities of the company or any of its subsidiaries, or to underwrite, sub-underwrite, or guarantee subscription for any such shares or securities; and
 - (c) arrangements pursuant to which benefits are made available to employees and directors or former employees and directors of the company or any of its subsidiaries which do not provide special benefits for directors or former directors.

- (5) For the purposes of this article, references to proposed decisions and decision-making processes include any directors' meeting or part of a directors' meeting.
- (6) Subject to paragraph (7), if a question arises at a meeting of directors or of a committee of directors as to the right of a director to participate in the meeting (or part of the meeting) for voting or quorum purposes, the question may, before the conclusion of the meeting, be referred to the chairman whose ruling in relation to any director other than the chairman is to be final and conclusive.
- (7) If any question as to the right to participate in the meeting (or part of the meeting) should arise in respect of the chairman, the question is to be decided by a decision of the directors at that meeting, for which purpose the chairman is not to be counted as participating in the meeting (or that part of the meeting) for voting or quorum purposes.

Records of decisions to be kept

- 15. The directors must ensure that the company keeps a record, in writing, for at least 10 years from the date of the decision recorded, of every unanimous or majority decision taken by the directors.

Directors' discretion to make further rules

- 16. Subject to the articles, the directors may make any rule which they think fit about how they take decisions, and about how such rules are to be recorded or communicated to directors.

APPOINTMENT OF DIRECTORS

Methods of appointing directors

- 17.
 - (1) 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
 - (a) by ordinary resolution, or
 - (b) by a decision of the directors.
 - (2) In any case where, as a result of death, the company has no shareholders and no directors, the personal representatives of the last shareholder to have died have the right, by notice in writing, to appoint a person to be a director.
 - (3) For the purposes of paragraph (2), where 2 or more shareholders die in circumstances rendering it uncertain who was the last to die, a younger shareholder is deemed to have survived an older shareholder.

Termination of director's appointment

18. A person ceases to be a director as soon as
- (a) that person ceases to be a director by virtue of any provision of the Companies Act 2006 or is prohibited from being a director by law;
 - (b) a bankruptcy order is made against that person;
 - (c) a composition is made with that person's creditors generally in satisfaction of that person's debts;
 - (d) a registered medical practitioner who is treating that person gives a written opinion to the company stating that that person has become physically or mentally incapable of acting as a director and may remain so for more than three months;
 - (e) notification is received by the company from the director that the director is resigning from office, and such resignation has taken effect in accordance with its terms.

Directors' remuneration

19. (1) Directors may undertake any services for the company that the directors decide.
- (2) Directors are entitled to such remuneration as the directors determine
- (a) for their services to the company as directors, and
 - (b) for any other service which they undertake for the company.
- (3) Subject to the articles, a director's remuneration may
- (a) take any form, and
 - (b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.
- (4) Unless the directors decide otherwise, directors' remuneration accrues from day to day.
- (5) Unless the directors decide otherwise, directors are not accountable to the company for any remuneration which they receive as directors or other officers or employees of the company's subsidiaries or of any other body corporate in which the company is interested.

Directors' expenses

20. The company may pay any reasonable expenses which the directors properly incur in connection with their attendance at

- (a) meetings of directors or committees of directors,
- (b) general meetings, or
- (c) 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 their responsibilities in relation to the company.

PART 3 SHARES AND DISTRIBUTIONS SHARES

Classes of Shares

21. (1) The Share Capital of the Company is divided into A Ordinary Shares of £1.00 each ("the A Ordinary Shares"), B Ordinary Shares of £1.00 each ("the B Ordinary Shares"), C Ordinary Shares of £1.00 each ("the C Ordinary Shares"), D Ordinary Shares of £1.00 each ("the D Ordinary Shares"), E Ordinary Non-Voting Shares of £1.00 each ("the E Ordinary Non-Voting Shares"), F Ordinary Non-Voting Shares of £1.00 each ("the F Ordinary Non-Voting Shares"), G Ordinary Non-Voting Shares of £1.00 each ("the G Ordinary Non-Voting Shares"), H Ordinary Non-Voting Shares of £1.00 each ("the H Ordinary Non-Voting Shares"), I Ordinary Non-Voting Shares of £1.00 each ("the I Ordinary Non-Voting Shares"), and together they shall be referred to as "the Shares".
- (2) The holders of all classes of Shares shall each be entitled to receive dividends. For the avoidance of doubt, the directors may declare and pay a dividend to the holders of all classes of shares or to the holders of one or more class of shares only and the dividend declared and paid to the holders of one class of shares need not be the same as the dividend declared and paid to the holders of other classes of shares.
- (3) The holders of A Ordinary Shares, B Ordinary Shares, C Ordinary Shares and D Ordinary Shares only shall be entitled to receive notices of and attend and vote at general meetings of the Company.
- (4) Any distribution of surplus assets on the winding up of the company shall be divided first amongst the holders of the A Ordinary Shares and B Ordinary Shares in proportion to the number of shares held by them respectively up to the value of the company as at 31

March 2022 and then the remainder of the assets shall be divided amongst the holders of all classes of shares in proportion to the number of shares held by them respectively on the winding up of the company.

- (5) 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.

Allotment of Shares

- 22. In accordance with section 567(1) of the Companies Act 2006, sections 561 and 562 of the Companies Act 2006 shall not apply to an allotment of equity securities (as defined in section 560(1) of the Companies Act 2006) made by the company.

All shares which the directors propose to allot (including the grant of rights to subscribe for or to convert any securities into shares) shall first be offered to the members in proportion as nearly as may be to the number of the existing shares held by them respectively unless the company in General Meeting shall by Special Resolution otherwise direct. The offer shall be made by notice specifying the number of shares offered, and limiting a period (not being less than fourteen days) within which the offer, if not accepted, will be deemed to be declined. After the expiration of that period those shares so deemed to be declined shall be offered in the proportion aforesaid to the persons who have, within the said period, accepted all the shares offered to them; such further offer shall be made in like terms in the same manner and limited by a period as in the original offer. Any shares not accepted pursuant to such offer or further offer as aforesaid or not capable of being offered as aforesaid except by way of fractions and any shares released from the provisions of this Article by any such Special Resolution as aforesaid shall be under the control of the directors, who may allot, grant options over or otherwise dispose of the same to such persons, on such terms, and in such manner as they think fit, provided that, in the case of shares not accepted as aforesaid, such shares shall not be disposed of on terms which are more favourable to the subscribers therefor than the terms on which they were offered to the members.

