

Company number: 04896310

PRIVATE COMPANY LIMITED BY SHARES
NOTE OF WRITTEN RESOLUTIONS
of
D YOUNG & CO SERVICES LTD (Company)

Pursuant to section 291 of the Companies Act 2006, the following resolutions have been duly passed by the shareholders as written resolutions

ORDINARY RESOLUTIONS

Pursuant to Article 9, the following resolutions were passed on 18th February 2013 as ordinary resolutions by the holders of more than 50% of the holders of the nominal capital in the Company, and the named individuals were appointed as new directors of the Company whose appointment shall be effective on signing the Companies House Form AP01

- 1 To appoint Charles Thomas Harding as a director of the Company
- 2 To appoint Jonathan Mark Devile as a director of the Company

SPECIAL RESOLUTION

The following resolutions were passed on 18th February 2013 as a special resolution by the holders of at least 75% of the holders of the voting rights in the Company

- 3 THAT the articles of association of the Company be amended by the deletion of clause 9 and replacement with the following new clause 9

9 Appointment and Removal of Directors

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, and any person may be removed as a director –

- (a) by ordinary resolution of the holders of the voting rights, or
- (b) by a decision of the directors

provided that any person who is to be appointed as a director on or after 1 April 2010 must be an Equity Member of D Young & Co LLP



NIGEL ROBINSON (Director)

5/3/13

(Date)



Company number 04896310

PRIVATE COMPANY LIMITED BY SHARES
WRITTEN RESOLUTION
of
D YOUNG & CO SERVICES LTD (Company)

SPECIAL RESOLUTION of the holders of the voting rights in the Company:

THAT the articles of association of the Company be amended by the deletion of clause 9 and replacement with the following new clause 9

"9 Appointment and Removal of Directors

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 and any person may be removed as a director -

- (a) by ordinary resolution of the holders of the voting rights; or
- (b) by a decision of the directors

provided that any person who is to be appointed as a director on or after 1 April 2010 must be an Equity Member of D Young & Co LLP



COMPANIES HOUSE

Company Number 4896310

COMPANIES ACT 2006

ARTICLES OF ASSOCIATION

of

D YOUNG & CO SERVICES LIMITED

Incorporated on 11 September 2003

**(adopted by special resolution
passed on [] February 2013)**

COMPANIES ACT 2006
PRIVATE COMPANY LIMITED BY SHARES
ARTICLES OF ASSOCIATION
of
D YOUNG & CO SERVICES LIMITED
(adopted by Special Resolution passed on
[] February 2013)

1 Preliminary and interpretation

1.1 In these articles

A Share means an ordinary share of £1 in the capital of the Company designated as an A Share

B Share means an ordinary share of £1 in the capital of the Company designated as a B Share

Business Day means any day on which banks are open for business in London (excluding Saturdays, Sundays and public holidays)

CA 2006 means Companies Act 2006

Model Articles means the model articles for private companies limited by shares prescribed by Schedule 1 to the Companies (Model Articles) Regulations 2008 (SI 2008/3229) (including any amendments thereto) as in force on the date on which these articles become part of the constitution of the Company

share means, unless the class is specified, either an A Share or a B Share and **shares** means the A Shares and the B Shares

the term **Company Communication Provisions** means the company communication provisions in the CA 2006 (being the provisions at sections 1144 to 1148 and Schedules 4 and 5)

references to an **article** are to a provision of these articles

references to an **eligible director** are to a director who would have been entitled to vote on any matter at a meeting of directors (but excluding any director whose vote is not to be counted in respect of the particular matter)

references to a **regulation** are to an article in the Model Articles

references to any particular provision of the CA 2006 include any statutory modification or re-enactment of that provision for the time being in force

