

Company No: 9432724

COMPANY LIMITED BY GUARANTEE

WRITTEN RESOLUTION

of

THE CAREERS AND ENTERPRISE COMPANY LIMITED

(the "Company")

Pursuant to Chapter 2 of Part 13 of the Companies Act 2006, the directors of the Company propose that the following resolution is passed as a special resolution as detailed below.

RESOLUTION

As a special resolution

That the Articles of Association in the form attached be adopted as the new Articles of Association of the Company in substitution for and to the exclusion of the existing Articles of Association of the Company in their entirety.

Circulation date: **11 March 2021**

AGREEMENT

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

We, the undersigned, being persons entitled to vote on the above resolution, irrevocably agree to such resolution:

Name of Member

Signature

Christine Hodgson



Christine Hodgson 03/15/2021 11:58 GMT

Steven Holliday



Steve Holliday 03/15/2021 13:33 GMT

Attachments: Articles of Association

Copy: Auditors

NOTES

1. Members who wish to agree to such resolution should signify their agreement in one of the following ways:
 - Sign and return this document to 2-7, Clerkenwell Green, London EC1R 0DE, marked for the attention of Sara Mohideen; or
 - Electronically signing this document via the CEC's OnBoard platform; or
 - E-mail the company at SMohideen@careersandenterprise.co.uk attaching a scanned copy of the signed document to an email containing the subject "Written resolution dated 11 March 2021".
1. Members who wish to agree to such resolution should signify their agreement by:

If you do not agree to the resolution, you do not need to do anything; you will not be deemed to agree if you fail to reply.
2. If sufficient agreement is not received by 8 April 2021 then this resolution will lapse and members will not be able to indicate agreement after that date. If you agree to the resolution, please ensure your agreement reaches us before that date.
3. Once you have indicated your agreement to the resolution, you may not revoke your agreement.
4. 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.

THE COMPANIES ACT 2006

PRIVATE COMPANY LIMITED BY GUARANTEE

ARTICLES OF ASSOCIATION

OF

THE CAREERS AND ENTERPRISE COMPANY LIMITED

5. PRELIMINARY

The regulations contained in the model articles of association for private companies limited by guarantee (contained in Schedule 2 to The Companies (Model Articles) Regulations 2008) in force at the time of adoption of these Articles shall not apply to the Company and these Articles shall be the regulations of the Company.

6. DEFINITIONS AND INTERPRETATION

6.1 In these Articles the following expressions have the following meanings unless inconsistent with the context:

"these Articles"	these Articles of Association, whether as originally adopted or as from time to time altered by special resolution
"the 2006 Act "	the Companies Act 2006 (as amended from time to time)
"Connected"	in relation to a Director of the Company has the meaning given in section 252 of the 2006 Act
"Directors"	the directors for the time being of the Company or (as the context shall require) any of them acting as the board of directors of the Company
"Executive Director"	a Director who is a full or part-time employee of the Company
"electronic address"	any address or number used for the purposes of sending or receiving documents or information by electronic means
"electronic form" and "electronic means"	have the meaning given in section 1168 of the 2006 Act
"executed"	includes any mode of execution
"hard copy form"	has the meaning given in section 1168 of the 2006 Act
"Non-executive Director"	a Director who is not a full or part-time employee of the Company or holder of an executive office
"Object"	has the meaning given in Article 3
"office"	the registered office of the Company

"ordinary resolution"	has the meaning given in section 282 of the 2006 Act
"seal"	the common seal of the Company (if any)
"secretary"	the secretary of the Company or any other person appointed to perform the duties of the secretary of the Company, including a joint, assistant or deputy secretary
"special resolution"	has the meaning given in section 283 of the 2006 Act
"the Statutes"	the Companies Acts as defined in section 2 of the 2006 Act and every other statute, order, regulation, instrument or other subordinate legislation for the time being in force relating to companies and affecting the Company
"United Kingdom"	Great Britain and Northern Ireland
"in writing"	hard copy form or to the extent agreed (or deemed to be agreed by virtue of a provision of the Statutes) electronic form or website communication

6.2 Unless the context otherwise requires, words or expressions contained in these Articles shall bear the same meaning as in the Statutes but excluding any statutory modification thereof not in force when these Articles become binding on the Company.