All shares to be fully paid up

- 23. (1) No share is to be issued for less than the aggregate of its nominal value and any premium to be paid to the company in consideration for its issue.
- (2) This does not apply to shares taken on the formation of the company by the subscribers to the company's memorandum.

Company not bound by less than absolute interests

- 24. Except as required by law, no person is to be recognised by the company as holding any share upon any trust, and except as otherwise required by law or the articles, 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

25. (1) The company must issue each shareholder, free of charge, with one or more certificates in respect of the shares which that shareholder holds.
- (2) Every certificate must specify
- (a) in respect of how many shares, of what class, it is issued;
 - (b) the nominal value of those shares; and
 - (c) that the shares are fully paid.
- (3) No certificate may be issued in respect of shares of more than one class.
- (4) If more than one person holds a share, only one certificate may be issued in respect of it.
- (5) Certificates must
- (a) have affixed to them the company's common seal, or
 - (b) be otherwise executed in accordance with the Companies Acts.

Replacement share certificates

26. (1) If a certificate issued in respect of a shareholder's shares is
- (a) damaged or defaced, or
 - (b) said to be lost, stolen or destroyed,
- that shareholder is entitled to be issued with a replacement certificate in respect of the same shares.
- (2) A shareholder exercising the right to be issued with such a replacement certificate
- (a) may at the same time exercise the right to be issued with a single certificate or separate certificates;
 - (b) must return the certificate which is to be replaced to the company if it is damaged or defaced; and

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

Share transfers

27. (1) No share or shares or beneficial ownership of any share or shares shall be transferred nor shall the company purchase any of its own shares unless and until the rights of pre-emption hereinafter conferred shall have been exhausted.
- (2) A shareholder ("a Transferring Member") wishing to transfer a share or shares shall give notice thereof in writing to the company and such notice ("a Transfer Notice") shall constitute the directors his agent for the sale of the share or shares comprised therein ("the Sale Shares") at a fair value fixed as hereinafter determined and a Transfer Notice may not be withdrawn except with the written consent of the directors.
- (3) For the purpose of this Article 27 the fair value at which any class of shares comprised in a Transfer Notice may be sold shall be as agreed between the vendor and a willing buyer or failing agreement as certified by the accountants of the company for the time being or by any other member of the Institute of Chartered Accountants in England and Wales nominated by the parties concerned (or in the event of disagreement as to nomination, appointed by the President for the time being of the Institute of Chartered Accountants in England and Wales), in accordance with the provisions of Article 27(39) hereof save that the following modifications shall apply in the following circumstances:
- (a) the certified value at which any shares comprised in a Transfer Notice may be sold shall be 90% of fair value (or their nominal value if greater) where Article 27(38)(b)(iii) applies; or
 - (b) the certified value at which any shares comprised in a Transfer Notice may be sold shall be their nominal value where Articles 27(38)(a), 27(38)(b)(i), 27(38)(b)(ii) or 27(38)(b)(v) apply.
- (4) If the holders of A Ordinary Shares wishes to transfer their shares in the company, or is required to transfer their shares pursuant to Article 27(38), such shares shall not be transferred unless they are first offered to the company to purchase at the fair value determined as aforesaid and subject to the modifications at Article 27(3) and the remaining shareholders undertake to pass all necessary resolutions authorising the purchase and to do all such acts and things to enable the company to complete the purchase.
- (5) If the company fails to complete the purchase of some or all of the Sale Shares referred to above in accordance with the requirements of Article 27(4) within 30 days of receipt by it of a Transfer Notice, the company shall offer the Sale Shares that it has failed to purchase (the "Remaining Shares") to the holders of B Ordinary Shares at a fair value determined as aforesaid and subject to the modifications at Article 27(3) and the company shall as soon as practicable give notice accordingly to the holders of B Ordinary Shares. The

holders of B Ordinary Shares shall be entitled by notice in writing given to the company within 30 days of being given such notice by the company to purchase the Remaining Shares.

- (6) Upon the finding of a purchasing shareholder or shareholders the directors shall give notice thereof to the Transferring Member and the sale or sales shall be completed within twenty one days thereafter. If the Transferring Member fails so to complete any such sale the directors shall be entitled to nominate some person to transfer the share or shares comprised in such sale to the purchasing shareholder or shareholders. The directors shall procure the registration of the purchasing shareholder or shareholders as a holder or holders of such share or shares and issue to him or them a certificate or certificates therefor and the receipt by the company of the purchase price shall be good discharge to a purchasing shareholder. The company shall forthwith lodge the purchase price into a separate bank account in the company's name and shall hold the purchase price and interest earned thereon on trust for the Transferring Member and the Transferring Member shall deliver to the company his certificate or certificates comprising or including such share or shares and shall thereupon be paid the purchase money and any necessary balance certificates shall be issued to him.
- (7) If within 30 days of the company giving notice to the holders of the B Ordinary Shares in accordance with Article 27(5) no purchasing shareholder has been found for all or part of the Remaining Shares the directors shall give notice thereof to the Transferring Member and in such case and also if a purchasing shareholder has failed duly to complete his purchase through no fault of the Transferring Member the Transferring Member may at any time within six months after such notice was given to him by the directors transfer the share or shares in question to any person and at any price (not being less than the fair value fixed as aforesaid and subject to the modifications at Article 27(3) unless the shareholders other than the Transferring Member vote and resolve otherwise).
- (8) If the holders of B Ordinary Shares wishes to transfer their shares in the company, or is required to transfer their shares pursuant to Article 27(38), such shares shall not be transferred unless they are first offered to the company to purchase at the fair value determined as aforesaid and subject to the modifications at Article 27(3) and the remaining shareholders undertake to pass all necessary resolutions authorising the purchase and to do all such acts and things to enable the company to complete the purchase.
- (9) If the company fails to complete the purchase of some or all of the Sale Shares referred to above in accordance with the requirements of Article 27(8) within 30 days of receipt by it of a Transfer Notice, the company shall offer the Sale Shares that it has failed to purchase (the "Remaining Shares") to the holders of A Ordinary Shares at a fair value determined as aforesaid and subject to the modifications at Article 27(3) and the company shall as soon as practicable give notice accordingly to the holders of the A Ordinary Shares. The holders of A Ordinary Shares shall be entitled by notice in writing given to the company