- 1 2 Save as otherwise specifically provided in these articles, words and phrases used in these articles have the meanings ascribed to them in or by virtue of the Model Articles
- 1 3 The Model Articles apply to the Company, except where they are excluded or modified by these articles or are otherwise inconsistent with these articles and, together with these articles, constitute the articles of the Company
- 1 4 Regulations 8, 14(1) to 14(5) (inclusive), 15, 19(3)(b), 21, 26(1), 26(5), 36(4), 41(1), 44(2) to 44(4) (inclusive), 52 and 53 do not apply to the Company
- 2 **Directors to take decisions collectively**
- Without prejudice to the provisions of regulation 7(2), a sole director may take decisions by way of written resolution
- 3 **Unanimous decisions**
- 3 1 A decision of the directors is taken in accordance with this article 3 when all eligible directors indicate by any means that they share a common view on a matter
- 3 2 Such a decision may take the form of a resolution in writing, where each eligible director has signed one or more copies of it, or to which each eligible director has otherwise indicated agreement in writing A proposed directors' written resolution is adopted when all the directors who would have been entitled to vote on the resolution at a directors' meeting have signed one or more copies of it
- 3 3 A decision may not be taken in accordance with this article if the eligible directors would not have formed a quorum had the matter been proposed as a resolution at a directors' meeting
- 3 4 Article 3 1 is without prejudice to regulation 7 save that the reference in that regulation to "a decision taken in accordance with article 8" shall have effect replaced by "a decision taken in accordance with articles 3 1 to 3 3 of these articles"
- 4 **Change of name**
- The Company may change its name by decision of the directors
- 5 **Interested director to vote and count for quorum**
- Provided that a director has disclosed any interest he may have in accordance with the CA 2006, a director may vote at a meeting of directors or of a committee of directors on a resolution or participate in any unanimous decision concerning any matter in which he is interested, and (whether or not he votes or participates) he may be counted in the quorum when that resolution or matter is considered
- 6 **Directors' power to authorise conflict situations**
- 6 1 For the purposes of section 175 of the CA 2006, the directors shall have the power to authorise, on such terms (including as regards duration and revocation) and subject to such limits or conditions (if any) as they may determine (**Conflict Authorisation**), any matter proposed to them in accordance with these articles which would, or might, if not so authorised, constitute or give rise to a situation in which a director (a **Relevant Director**) has, or could have, a direct or indirect interest which conflicts, or possibly may conflict, with the interests of the Company (a **Conflict Situation**) Any Conflict Authorisation shall extend to

any actual or possible conflict of interest which may reasonably be expected to arise out of the Conflict Situation so authorised

6 2 Where directors give a Conflict Authorisation

- (a) the terms of such Conflict Authorisation shall be recorded in writing (but the authorisation shall be effective whether or not the terms are so recorded),
- (b) the directors may revoke or vary such Conflict Authorisation at any time but this will not affect anything done by the Relevant Director prior to such revocation or variation in accordance with the terms of such authorisation, and
- (c) the Relevant Director shall be obliged to act in accordance with any terms, limits or conditions to which such Conflict Authorisation is made subject

6 3 Any terms to which a Conflict Authorisation is made subject (**Conflict Authorisation Terms**) may include (without limitation to article 6 1) provision that

- (a) where the Relevant Director obtains (other than in his capacity as a director of the Company or as its employee or agent or, if the directors so decide, in any other capacity that would otherwise oblige him to disclose it to the Company) information that is confidential to a third party, he will not be obliged to disclose it to the Company or to use it directly or indirectly for the benefit of the Company or in performing his duties as a director of the Company in circumstances where to do so would amount to a breach of a duty of confidence owed to that third party, and/or
- (b) the Relevant Director may (but shall be under no obligation to) absent himself from the discussion of, and/or the making of decisions relating to, the relevant matter (whether at any meeting of the directors or otherwise) and be excused from reviewing documents and information prepared by or for the directors to the extent that they relate to that matter, and/or
- (c) the Relevant Director may be excluded from the receipt of or access to documents and information, the participation in discussion and/or the making of decisions (whether at directors' meetings or otherwise) related to the relevant matter,

and the Company will not treat anything done (or omitted to be done) by the Relevant Director in accordance with any such provision (or otherwise in accordance with any Conflict Authorisation Terms given under article 6 1) as a breach by him of his duties under sections 172 to 174 (inclusive) of the CA 2006