6.3 References to any Statute or statutory provision include, unless the context otherwise requires, a reference to that Statute or statutory provision as modified, replaced, re-enacted or consolidated and in force from time to time and any subordinate legislation made under the relevant Statute or statutory provision.

6.4 Where the word "address" appears in these Articles it is deemed to include postal address and, where applicable, electronic address.

6.5 The expression "working day" in relation to a period of notice means any day other than Saturday, Sunday and Christmas Day, Good Friday or any day that is a bank holiday under the Banking and Financial Dealing Act 1971 in the part of the UK where the company is registered.

6.6 The expression "clear days" in relation to a period of notice to call a meeting means the number of days referred to excluding the day when the notice is given and the day of the meeting.

7. **OBJECT**

The object of the Company is educational and for the public benefit or otherwise to prepare and inspire young people for the fast-changing world of work (the "**Object**").

8. **MEMBERS**

8.1 The Non-executive Directors from time to time shall be the only members. A Non-executive Director shall become a member on becoming a Non-executive Director.

8.2 The Company shall maintain a register of members and any person ceasing to be a member shall be removed from the Register.

8.3 Membership shall:

8.3.1 not be transferable and shall cease on death; and

8.3.2 cease if the member ceases to be a Non-executive Director.

9. GENERAL MEETINGS

9.1 The Directors may call general meetings.

9.2 If at any time there are not within the United Kingdom sufficient Directors capable of acting to form a quorum, any Director or any two members of the Company may convene a general meeting in the same manner as nearly as possible as that in which meetings may be convened by the Directors.

10. NOTICE OF GENERAL MEETINGS

10.1 A notice convening a general meeting of the Company shall be called by at least fourteen clear days' notice in writing. The notice shall specify the time and place of the meeting and the general nature of the business to be transacted, in case of special business.

10.2 Subject to the provisions of these Articles notice of general meetings shall be given to all members, to all Directors and to the auditors.

10.3 Notwithstanding the foregoing provisions of these Articles a general meeting may be called by shorter notice if it is so agreed in accordance with section 307(4) of the 2006 Act.

10.4 The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

10.5 Notwithstanding that the Company does not have a share capital, every notice convening a general meeting shall comply with the provisions of section 325(1) of the 2006 Act as to giving information to members in regard to their right to appoint proxies.

10.6 Every notice convening a general meeting shall be given in accordance with section 308 of the 2006 Act that is, in hard copy form, electronic form or by means of a website.

10.7 The Company may send a notice of meeting by making it available on a website or by sending it in electronic form and if notice is sent in either way it will be valid provided it complies with the relevant provisions of the Companies Act 2006.

11. PROCEEDINGS AT GENERAL MEETINGS

11.1 No business shall be transacted at any general meeting unless a quorum of members is present. 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 save that, if and for so long as the Company has only one person as a member, one member present in person or by proxy shall be a quorum. If within half an hour from the time appointed for the general meeting a quorum is not present the general meeting shall stand adjourned to the same day in the next week, at the same time and place, or to such other day and at such other time and place as the Directors may determine; and if at the adjourned general meeting a quorum is not present within half an hour from the time appointed therefore the member or members present in person or by proxy or (being a body corporate) by representative and entitled to vote upon the business to be transacted shall constitute a quorum and shall have power to decide upon all matters which could properly have been disposed of at the meeting from which the adjournment took place.