within 30 days of being given such notice by the company to purchase the Remaining Shares.

- (10) Upon the finding of a purchasing shareholder or shareholders the directors shall give notice thereof to the Transferring Member and the sale or sales shall be completed within twenty one days thereafter. If the Transferring Member fails so to complete any such sale the directors shall be entitled to nominate some person to transfer the share or shares comprised in such sale to the purchasing shareholder or shareholders. The directors shall procure the registration of the purchasing shareholder or shareholders as a holder or holders of such share or shares and issue to him or them a certificate or certificates therefor and the receipt by the company of the purchase price shall be good discharge to a purchasing shareholder. The company shall forthwith lodge the purchase price into a separate bank account in the company's name and shall hold the purchase price and interest earned thereon on trust for the Transferring Member and the Transferring Member shall deliver to the company his certificate or certificates comprising or including such share or shares and shall thereupon be paid the purchase money and any necessary balance certificates shall be issued to him.
- (11) If within 30 days of the company giving notice to the holders of the A Ordinary Shares in accordance with Article 27(9) no purchasing shareholder has been found for all or part of the Remaining Shares the directors shall give notice thereof to the Transferring Member and in such case and also if a purchasing shareholder has failed duly to complete his purchase through no fault of the Transferring Member the Transferring Member may at any time within six months after such notice was given to him by the directors transfer the share or shares in question to any person and at any price (not being less than the fair value fixed as aforesaid and subject to the modifications at Article 27(3) unless the shareholders other than the Transferring Member vote and resolve otherwise).
- (12) If the holders of C Ordinary Shares wishes to transfer their shares in the company, or is required to transfer their shares pursuant to Article 27(38), such shares shall not be transferred unless they are first offered to the company to purchase at the fair value determined as aforesaid and subject to the modifications at Article 27(3) and the remaining shareholders undertake to pass all necessary resolutions authorising the purchase and to do all such acts and things to enable the company to complete the purchase.
- (13) If the company fails to complete the purchase of some or all of the Sale Shares referred to above in accordance with the requirements of Article 27(12) within 30 days of receipt by it of a Transfer Notice, the company shall offer the Sale Shares that it has failed to purchase (the "Remaining Shares") to the holders of A Ordinary Shares at a fair value determined as aforesaid and subject to the modifications at Article 27(3) and the company shall as soon as practicable give notice accordingly to the holders of the A Ordinary Shares. The holders of A Ordinary Shares shall be entitled by notice in writing

given to the company within 30 days of being given such notice by the company to purchase the Remaining Shares.

- (14) Upon the finding of a purchasing shareholder or shareholders the directors shall give notice thereof to the Transferring Member and the sale or sales shall be completed within twenty one days thereafter. If the Transferring Member fails so to complete any such sale the directors shall be entitled to nominate some person to transfer the share or shares comprised in such sale to the purchasing shareholder or shareholders. The directors shall procure the registration of the purchasing shareholder or shareholders as a holder or holders of such share or shares and issue to him or them a certificate or certificates therefor and the receipt by the company of the purchase price shall be good discharge to a purchasing shareholder. The company shall forthwith lodge the purchase price into a separate bank account in the company's name and shall hold the purchase price and interest earned thereon on trust for the Transferring Member and the Transferring Member shall deliver to the company his certificate or certificates comprising or including such share or shares and shall thereupon be paid the purchase money and any necessary balance certificates shall be issued to him.
- (15) If within 30 days of the company giving notice to the holders of the A Ordinary Shares in accordance with Article 27(13) no purchasing shareholder has been found for all or part of the Remaining Shares the directors shall give notice thereof to the Transferring Member and in such case and also if a purchasing shareholder has failed duly to complete his purchase through no fault of the Transferring Member the Transferring Member may at any time within six months after such notice was given to him by the directors transfer the share or shares in question to any person and at any price (not being less than the fair value fixed as aforesaid and subject to the modifications at Article 27(3) unless the shareholders other than the Transferring Member vote and resolve otherwise).
- (16) If the holders of D Ordinary Shares wishes to transfer their shares in the company, or is required to transfer their shares pursuant to Article 27(38), such shares shall not be transferred unless they are first offered to the company to purchase at the fair value determined as aforesaid and subject to the modifications at Article 27(3) and the remaining shareholders undertake to pass all necessary resolutions authorising the purchase and to do all such acts and things to enable the company to complete the purchase.
- (17) If the company fails to complete the purchase of some or all of the Sale Shares referred to above in accordance with the requirements of Article 27(16) within 30 days of receipt by it of a Transfer Notice, the company shall offer the Sale Shares that it has failed to purchase (the "Remaining Shares") to the holders of B Ordinary Shares at a fair value determined as aforesaid and subject to the modifications at Article 27(3) and the company shall as soon as practicable give notice accordingly to the holders of the B Ordinary Shares. The holders of B Ordinary Shares shall be entitled by notice in writing

given to the company within 30 days of being given such notice by the company to purchase the Remaining Shares.