6 4 Subject to article 6 5 but without prejudice to article 6 1 to article 6 3, authorisation is given by the shareholders for the time being on the terms of these articles to each director in respect of any Conflict Situation that exists as at the date of adoption of these articles or that subsequently arises because (in either case) the director is or becomes a shareholder, investor or other participant in, lender to, guarantor, director, officer, manager or employee of, or otherwise in any other way interested or concerned in, any member of the Relevant Group (**Group Conflict Authorisation**) The Conflict Authorisation Terms applicable to the Group Conflict Authorisation (**Group Conflict Authorisation Terms**) are automatically set by this article 6 4 so that the director concerned

- (a) is not obliged to disclose to the Company information that is confidential to a third party obtained by him (other than in his capacity as a director of the Company or as its employee or agent or, if the directors so decide, in any other capacity that would

otherwise oblige him to disclose it to the Company) in any situation to which the Group Conflict Authorisation applies, nor to use any such information directly or indirectly for the benefit of the Company or in performing his duties as a director of the Company, in circumstances where to do so would amount to a breach of a duty of confidence owed to that third party, and

(b) may (but shall be under no obligation to)

- (i) absent himself from the discussions of, and/or the making of decisions relating to the Conflict Situation concerned,
- (ii) make arrangements not to receive documents and information relating to the Conflict Situation concerned,

and the Company will not treat anything done (or omitted to be done) by the director concerned in accordance with the Group Conflict Authorisation Terms as a breach by him of his duties under sections 172 to 174 (inclusive) of the CA 2006

6.5 A Group Conflict Authorisation given or deemed given under article 6.4 may be revoked, varied or reduced in its scope or effect by special resolution

6.6 For the purposes of any meeting (or part of a meeting) held or decision taken pursuant to this article 6 to authorise a Conflict Situation, if there is only one eligible director in office other than the Relevant Director, the quorum for such meeting (or part of meeting) shall be one eligible director. Regulation 11(2) shall be modified accordingly

6.7 In this article 6 **Relevant Group** comprises

- (a) the Company,
- (b) each (if any) body corporate which is for the time being a wholly owned subsidiary of the Company,
- (c) each (if any) body corporate of which the Company is for the time being a wholly owned subsidiary (Parent), and
- (d) each (if any) body corporate (not falling within any preceding paragraph of this definition) which is for the time being a wholly owned subsidiary of the Parent

7 Directors permitted to retain benefits

7.1 A director is not required, by reason of being a director, to account to the Company for any profit, remuneration or other benefit which he derives from or in connection with

- (a) a Conflict Situation which has been authorised by the directors pursuant to article 6, or by the shareholders (subject to any terms, limits or conditions attaching to such authorisation),
- (b) being interested in any contract, arrangement, transaction or proposal with the Company or in which the Company is otherwise interested,
- (c) holding any other office or place of profit under the Company, except that of auditor, in conjunction with the office of director and acting by himself or through his firm in a professional capacity for the Company (and being entitled to remuneration as the

directors may arrange, either in addition to or in lieu of any remuneration provided for by any other article), and

- (d) being a director or other officer of, or employed by, or a party to any contract, arrangement, transaction or proposal with or otherwise interested in, any body corporate promoted by the Company or in which the Company is otherwise interested or as regards which the Company has any powers of appointment

- 7 2 The Company will not treat the receipt by the director of any profit, remuneration or other benefit referred to in article 7 1 as a breach of duty under section 176 of the CA 2006 No such contract, arrangement, transaction or proposal shall be avoided on the grounds of any such interest, profit, remuneration or other benefit

8 Records of decisions to be kept

- 8 1 The directors must ensure that the Company keeps a record, in writing, for at least ten years from the date of the decision recorded, of every unanimous or majority decision taken by the directors or decision taken by a sole director, and such written record shall be circulated to the shareholders within a reasonable period of the decision having been taken

- 8 2 Where decisions of the directors are taken by electronic means, such decisions shall be recorded by the directors in permanent form so that they can be read with the naked eye

9 Appointment of directors

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, and any person may be removed as a director—

- (a) by ordinary resolution of the holders of the voting rights, or
- (b) by a decision of the directors

provided that any person who is to be appointed as a director on or after 1 April 2010 must be an Equity Member of D Young & Co LLP