- 11.2 The chair, if any, of the Directors shall preside as chair at every general meeting of the Company, or if there is no such chair, or if they shall not be present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Directors present shall elect one of their number to be chair of the meeting.
- 11.3 If at any meeting no Director is willing to act as chair or if no Director is present within fifteen minutes after the time appointed for holding the general meeting, the members present shall choose one of their number to be chair of the meeting.
- 11.4 A Director shall, notwithstanding that they are not a member, be entitled to attend and speak at any general meeting.
- 11.5 The chair may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
- 11.6 At any general meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless before, or on the declaration of the result of the show of hands, a poll is duly demanded. Subject to the provisions of the Statutes, a poll may be demanded:
- 11.6.1 by the chair; or
- 11.6.2 by at least two members having the right to vote at the meeting; or
- 11.6.3 by a member or members representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting,
- and a demand by a person as a proxy for a member shall be the same as a demand by the member.
- 11.7 Unless a poll is duly demanded a declaration by the chair that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting of the Company shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.
- 11.8 The demand for a poll may, before the poll is taken, be withdrawn but only with the consent of the chair and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.
- 11.9 A poll shall be taken as the chair directs and they may appoint scrutineers (who need not be members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- 11.10 A poll demanded on the election of a chair or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either forthwith or at such time and place as the chair directs not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded. 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.

- 11.11 No notice need be given of a poll not taken forthwith 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 clear days' notice shall be given specifying the time and place at which the poll is to be taken.

12. **VOTES OF MEMBERS**

- 12.1 On a written resolution, every member has one vote, on a show of hands every member (being an individual) present in person or by proxy (not being themselves a member entitled to vote) or (being a corporation) present by a duly authorised representative or proxy (not being themselves a member entitled to vote) has one vote and on a poll every member present in person or by proxy or by a duly authorised representative (as the case may be) has one vote.

- 12.2 A member in respect of whom an order has been made by any court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder may vote, by their receiver, curator bonis or other person authorised in that behalf. Evidence to the satisfaction of the Directors of the authority of the person claiming to exercise the right to vote shall be deposited at the office, or at such other place as is specified in accordance with these Articles for the deposit of instruments of proxy, not less than 48 hours before the time appointed for holding the meeting or adjourned meeting at which the right to vote is to be exercised and in default the right to vote shall not be exercisable. In calculating the time period in this **Article** 12.2, no account shall be taken of any part of a day that is not a working day.

- 12.3 No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chair whose decision shall be final and conclusive.

- 12.4 An instrument appointing a proxy shall be in writing, executed by or on behalf of the appointor and shall be in the following form (or in a form as near thereto as circumstances allow or in any other form which is usual or which the Directors may approve):

"NAME [Limited]

I [NAME] of [ADDRESS] being a member of the above-named Company hereby appoint [NAME] of [ADDRESS] as my proxy to vote in my name and on my behalf at a general meeting of the Company to be held on [DATE], and at any adjournment thereof.

Signed on [DATE]."

- 12.5 Where it is desired to afford members an opportunity of instructing the proxy how they shall act the instrument appointing a proxy shall be in the following form (or in a form as near thereto as circumstances allow or in any other form which is usual or which the Directors may approve):

"[NAME] [Limited]

I [NAME] of [ADDRESS] being a member of the above named Company, hereby appoint [NAME] of [ADDRESS] or failing them [NAME] of [ADDRESS] as my proxy to vote for me in my name and on my behalf at a general meeting of the Company to be held on [DATE], and at any adjournment thereof.

This form is to be used in respect of the resolutions mentioned below as follows:

Resolution No 1 *for *against

Resolution No 2 *for *against

* Strike out whichever is not desired

Unless otherwise instructed, the proxy may vote as they think fit or abstain from voting.

Signed on [DATE]."