- (18) Upon the finding of a purchasing shareholder or shareholders the directors shall give notice thereof to the Transferring Member and the sale or sales shall be completed within twenty one days thereafter. If the Transferring Member fails so to complete any such sale the directors shall be entitled to nominate some person to transfer the share or shares comprised in such sale to the purchasing shareholder or shareholders. The directors shall procure the registration of the purchasing shareholder or shareholders as a holder or holders of such share or shares and issue to him or them a certificate or certificates therefor and the receipt by the company of the purchase price shall be good discharge to a purchasing shareholder. The company shall forthwith lodge the purchase price into a separate bank account in the company's name and shall hold the purchase price and interest earned thereon on trust for the Transferring Member and the Transferring Member shall deliver to the company his certificate or certificates comprising or including such share or shares and shall thereupon be paid the purchase money and any necessary balance certificates shall be issued to him.
- (19) If within 30 days of the company giving notice to the holders of the B Ordinary Shares in accordance with Article 27(17) no purchasing shareholder has been found for all or part of the Remaining Shares the directors shall give notice thereof to the Transferring Member and in such case and also if a purchasing shareholder has failed duly to complete his purchase through no fault of the Transferring Member the Transferring Member may at any time within six months after such notice was given to him by the directors transfer the share or shares in question to any person and at any price (not being less than the fair value fixed as aforesaid and subject to the modifications at Article 27(3) unless the shareholders other than the Transferring Member vote and resolve otherwise).
- (20) If the holders of E Ordinary Non-Voting Shares wishes to transfer their shares in the company, or is required to transfer their shares pursuant to Article 27(38), such shares shall not be transferred unless they are first offered to the company to purchase at the fair value determined as aforesaid and subject to the modifications at Article 27(3) and the remaining shareholders undertake to pass all necessary resolutions authorising the purchase and to do all such acts and things to enable the company to complete the purchase.
- (21) If the company fails to complete the purchase of some or all of the Sale Shares referred to above in accordance with the requirements of Article 27(20) within 30 days of receipt by it of a Transfer Notice, the company shall offer the Sale Shares that it has failed to purchase (the "Remaining Shares") to the holders of A Ordinary Shares at a fair value determined as aforesaid and subject to the modifications at Article 27(3) and the company shall as soon as practicable give notice accordingly to the holders of the A Ordinary Shares. The holders of A Ordinary Shares shall be entitled by notice in writing

given to the company within 30 days of being given such notice by the company to purchase the Remaining Shares.

- (22) Upon the finding of a purchasing shareholder or shareholders the directors shall give notice thereof to the Transferring Member and the sale or sales shall be completed within twenty one days thereafter. If the Transferring Member fails so to complete any such sale the directors shall be entitled to nominate some person to transfer the share or shares comprised in such sale to the purchasing shareholder or shareholders. The directors shall procure the registration of the purchasing shareholder or shareholders as a holder or holders of such share or shares and issue to him or them a certificate or certificates therefor and the receipt by the company of the purchase price shall be good discharge to a purchasing shareholder. The company shall forthwith lodge the purchase price into a separate bank account in the company's name and shall hold the purchase price and interest earned thereon on trust for the Transferring Member and the Transferring Member shall deliver to the company his certificate or certificates comprising or including such share or shares and shall thereupon be paid the purchase money and any necessary balance certificates shall be issued to him.
- (23) If within 30 days of the company giving notice to the holders of the A Ordinary Shares in accordance with Article 27(21) no purchasing shareholder has been found for all or part of the Remaining Shares the directors shall give notice thereof to the Transferring Member and in such case and also if a purchasing shareholder has failed duly to complete his purchase through no fault of the Transferring Member the Transferring Member may at any time within six months after such notice was given to him by the directors transfer the share or shares in question to any person and at any price (not being less than the fair value fixed as aforesaid and subject to the modifications at Article 27(3) unless the shareholders other than the Transferring Member vote and resolve otherwise).
- (24) If the holders of F Ordinary Non-Voting Shares wishes to transfer their shares in the company, or is required to transfer their shares pursuant to Article 27(38), such shares shall not be transferred unless they are first offered to the company to purchase at the fair value determined as aforesaid and subject to the modifications at Article 27(3) and the remaining shareholders undertake to pass all necessary resolutions authorising the purchase and to do all such acts and things to enable the company to complete the purchase.
- (25) If the company fails to complete the purchase of some or all of the Sale Shares referred to above in accordance with the requirements of Article 27(24) within 30 days of receipt by it of a Transfer Notice, the company shall offer the Sale Shares that it has failed to purchase (the "Remaining Shares") to the holders of A Ordinary Shares at a fair value determined as aforesaid and subject to the modifications at Article 27(3) and the company shall as soon as practicable give notice accordingly to the holders of the A Ordinary Shares. The holders of A Ordinary Shares shall be entitled by notice in writing

given to the company within 30 days of being given such notice by the company to purchase the Remaining Shares.

- (26) Upon the finding of a purchasing shareholder or shareholders the directors shall give notice thereof to the Transferring Member and the sale or sales shall be completed within twenty one days thereafter. If the Transferring Member fails so to complete any such sale the directors shall be entitled to nominate some person to transfer the share or shares comprised in such sale to the purchasing shareholder or shareholders. The directors shall procure the registration of the purchasing shareholder or shareholders as a holder or holders of such share or shares and issue to him or them a certificate or certificates therefor and the receipt by the company of the purchase price shall be good discharge to a purchasing shareholder. The company shall forthwith lodge the purchase price into a separate bank account in the company's name and shall hold the purchase price and interest earned thereon on trust for the Transferring Member and the Transferring Member shall deliver to the company his certificate or certificates comprising or including such share or shares and shall thereupon be paid the purchase money and any necessary balance certificates shall be issued to him.
- (27) If within 30 days of the company giving notice to the holders of the A Ordinary Shares in accordance with Article 27(25) no purchasing shareholder has been found for all or part of the Remaining Shares the directors shall give notice thereof to the Transferring Member and in such case and also if a purchasing shareholder has failed duly to complete his purchase through no fault of the Transferring Member the Transferring Member may at any time within six months after such notice was given to him by the directors transfer the share or shares in question to any person and at any price (not being less than the fair value fixed as aforesaid and subject to the modifications at Article 27(3) unless the shareholders other than the Transferring Member vote and resolve otherwise).
- (28) If the holders of G Ordinary Non-Voting Shares wishes to transfer their shares in the company, or is required to transfer their shares pursuant to Article 27(38), such shares shall not be transferred unless they are first offered to the company to purchase at the fair value determined as aforesaid and subject to the modifications at Article 27(3) and the remaining shareholders undertake to pass all necessary resolutions authorising the purchase and to do all such acts and things to enable the company to complete the purchase.
- (29) If the company fails to complete the purchase of some or all of the Sale Shares referred to above in accordance with the requirements of Article 27(28) within 30 days of receipt by it of a Transfer Notice, the company shall offer the Sale Shares that it has failed to purchase (the "Remaining Shares") to the holders of A Ordinary Shares at a fair value determined as aforesaid and subject to the modifications at Article 27(3) and the company shall as soon as practicable give notice accordingly to the holders of the A Ordinary Shares. The holders of A Ordinary Shares shall be entitled by notice in writing