10 Appointment of alternate directors

- 10 1 A director (other than an alternate director) may by notice in writing delivered to the Company, or in any other manner approved by the directors, appoint any Equity Member of D Young & Co LLP willing to act to be his alternate

- 10 2 The appointment of an alternate director who is not already a director or alternate director shall

- (a) require the approval of the directors, and
- (b) not be effective until his consent to act as a director in the form prescribed by the CA 2006 has been received by the Company

11 Rights and responsibilities of alternate directors

- 11 1 An alternate director shall (subject to his giving to the Company an address within the United Kingdom at which notices may be served on him) have the same rights in relation to any decision of the directors as his appointor and in particular shall (without limitation) be entitled to receive notice of all meetings of the directors and all committees of which his appointor is a member and, in the absence from such meetings of his appointor, to attend and vote at such

meetings and to exercise all the powers, rights, duties and authorities of his appointor (other than the power to appoint an alternate director)

11.2 A person who is an alternate director but not a director

- (a) may be counted as participating for the purposes of determining whether a quorum is participating (but only if that person's appointor is not participating), and
- (b) may participate in a unanimous decision of the directors (but only if that person's appointor is not participating)

11.3 A director acting as alternate director shall have a separate vote for each director for whom he acts as alternate in addition to his own, but he shall count as only one for the purpose of determining whether a quorum is present. A person (not himself a director) who acts as alternate director for more than one director shall have a separate vote for each director for whom he acts as alternate, but he shall count as only one for the purpose of determining whether a quorum is present

11.4 An alternate director shall be entitled to contract and be interested in and benefit from contracts or arrangements with the Company and to be repaid expenses and to be indemnified in the same way and to the same extent as a director. However, he shall not be entitled to receive from the Company any fees for his services as alternate, except only such part (if any) of the fee payable to his appointor as such appointor may by notice to the Company direct. Subject to this article 11, the Company shall pay to an alternate director such expenses as might properly have been paid to him if he had been a director

11.5 Every person acting as an alternate director shall be an officer of the Company, shall alone be responsible to the Company for his own acts and defaults and shall not be deemed to be the agent of the director appointing him

12 Termination of appointment of alternate director

An alternate director shall cease to be an alternate director

- (a) if his appointor revokes his appointment by notice in writing delivered to the Company, or in any other manner approved by the directors, or
- (b) if his appointor ceases for any reason to be a director, or
- (c) if any event happens in relation to him which causes his office as director to be vacated or (if not himself a director) would do so if he were himself a director

13 Acts of directors

Subject to the provisions of CA 2006, all acts done by a meeting of directors or by a person acting as a director shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any director or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a director and had been entitled to vote

14 Share capital

14 1 The share capital of the Company shall be comprised of

(a) As to 90%, ordinary shares designated as A Shares, and

(b) As to 10%, ordinary shares designated as B Shares,

of £1 00 each

14 2 At any time, the issued share capital in the Company shall be in the proportion of 90% A Shares and 10% B Shares

14 3 By virtue of section 567(1) of the CA 2006, the provisions of sections 561 and 562 of the CA 2006 shall not apply to an allotment of equity securities (as defined in section 560(1) of the CA 2006) made by the Company

15 Lien on shares

The Company shall have a first and paramount lien (the **Company's lien**) over every share (whether fully paid or not), standing registered in the name of any holder, whether he is their sole holder or is one of two or more joint holders, for all money presently payable by him or his estate to the Company. The directors may resolve that any share be exempt wholly or in part from this article 15

16 Enforcement of the Company's lien

16 1 For the purpose of enforcing the Company's lien on any shares, the directors may sell them in such manner as they decide if an amount owing to the Company is presently payable and is not paid within fourteen days following the giving of a notice to the holder (or any transmittee) demanding payment of the amount due within such fourteen day period and stating that if the notice is not complied with the shares may be sold

16 2 Where shares are sold under this article 16

(c) the directors may authorise any person to execute an instrument of transfer of the shares to the purchaser or a person nominated by the purchaser (and any instrument so executed shall be effective as if it had been executed by the holder of, or the transmittee to, the shares to which it relates), and

(d) the transferee is not bound to see to the application of the consideration, and the transferee's title is not affected by any irregularity in or invalidity of the process leading to the sale

