

Company Number: 05319177

PRIVATE COMPANY LIMITED BY SHARES
WRITTEN RESOLUTIONS
of
SURE MAINTENANCE GROUP LIMITED
("Company")

TUESDAY



Date: 17 September 2020 ("Circulation Date")

Under Chapter 2 of Part 13 of the Companies Act 2006 ("Act"), the directors of the Company ("Directors") propose that Resolutions 1 and 2 below are passed as special resolutions (together "Resolutions").

SPECIAL RESOLUTIONS

1. **THAT** the issued share capital of the Company be reduced by cancelling and extinguishing all but 100 of the issued A1 ordinary shares of £0.01 each in the Company, each of which is fully paid up and the amount by which the share capital is so reduced be credited to a reserve.
2. **THAT** the share premium account of the Company be cancelled and the amount of the share premium account so cancelled be credited to a reserve.

AGREEMENT

Please read the notes at the end of this document before signifying your agreement to the Resolutions.

The undersigned, a person entitled to vote on the Resolutions on the Circulation Date, hereby irrevocably agrees to the Resolutions:

Signed by a director for and on behalf of
Sureserve Compliance Services Limited

Peter Du Smith

Date

17 September 2020

NOTES

1. You can choose to agree to all of the Resolutions or none of them but you cannot agree to only some of the Resolutions. If you agree to all of the Resolutions, please indicate your agreement by signing and dating this document where indicated above and returning it to the Company using one of the following delivery methods:
 - **By hand:** delivering the signed copy to the Company Secretary, Sure Maintenance Group Limited, Unit 1 Yardley Business Park, Luckyn Lane, Basildon, Essex, England, SS14 3BZ.

Step 2 – SMG written resolution

- **Post:** returning the signed copy by post to Company Secretary, Sure Maintenance Group Limited, Unit 1 Yardley Business Park, Luckyn Lane, Basildon, Essex, England, SS14 3BZ.
- **Email:** by attaching a scanned copy of the signed document to an email and sending it to John.Charlton@SureServeGroup.co.uk. Please type "Written resolutions of Sure Maintenance Group Limited" in the email subject box.

If you do not agree to all of the Resolutions, you do not need to do anything. You will not be deemed to agree if you fail to reply.

2. Once you have indicated your agreement to the Resolutions, you may not revoke your agreement.
3. Unless by the last day of the 28 day period beginning with the Circulation Date, sufficient agreement is received for the Resolutions to pass, they will lapse. If you agree to the Resolutions, please ensure that your agreement reaches us before or during this date.
4. In the case of joint holders of shares, only the vote of the senior holder who votes will be counted by the Company. Seniority is determined by the order in which the names of the joint holders appear in the register of members.
5. If you are signing this document on behalf of a person under a power of attorney or other authority, please send a copy of the relevant power of attorney or authority when returning this document.