given to the company within 30 days of being given such notice by the company to purchase the Remaining Shares.

- (30) Upon the finding of a purchasing shareholder or shareholders the directors shall give notice thereof to the Transferring Member and the sale or sales shall be completed within twenty one days thereafter. If the Transferring Member fails so to complete any such sale the directors shall be entitled to nominate some person to transfer the share or shares comprised in such sale to the purchasing shareholder or shareholders. The directors shall procure the registration of the purchasing shareholder or shareholders as a holder or holders of such share or shares and issue to him or them a certificate or certificates therefor and the receipt by the company of the purchase price shall be good discharge to a purchasing shareholder. The company shall forthwith lodge the purchase price into a separate bank account in the company's name and shall hold the purchase price and interest earned thereon on trust for the Transferring Member and the Transferring Member shall deliver to the company his certificate or certificates comprising or including such share or shares and shall thereupon be paid the purchase money and any necessary balance certificates shall be issued to him.
- (31) If within 30 days of the company giving notice to the holders of the A Ordinary Shares in accordance with Article 27(29) no purchasing shareholder has been found for all or part of the Remaining Shares the directors shall give notice thereof to the Transferring Member and in such case and also if a purchasing shareholder has failed duly to complete his purchase through no fault of the Transferring Member the Transferring Member may at any time within six months after such notice was given to him by the directors transfer the share or shares in question to any person and at any price (not being less than the fair value fixed as aforesaid and subject to the modifications at Article 27(3) unless the shareholders other than the Transferring Member vote and resolve otherwise).
- (32) If the holders of H Ordinary Non-Voting Shares wishes to transfer their shares in the company, or is required to transfer their shares pursuant to Article 27(38), such shares shall not be transferred unless they are first offered to the company to purchase at the fair value determined as aforesaid and subject to the modifications at Article 27(3) and the remaining shareholders undertake to pass all necessary resolutions authorising the purchase and to do all such acts and things to enable the company to complete the purchase.
- (33) If the company fails to complete the purchase of some or all of the Sale Shares referred to above in accordance with the requirements of Article 27(32) within 30 days of receipt by it of a Transfer Notice, the company shall offer the Sale Shares that it has failed to purchase (the "Remaining Shares") to the holders of B Ordinary Shares at a fair value determined as aforesaid and subject to the modifications at Article 27(3) and the company shall as soon as practicable give notice accordingly to the holders of the B Ordinary Shares. The holders of B Ordinary Shares shall be entitled by notice in writing

given to the company within 30 days of being given such notice by the company to purchase the Remaining Shares.

- (34) Upon the finding of a purchasing shareholder or shareholders the directors shall give notice thereof to the Transferring Member and the sale or sales shall be completed within twenty one days thereafter. If the Transferring Member fails so to complete any such sale the directors shall be entitled to nominate some person to transfer the share or shares comprised in such sale to the purchasing shareholder or shareholders. The directors shall procure the registration of the purchasing shareholder or shareholders as a holder or holders of such share or shares and issue to him or them a certificate or certificates therefor and the receipt by the company of the purchase price shall be good discharge to a purchasing shareholder. The company shall forthwith lodge the purchase price into a separate bank account in the company's name and shall hold the purchase price and interest earned thereon on trust for the Transferring Member and the Transferring Member shall deliver to the company his certificate or certificates comprising or including such share or shares and shall thereupon be paid the purchase money and any necessary balance certificates shall be issued to him.
- (35) If within 30 days of the company giving notice to the holders of the A Ordinary Shares in accordance with Article 27(33) no purchasing shareholder has been found for all or part of the Remaining Shares the directors shall give notice thereof to the Transferring Member and in such case and also if a purchasing shareholder has failed duly to complete his purchase through no fault of the Transferring Member the Transferring Member may at any time within six months after such notice was given to him by the directors transfer the share or shares in question to any person and at any price (not being less than the fair value fixed as aforesaid and subject to the modifications at Article 27(3) unless the shareholders other than the Transferring Member vote and resolve otherwise).
- (36) Any direction whether by way of renunciation nomination or otherwise by a shareholder entitled to an allotment of shares to the effect that such shares or any of them be allotted or issued to some person other than himself shall for the purpose of this Article 27 be deemed to constitute a transfer of the share or shares comprised in such direction the foregoing provisions of this Article 27 shall apply accordingly.
- (37) Subject as herein provided, the restrictions on transfer contained in this Article 27 shall not apply to any transfer approved in writing by the shareholders.
- (38) If any shareholder
 - (a) at any time attempts to deal with or dispose of any shares or interest therein otherwise than in accordance with the provisions of this Article; or
 - (b) being an individual shall:

- (i) become or be adjudged bankrupt;
 - (ii) be convicted by a court of competent jurisdiction of a criminal offence which relates to the business of a Company;
 - (iii) being a Director or an employee of the Company, its holding company or any subsidiary of the Company, resign from their employment;
 - (iv) being a Director or an employee of the Company, its holding company or any subsidiary of the Company, cease to be so employed as a result of the termination of such employment by the Company by way of redundancy or unfair dismissal;
 - (v) being a Director or an employee of the Company, its holding company or any subsidiary of the Company, cease to be so employed as a result of the termination of such employment by the Company other than by way of redundancy or unfair dismissal;
 - (vi) die: or
- (c) being a corporate shareholder shall:
- (i) enter into liquidation (not being a voluntary liquidation for the purposes of being followed by a reconstruction or amalgamation while solvent);
 - (ii) enter into any arrangement or composition with its creditors; or
 - (iii) have a receiver or administrative receiver appointed:

("hereinafter referred to as a "Relevant Event") such shareholder (or personal representative or trustee in bankruptcy becoming entitled to the shares) shall be deemed, immediately prior to the Relevant Event (or upon becoming so entitled to the shares) to have served a Transfer Notice in respect of all shares registered in the name of such shareholder and the provisions of this Article 27 shall thereupon apply to such shares (save that no rights of revocation shall apply) and in such case the fair value of such shares shall be the price certified by the accountants of the company for the time being or by any other member of the Institute of Chartered Accountants in England and Wales nominated by the parties concerned (or in the event of disagreement as to nomination, appointed by the President for the time being of the Institute of Chartered Accountants in England and Wales), in accordance with Article 27(39) below and such Transfer Notice shall be deemed to have been served on the last business day prior to the Relevant Event.

- (39) If the accountants or any other member of the Institute of Chartered Accountants in England and Wales nominated by the parties concerned (or in the event of disagreement

as to nomination, appointed by the President for the time being of the Institute of Chartered Accountants in England and Wales), shall be required to certify the fair value of a share in accordance with the provisions of this Article 27 then they shall determine the fair open market value of all the then issued share capital of the company on the basis that all such issued share capital is being sold at the same time by a willing seller to a willing buyer negotiating bona fide at arm's length and in preparing such valuation they shall be entitled in their absolute discretion to take into account any current open market value whether estimated or actual of the assets of the company and of its subsidiaries and to make such provisions for deferred tax and other contingent liabilities as it appears to them to be reasonable and the fair value of share being valued by them shall be equal to:-

$$\frac{X}{Y} * S$$

where X equals the Shares in question where Y equals the total number of Shares then in issue and where S equals their valuation determined as aforesaid of all the then issued Shares and in so certifying the fair value in accordance with the provisions of this Article they shall be deemed to be acting as experts and not as arbitrators and accordingly any provisions of law or statute relating to arbitration shall not apply.

- (40) Shares may be transferred by means of an instrument of transfer in any usual form or any other form approved by the directors, which is executed by or on behalf of the transferor.
- (41) No fee may be charged for registering any instrument of transfer or other document relating to or affecting the title to any share.
- (42) The company may retain any instrument of transfer which is registered.
- (43) The transferor remains the holder of a share until the transferee's name is entered in the register of members as holder of it.
- (44) The directors may refuse to register the transfer of a share, and if they do so, the instrument of transfer must be returned to the transferee with the notice of refusal unless they suspect that the proposed transfer may be fraudulent.

Transmission of shares

- 28. (1) If title to a share passes to a transmittee, the company may only recognise the transmittee as having any title to that share.
- (2) But transmittees do not have the right to attend or vote at a general meeting, or agree to a proposed written resolution, in respect of shares to which they are entitled, by reason of the holder's death or bankruptcy or otherwise.

Change of Control – “Tag Along” Article

29. (1) Subject to Article 27 and Article 29(3), but otherwise notwithstanding anything contained in these Articles no sale or transfer of any share (hereinafter called the “Specified Shares”) conferring the right to vote at general meetings of the company shall be made or registered without the previous written consent of all other shareholders (other than the proposed transferor) where such sale or transfer (when taking into account any associated sale or transfer) would result if made and registered in any person either:

- (a) obtaining a specified holding in the company; or
- (b) increasing a holding beyond a specified holding;

unless before the transfer is lodged for registration the proposed transferee or transferees or his or their nominees has or have offered to purchase all the shares in issue at the specified price (as hereinafter defined).

(2) For the purpose of this Article 29 only:

- (a) the expression “associated sale or transfer” shall mean any sale or transfer of any shares in the company by or to a person who would for the purposes of the Takeover Code be treated as a concert party of the proposed transferor or proposed transferee;
- (b) the expression “a specified holding” shall mean shares conferring in the aggregate 54 percent of the total voting rights conferred by all the shares in the capital of the company for the time being issued and conferring the right to vote at all general meetings;
- (c) the expression “transfer”, “transferor” and “transferee” shall include respectively the renunciation of a renounceable letter of allotment, the original allottee and the renounce under any such letter of allotment; and
- (d) “a specified price” shall mean a price per share at least equal to that offered or paid or payable by the proposed transferee or transferees or his or their nominees for the specified shares to the holders thereof plus an amount equal to the relevant proportions of any other consideration (in cash or otherwise) received or receivable by the holders of the specified shares which having regard to the substance of the transaction as a whole can reasonably be regarded as an addition to the price paid or payable for the specified shares and in the event of disagreement the calculation of the specified price shall be referred to an umpire (acting as an expert and not as arbitrator) nominated by the parties concerned (or in the event of disagreement as to nomination, appointed by the President for the

time being of the Institute of Chartered Accountants in England and Wales) whose decision shall be final and binding.

- (3) The provisions of this Article 29 shall not apply to a transfer of any shares between existing shareholders of the company.