16 3 The net proceeds of any sale of shares subject to the Company's lien under these articles (after payment of the costs and expenses of sale) shall be applied in or towards satisfaction of

the amount then due to the Company Any balance shall be paid to the original holder of, or the person entitled (but for such sale) by transmission to, the shares on surrender to the Company for cancellation of the certificate for such shares and subject to the Company having a lien on such balance on the same basis as applied to such shares for any amount not presently payable as existed on such shares before the sale

16 4 A statutory declaration by a director or the company secretary that a share has been sold to satisfy the Company's lien on a specified date shall be conclusive evidence of the facts stated in it against all persons claiming to be entitled to the share The declaration shall (subject to the execution of any necessary instrument of transfer) constitute good title to the share

16 5 If a share is subject to the Company's lien and the directors are entitled to issue a notice in respect of it, they may, instead of issuing a notice, deduct from any dividend or other sum payable in respect of the share any sum of money which is payable to the Company to the extent that they are entitled to require payment under a lien enforcement notice Money so deducted must be used to pay any of the sums payable to the Company

16 6 Where a deduction is made under article 16 5, the Company must notify the distribution recipient in writing of the fact and amount of any such deduction, any non-payment of a dividend or other sum payable in respect of a share resulting from any such deduction, and how the money deducted has been applied

17 Transfer of shares

17 1 No transfer of a share (or any interest therein or right attached thereto) shall be permitted unless the transfer

(a) is permitted by article 18 (Permitted transfers), or

(b) is made in accordance with article 19 (Compulsory transfers)

17 2 The Board shall not register the transfer of any share (or any interest therein or right attached thereto) unless the transfer is permitted by article 17 1 and, in any such case, is not prohibited under article 20 (Prohibited transfers)

17 3 An obligation to transfer a share under these articles shall be deemed an obligation to transfer the entire legal and beneficial interest in such share free from any lien, charge or other encumbrance

18 Permitted transfers

Any shareholder may at any time (save where a Transfer Notice has been served or deemed served in respect of such shares pursuant to these articles) transfer the whole (but not part only) of the beneficial interest in any shares held by him to his spouse or civil partner

19 Compulsory transfers

19 1 In this article 19, a Transfer Event (being any of the events in this article 19 1) occurs, in relation to any shareholder

(a) if that shareholder being an individual shall cease to be an Equity Member of D Young & Co LLP, howsoever occasioned, or

- (b) if that shareholder shall attempt to deal with or dispose of any share (or any interest therein or right attached thereto) otherwise than in accordance with these articles and whether or not for value
- 19.2 Upon the occurrence of a Transfer Event, the shareholder in respect of whom such event is a Transfer Event (**Relevant Shareholder**) shall be deemed to have immediately given a transfer notice (**Transfer Notice**) in respect of all the shares then held by the Relevant Shareholder (**Transfer Shares**). For the purpose of this article 19.2, any shares received by way of rights or on a capitalisation at any time by any person to whom Transfer Shares may have been transferred (directly or by means of a permitted transfer) shall also be treated as Transfer Shares
- 19.3 Any Transfer Shares shall be offered to the Company for purchase in accordance with this article 19 at a price per Transfer Share (**Transfer Price**) which shall be equal to the proportionate amount of the net tangible asset value of the Company (as shown by a balance sheet of the Company drawn up as at close of business on the date of the Transfer Notice, such balance sheet to be prepared in accordance with previously adopted accounting principles) attaching to each Transfer Share as at the date of the Transfer Notice as determined by the auditors of the Company from time to time, acting as experts and not as arbitrators
- 19.4 The Board shall, no more than 20 Business Days after the Transfer Price has been determined, give an offer notice (**Offer Notice**) to the Company
- 19.5 An Offer Notice shall
- (a) specify the Transfer Price, and
- (b) invite the Company to respond, within 20 Business Days of the service of the Offer Notice, to purchase the Transfer Shares (subject always to the compliance by the Company with the CA 2006)
- 19.6 The Board shall, within 5 Business Days of the expiry date of the Offer Notice, give notice in writing (an **Allocation Notice**) to the Relevant Shareholder indicating whether or not the Company has agreed to purchase the Transfer Shares in accordance with the terms of the Offer Notice
- 19.7 Completion of a sale and purchase of Transfer Shares pursuant to an Allocation Notice shall take place at the registered office of the Company at the time specified in the Allocation Notice when the Relevant Shareholder shall, upon payment to him by the Company of the Transfer Price in respect of the Transfer Shares, transfer those Transfer Shares and deliver the relative share certificate(s) to the Company
- 19.8 If a Relevant Shareholder fails for any reason (including death) to transfer any Transfer Shares when required pursuant to this article 19, the Board may authorise any director of the Company (who shall be deemed to be irrevocably appointed as the attorney of the Relevant Shareholder for the purpose) to execute each necessary transfer of such Transfer Shares and deliver it on the Relevant Shareholder's behalf
- 19.9 Once a Transfer Notice shall under these articles be given in respect of any share then no permitted transfer under article 18 (Permitted transfers) may be made in respect of such share unless and until an Offer Notice shall have been served in respect of such share and the period of allocation permitted shall have expired without such allocation