12.6 The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.

12.7 The instrument appointing a proxy and the power of attorney or other authority, if any, under which it is signed or a copy of that power or authority notari ally or in some other way approved by the Directors may:

12.7.1 in the case of a proxy not being sent in electronic form be deposited at the office or at such other place within the United Kingdom as is specified for that purpose in the notice convening the meeting or in any instrument of proxy sent out by the Company in relation to the meeting not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or

12.7.2 in the case of a poll taken more than 48 hours after it is demanded, be deposited as aforesaid after the poll has been demanded and not less than 24 hours before the time appointed for the taking of the poll; or

12.7.3 where the poll is not taken forthwith but is taken not more than 48 hours after it was demanded, be delivered at the meeting at which the poll was demanded to the chair of that meeting or to the secretary or to any Director,

12.7.4 A proxy appointment which is being sent in electronic form must be received at an address specified by the Company for the purpose of receiving such communications in electronic form:

12.7.4.1 in (or by way of a note to) the notice convening the meeting; or

12.7.4.2 in any form of proxy appointment sent out by the Company; or

12.7.4.3 in any invitation contained in an electronic form to appoint a proxy issued by the Company

in each case not less than 48 hours before the time for holding the meeting at which the person named in the instrument proposes to vote or in the case of a poll taken more than 48 hours after it is demanded, not less than 24 hours before the poll is taken or where the poll is not taken forthwith but is taken not more than 48 hours after it was demanded, be delivered at the meeting at which the poll was demanded to the chair of that meeting or to the secretary or to any Director.

An instrument of proxy which is not deposited or delivered in a manner so permitted shall be invalid.

12.8 In calculating the time periods in Article 12.7, no account shall be taken of any part of a day that is not a working day.

- 12.9 A vote given or poll demanded by proxy or by the duly authorised representative of a corporation shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the Company at the office or at such other place at which the instrument of proxy was duly deposited before commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

13. **WRITTEN RESOLUTIONS**

- 13.1 A written resolution, proposed in accordance with section 288(3) of the 2006 Act, will lapse if it is not passed before the end of the period of 28 days beginning with the circulation date.
- 13.2 For the purposes of this Article 13 "circulation date" is the day on which copies of the written resolution are sent or submitted to members or, if copies are sent or submitted on different days, to the first of those days.

14. **NUMBER OF DIRECTORS**

Unless otherwise determined by ordinary resolution the number of Directors shall not be subject to any maximum but shall not be less than two.

15. **POWERS OF DIRECTORS**

- 15.1 Subject to the provisions of the 2006 Act and these Articles and to any directions given by special resolution, the business of the Company shall be managed by the Directors who may exercise all the powers of the Company. No alteration of these Articles and no such direction shall invalidate any prior act of the Directors which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this **Article** 15.1 shall not be limited by any special power given to the Directors by these Articles and a meeting of Directors at which a quorum is present may exercise all powers exercisable by the Directors.
- 15.2 All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments, and all receipts for moneys paid to the Company, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, in such manner as the Directors shall from time to time by resolution determine provided that not less than two Directors shall be required to sign all cheques drawn against the Company.

16. **DELEGATION OF DIRECTORS' POWERS**

- 16.1 The Directors may delegate any of their powers to:
- 16.1.1 any committee consisting of one or more Directors and such other persons (if any) not being Directors co-opted on to such committee as the Directors think fit provided that the number of co-opted persons not being Directors shall not exceed one half of the total number of members of such committee; or
 - 16.1.2 the chief executive officer (for the time being) of the Company or any other Executive Director.
- 16.2 Any such delegation may be made subject to any conditions the Directors may impose and may be collateral to their own powers and may be revoked or altered. Subject to any such

conditions the proceedings of a committee with two or more members shall be governed by the Articles regulating the proceedings of Directors so far as they are capable of applying.

17. APPOINTMENT OF DIRECTORS

- 17.1 Any person who is willing to act as a Director, and who is permitted by law to do so, may be appointed as a Non-executive Director by resolution of the Directors for such term of office as the Directors may from time to time determine.
- 17.2 The Directors may develop a policy for Non-executive Director appointments from time to time.
- 17.3 A Director who comes to the end of their term of office may be reappointed for one or more further terms.
- 17.4 The following employees of the Company shall serve as Executive Directors ex officio so that their terms of office shall end on the date that they cease in their roles:
- 17.4.1 chief executive officer (or equivalent role);
 - 17.4.2 such other employees of the Company as the Directors shall from time to time determine.