Change of Control – “Drag Along” Article

30. (1) In the event that shareholders who together hold a specified holding receive an offer to purchase all of their shares in the company (the “Specified Shares”) which they accept then notwithstanding any of the provisions of Article 27 they may by written notice on the other shareholders require those other shareholders to sell all of their shares in the company to the proposed transferee at the specified price.
- (2) For the purpose of this Article 30 only:
- (a) the expression “a specified holding” shall mean shares conferring in the aggregate 54 percent of the total voting rights conferred by all the shares in the capital of the company for the time being issued and conferring the right to vote at all general meetings;
- (b) the “specified price” shall mean a price per share at least equal to that offered or paid or payable by the proposed transferee or transferees or his or their nominees for the specified shares to the holders thereof plus an amount equal to the relevant proportions of any other consideration (in cash or otherwise) received or receivable by the holders of the specified shares which having regard to the substance of the transaction as a whole can reasonably be regarded as an addition to the price paid or payable for the specified shares and in the event of disagreement the calculation of the specified price shall be referred to an umpire (acting as an expert and not as arbitrator) nominated by the parties concerned (or in the event of disagreement as to nomination, appointed by the President for the time being of the Institute of Chartered Accountants in England and Wales) whose decision shall be final and binding.

DIVIDENDS AND OTHER DISTRIBUTIONS

Procedure for declaring dividends

31. (1) The company may by ordinary resolution declare dividends, and the directors may decide to pay interim dividends.
- (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.

- (3) No dividend may be declared or paid unless it is in accordance with shareholders' respective rights.
- (4) Unless the shareholders' 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 shareholder's holding of shares on the date of the resolution or decision to declare or pay it.
- (5) 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 arrear.
- (6) The directors may pay at intervals any dividend payable at a fixed rate if it appears to them that the profits available for distribution justify the payment.
- (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.

Payment of dividends and other distributions

32. (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
- (a) transfer to a bank or building society account specified by the distribution recipient either in writing or as the directors may otherwise decide;
 - (b) sending a cheque 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 either in writing or as the directors may otherwise decide;
 - (c) sending a cheque made payable to such person by post to such person at such address as the distribution recipient has specified either in writing or as the directors may otherwise decide; or
 - (d) any other means of payment as the directors agree with the distribution recipient either in writing or by such other means as the directors decide.
- (2) In the articles, "the distribution recipient" means, in respect of a share in respect of which a dividend or other sum is payable
- (a) the holder of the share; or

- (b) if the share has two or more joint holders, whichever of them is named first in the register of members; or
- (c) if the holder is no longer entitled to the share by reason of death or bankruptcy, or otherwise by operation of law, the transmittee.

No interest on distributions

33. The company may not pay interest on any dividend or other sum payable in respect of a share unless otherwise provided by

- (a) the terms on which the share was issued, or
- (b) the provisions of another agreement between the holder of that share and the company.

Unclaimed distributions

34. (1) All dividends or other sums which are

- (a) payable in respect of shares, and
- (b) 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.

(2) The payment of any such dividend or other sum into a separate account does not make the company a trustee in respect of it.

(3) If

- (a) twelve years have passed from the date on which a dividend or other sum became due for payment, and
- (b) 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.

Non-cash distributions

35. (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 to pay all or part of a dividend or other distribution payable in respect of a share by transferring non-cash assets of

equivalent value (including, without limitation, shares or other securities in any company).

- (2) For the purposes of paying a non-cash distribution, the directors may make whatever arrangements they think fit, including, where any difficulty arises regarding the distribution
 - (a) fixing the value of any assets;
 - (b) paying cash to any distribution recipient on the basis of that value in order to adjust the rights of recipients; and
 - (c) vesting any assets in trustees.

Waiver of distributions

36. 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
- (a) the share has more than one holder, or
 - (b) more than one person is entitled to the share, whether by reason of the death or bankruptcy of one or more joint holders, or otherwise,
- 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.

CAPITALISATION OF PROFITS

Authority to capitalise and appropriation of capitalised sums

37. (1) Subject to the articles, the directors may, if they are so authorised by an ordinary resolution
- (a) decide to capitalise any profits of the company (whether or not they are available for distribution) which are not required for paying a preferential dividend, or any sum standing to the credit of the company's share premium account or capital redemption reserve; and
 - (b) 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.

- (2) Capitalised sums must be applied
 - (a) on behalf of the persons entitled, and
 - (b) in the same proportions as a dividend would have been distributed to them.
- (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.
- (4) A capitalised sum which was appropriated from profits available for distribution may be applied 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.
- (5) Subject to the articles the directors may
 - (a) apply capitalised sums in accordance with paragraphs (3) and (4) partly in one way and partly in another;
 - (b) make such arrangements as they think fit to deal with shares or debentures becoming distributable in fractions under this article (including the issuing of fractional certificates or the making of cash payments); and
 - (c) 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 under this article.

PART 4

DECISION-MAKING BY SHAREHOLDERS ORGANISATION OF GENERAL MEETINGS

Attendance and speaking at general meetings

38. (1) 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.
- (2) A person is able to exercise the right to vote at a general meeting when
- (a) that person is able to vote, during the meeting, on resolutions put to the vote at the meeting, and

- (b) 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.
- (3) The directors may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it.
- (4) 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.
- (5) 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.

Quorum for general meetings

39. No business other than the appointment of the chairman of the meeting is to be transacted at a general meeting if the persons attending it do not constitute a quorum. Two persons entitled to vote upon the business to be transacted each being a Member or a proxy for a Member or a duly authorised representative of a corporation shall be a quorum, provided that if the company has only a single shareholder, the quorum shall be one.

Chairing general meetings

40. (1) If the directors have appointed a chairman, the chairman shall chair general meetings if present and willing to do so.
- (2) If the directors have not appointed a chairman, 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
- (a) the directors present, or
 - (b) (if no directors are present), the meeting,
- must appoint a director or shareholder to chair the meeting, and the appointment of the chairman of the meeting must be the first business of the meeting.
- (3) The person chairing a meeting in accordance with this article is referred to as “the chairman of the meeting”.

Attendance and speaking by directors and non-shareholders

41. (1) Directors may attend and speak at general meetings, whether or not they are shareholders.
- (2) The chairman of the meeting may permit other persons who are not—
- (a) shareholders of the company, or
 - (b) otherwise entitled to exercise the rights of shareholders in relation to general meetings, to attend and speak at a general meeting.