20 Prohibited transfers

Notwithstanding any other provision of these articles, no transfer of any share shall be made or registered if it is to any minor, undischarged bankrupt, trustee in bankruptcy or person of unsound mind

21 Calculation of dividends

21 1 Except as otherwise provided by the articles or the rights attached to shares, all dividends must be

- (a) declared and paid according to the nominal amounts paid up on the shares on which the dividend is paid, and
- (b) apportioned and paid proportionately to the nominal amounts paid up on the shares during any portion or portions of the period in respect of which the dividend is paid

21 2 If any share is issued on terms providing that it ranks for dividend as from a particular date (whether before, on or after allotment), that share ranks for dividend accordingly

21 3 For the purposes of calculating dividends, no account is to be taken of any amount which has been paid up on a share in advance of the due date for payment of that amount

22 Capitalisation of profits

Without prejudice to regulation 36, a capitalised sum which was appropriated from profits available for distribution may be applied

- (a) in or towards paying up any amounts unpaid on existing shares held by the persons entitled, or
- (b) 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

23 Notice of general meetings

Notice of any general meeting need not be given to any director in that capacity

24 Adjournment of general meetings

24 1 The quorum for a general meeting shall be seventy five per cent Of the holders of the votes present in person or by proxy

24 2 If within ten minutes from the time appointed for a general meeting a quorum is not present or, if during a meeting a quorum ceases to be present, the meeting, if convened upon the request of the shareholders in accordance with the CA 2006, shall be dissolved, in any other case, it shall stand adjourned

24 3 If a quorum is not present at any such adjourned meeting within ten minutes from the time appointed for that meeting, the meeting shall be dissolved

25 Poll votes

25 1 A poll may be demanded at any general meeting by

- (a) the chairman, or
- (b) any qualifying person (as such term is defined in section 318 of the CA 2006) present and entitled to vote at the meeting

25 2 A demand for a poll may be withdrawn before the poll is taken, but only with the consent of the chairman. A demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.

25 3 On a poll, each holder of an A Share shall be entitled to cast one vote per A Share held.

25 4 On a poll, each holder of a B Share shall be entitled to cast ninety-one votes per B Share held.

26 Procedure on a poll

26 1 Subject to the articles, polls at general meetings must be taken when, where and in such manner as the chairman of the meeting directs. The chairman of the meeting may appoint scrutineers (who need not be holders) and decide how and when the result of the poll is to be declared.

26 2 The result of a poll shall be the decision of the meeting in respect of the resolution on which the poll was demanded.

26 3 A poll on the election of the chairman of the meeting or a question of adjournment must be taken immediately. All other polls must be taken within thirty days of their being demanded.

26 4 A demand for a poll does not prevent a general meeting from continuing, except as regards the question on which the poll was demanded.

26 5 No notice need be given of a poll not taken immediately if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In any other case, at least seven days' notice must be given specifying the time and place at which the poll is to be taken.

27 Failure of proxy to vote in accordance with instructions

The omission or failure by any proxy to vote in accordance with any instructions given to him by his appointor shall not invalidate any vote cast by him or any resolution passed at the general meeting concerned.

28 No voting of shares on which money is owed to the Company

No voting rights attached to a share may be exercised at any general meeting, at any adjournment of it, or on any poll called at or in relation to it, unless all amounts due and payable to the Company in respect of that share have been paid.

29 Notices

29 1 Any notice, document or information (including a share certificate) which is sent or supplied by the Company

- (a) in hard copy form, or in electronic form but to be delivered other than by electronic means, and which is sent by pre-paid post and properly addressed shall be deemed to have been received by the intended recipient at the expiration of twenty-four hours (or, where first class mail is not used, forty-eight hours) after the time it was posted, and in proving such receipt it shall be sufficient to show that such notice, document or information was properly addressed, pre-paid and posted,
 - (b) by electronic means shall be deemed to have been received by the intended recipient twenty-four hours after it was transmitted, and in proving such receipt it shall be sufficient to show that such notice, document or information was properly addressed, and
 - (c) by means of a website shall be deemed to have been received when the material was first made available on the website or, if later, when the recipient received (or is deemed to have received) notice of the fact that the material was available on the website
- 29 2 Any accidental failure on the part of the Company to send, or the non-receipt by any person entitled to, any notice of or other document or information relating to any meeting or other proceeding shall not invalidate the relevant meeting or proceeding This article 29 2 shall have effect in place of the Company Communications Provisions relating to deemed delivery of notices, documents or information
- 29 3 For the purposes of calculating the time when any notice, document or information sent or supplied by the Company is deemed to have been received by the intended recipient for the purposes of these articles (regardless of whether the period is expressed in hours or days) full account shall be taken of any day, and any part of a day, that is not a working day This article 29 3 shall have effect in place of the Company Communications Provisions regarding the calculation of the time when any such notice, document or information is deemed to have been received by the intended recipient
- 30 **Indemnity**
- 30 1 Subject to the CA 2006, the Company
- (a) shall, without prejudice to any other indemnity to which the person concerned may otherwise be entitled, indemnify every relevant officer out of the assets of the Company against all costs, charges, losses, expenses and liabilities incurred by him in relation to the actual or purported execution and discharge of the duties of such office,
 - (b) may provide any relevant officer with funds to meet his defence expenditure in respect of any civil or criminal proceedings or regulatory investigation or other regulatory action or in connection with any application for any category of relief permitted by the CA 2006 and may do anything to enable him to avoid incurring any such expenditure,
 - (c) may decide to purchase and maintain insurance, at the expense of the Company for the benefit of any relevant officer in respect of any relevant loss
- 30 2 In this article 30
- (a) companies are **associated** if one is a subsidiary of the other or both are subsidiaries of the same body corporate,

- (b) a relevant officer means any director, secretary, auditor or other officer of the Company or an associated company (including any company which is a trustee of an occupational pension scheme (as defined in section 235(6) of the CA 2006),
- (c) a relevant loss means any loss or liability which has been or may be incurred by a relevant officer in connection with that officer'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

31 Miscellaneous provisions

- 31 1 The words "make any rule" in regulation 16 shall be deleted and substituted with the words "make, vary, relax or repeal any rule"
- 31 2 In regulation 18(f), the words "as a director" shall be included after the words "the director is resigning"
- 31 3 Regulation 17(1) shall be amended by the addition of the words "provided that any person who is appointed as a director on or after 1 April 2010 shall be an Equity Member of D Young & Co LLP" after regulation 17(1)(b)
- 31 4 Regulation 19(3) shall be amended by the deletion of the word "and" at the end of regulation 19(3)(a)
- 31 5 Regulation 20 shall be amended by the insertion of the words "(including alternate directors) and the secretary" before the words "properly incur"
- 31 6 In regulation 24(2)(c), the words "that the shares are fully paid" shall be substituted with the words "the amounts paid up on them"
- 31 7 In regulation 25(2)(c), the words "payment of a reasonable fee as the directors decide" shall be substituted with the words "payment of reasonable expenses"
- 31 8 Regulation 29 shall be amended by the insertion of the words ", or the name of any person nominated under regulation 27(2)," after the words "the transmittee's name"