Adjournment

42. (1) If the persons attending a general meeting within half an hour of the time at which the meeting was due to start do not constitute a quorum, or if during a meeting a quorum ceases to be present, the chairman of the meeting must adjourn it.
- (2) The chairman of the meeting may adjourn a general meeting at which a quorum is present if
- (a) the meeting consents to an adjournment, or
 - (b) it appears to the chairman of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner.
- (3) The chairman of the meeting must adjourn a general meeting if directed to do so by the meeting.
- (4) When adjourning a general meeting, the chairman of the meeting must
- (a) either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the directors, and
 - (b) have regard to any directions as to the time and place of any adjournment which have been given by the meeting.
- (5) If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the company must give at least 7 clear days' notice of it (that is, excluding the day of the adjourned meeting and the day on which the notice is given)
- (a) to the same persons to whom notice of the company's general meetings is required to be given, and

- (b) containing the same information which such notice is required to contain.
- (6) No business may be transacted at an adjourned general meeting which could not properly have been transacted at the meeting if the adjournment had not taken place.

VOTING AT GENERAL MEETINGS

Voting: general

43. A resolution put to the vote of a general meeting must be decided on a show of hands unless a poll is duly demanded in accordance with the articles.

Errors and disputes

44. (1) No objection may be raised to the qualification of any person voting at a general meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid.
- (2) Any such objection must be referred to the chairman of the meeting, whose decision is final.

Poll votes

45. (1) A poll on a resolution may be demanded
- (a) in advance of the general meeting where it is to be put to the vote, or
 - (b) 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.
- (2) A poll may be demanded by
- (a) the chairman of the meeting;
 - (b) the directors;
 - (c) two or more persons having the right to vote on the resolution; or
 - (d) a person or persons representing not less than one tenth of the total voting rights of all the shareholders having the right to vote on the resolution.
- (3) A demand for a poll may be withdrawn if—

- (a) the poll has not yet been taken, and
 - (b) the chairman of the meeting consents to the withdrawal.
- (4) Polls must be taken immediately and in such manner as the chairman of the meeting directs.
- (5) In the case of an equality of votes, whether on a show of hands or on a poll, the chairman shall not be entitled to a second or casting vote in addition to any other vote he may have. Should a deadlock situation therefore arise which cannot be resolved within a period of 90 days from the date of the original vote then the company shall be immediately placed into liquidation.

Content of proxy notices

46. (1) Proxies may only validly be appointed by a notice in writing (a “proxy notice”) which
- (a) states the name and address of the shareholder appointing the proxy;
 - (b) identifies the person appointed to be that shareholder's proxy and the general meeting in relation to which that person is appointed;
 - (c) is signed by or on behalf of the shareholder appointing the proxy, or is authenticated in such manner as the directors may determine; and
 - (d) is delivered to the company in accordance with the articles and any instructions contained in the notice of the general meeting to which they relate.
- (2) The company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- (3) Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- (4) Unless a proxy notice indicates otherwise, it must be treated as
- (a) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting, and
 - (b) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

Delivery of proxy notices

47. (1) 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 delivered to the company by or on behalf of that person.
- (2) An appointment under a proxy notice may be revoked by delivering to the company a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.
- (3) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- (4) If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

Amendments to resolutions

48. (1) An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if
- (a) notice of the proposed amendment is given to the company in writing by a person entitled to vote at the general meeting at which it is to be proposed not less than 48 hours before the meeting is to take place (or such later time as the chairman of the meeting may determine), and
- (b) the proposed amendment does not, in the reasonable opinion of the chairman of the meeting, materially alter the scope of the resolution.
- (2) A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if—
- (a) the chairman of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed, and
- (b) the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.
- (3) 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.

PART 5
ADMINISTRATIVE ARRANGEMENTS

Means of communication to be used

49. (1) Subject to the articles, anything sent or supplied by or to the company under the articles may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the company.
- (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.
- (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.

Company seals

50. (1) Any common seal may only be used by the authority of the directors.
- (2) The directors may decide by what means and in what form any common seal is to be used.
- (3) Unless otherwise decided by the directors, if the company has a common seal and it is affixed to a document, the document must also be signed by at least one authorised person in the presence of a witness who attests the signature.
- (4) For the purposes of this article, an authorised person is
- (a) any director of the company;
 - (b) the company secretary (if any); or
 - (c) any person authorised by the directors for the purpose of signing documents to which the common seal is applied.

No right to inspect accounts and other records

51. Except as provided by law or authorised by the directors or an ordinary resolution of the company, no person is entitled to inspect any of the company's accounting or other records or documents merely by virtue of being a shareholder.

Provision for employees on cessation of business

52. The directors may decide to make provision for the benefit of persons employed or formerly employed by the company or any of its subsidiaries (other than a director or former director or shadow director) in connection with the cessation or transfer to any person of the whole or part of the undertaking of the company or that subsidiary.

DIRECTORS' INDEMNITY AND INSURANCE

Indemnity

53. (1) Subject to paragraph (2), a relevant director of the company or an associated company may be indemnified out of the company's assets against
- (a) any liability incurred by that director in connection with any negligence, default, breach of duty or breach of trust in relation to the company or an associated company,
 - (b) any liability incurred by that director in connection with the activities of the company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006),
 - (c) any other liability incurred by that director as an officer of the company or an associated company.
- (2) This article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law.
- (3) In this article
- (a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate, and
 - (b) a "relevant director" means any director or former director of the company or an associated company.

Insurance

54. (1) The directors may decide to purchase and maintain insurance, at the expense of the company, for the benefit of any relevant director in respect of any relevant loss.
- (2) In this article

- (a) a “relevant director” means any director or former director of the company or an associated company,
- (b) a “relevant loss” means any loss or liability which has been or may be incurred by a relevant director in connection with that director's duties or powers in relation to the company, any associated company or any pension fund or employees' share scheme of the company or associated company, and
- (c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.