18. DISQUALIFICATION AND REMOVAL OF DIRECTORS

The office of a Director shall be vacated if:

- 18.1 they cease to be a Director by virtue of any provision of the Statutes or these Articles or they become prohibited by law from being a Director; or
- 18.2 they have a bankruptcy order made against them or a composition is made with their creditors generally in satisfaction of their debts; or
- 18.3 they cease to be a member of the Company; or
- 18.4 in the case of an Executive Director, when they cease in the role set out at Article 17.4.1 (or the role determined by the Directors pursuant to Article 17.4.2); or
- 18.5 in the written opinion of a registered medical practitioner who is treating the Director, they have become physically or mentally incapable of acting as a Director and may remain so for more than three months; or
- 18.6 they resign their office by notice to the Company, provided that at least two Directors will remain in office once the resignation takes effect; or
- 18.7 they shall for more than six consecutive months have been absent without permission of the Directors from meetings of Directors held during that period and the Directors resolve that their office be vacated; or
- 18.8 they are removed from office by a resolution of the Directors that it is in the best interests of the Company that their office be vacated passed at a meeting at which at least half of the Directors are present. Such a resolution must not be passed unless:
- 18.8.1 the Director has been given at least 14 clear days' notice in writing of the meeting of the Directors at which the resolution will be proposed and the reasons why it will be proposed; and

- 18.8.2 the Director has been given a reasonable opportunity to make representations to the meeting either in person or in writing. The other Directors must consider any representations made by the Director (or the Director's representative) and inform the Director of their decision following such consideration. There shall be no right of appeal from a decision of the Directors to terminate the directorship of a Director.

19. **DIRECTORS' APPOINTMENTS AND INTERESTS**

- 19.1 Subject to the provisions of the Statutes, and provided that they have disclosed to the Directors the nature and extent of any material interest of theirs, a Director notwithstanding their office:

- 19.1.1 may be a party to or otherwise interested in any transaction or arrangement with the Company or in which the Company is in any way interested;
- 19.1.2 may hold any other office or employment with the Company (other than the office of auditor);
- 19.1.3 may be a Director or other officer of or employed by or be a party to any transaction or arrangement with or otherwise interested in any body corporate promoted by the Company or in which the Company is in any way interested;
- 19.1.4 may, or any firm or company of which they are a member or Director may, act in a professional capacity for the Company or any body corporate in which the Company is in any way interested other than as an auditor;
- 19.1.5 shall not by reason of their office be accountable to the Company for any benefit which they derive from such office, service or employment or from any such transaction or arrangement or from any interest in any such body corporate and no such transaction or arrangement shall be liable to be avoided on the ground of any such interest or benefit; and
- 19.1.6 save for a vote under section 175(4) of the 2006 Act authorising any conflict of interest which the Director or any other interested Director may have or where the terms of authorisation of such conflict provide that the Director may not vote in situations prescribed by the Directors when granting such authorisation shall be entitled to vote on any resolution and (whether or not they shall vote) shall be counted in the quorum on any matter referred to in any of **Articles** 19.1.1 to 19.1.4 (inclusive) or on any resolution which in any way concerns or relates to a matter in which they have, directly or indirectly, any kind of interest whatsoever and if they shall vote on any resolution as aforesaid their vote shall be counted.

- 19.2 For the purposes of **Article** 19.1:

- 19.2.1 a general notice to the Directors that a Director is to be regarded as having an interest of the nature and extent specified in the notice in any transaction or arrangement in which a specified person or class of persons is interested shall be deemed to be a disclosure that the Director has an interest in any such transaction of the nature and extent so specified;
- 19.2.2 an interest of which a Director has no knowledge and of which it is unreasonable to expect them to have knowledge shall not be treated as an interest of theirs; and

- 19.2.3 an interest of a person who is for any purpose of the 2006 Act (excluding any statutory modification not in force when the Company was incorporated) connected with a Director shall be treated as an interest of the Director and in relation to an alternate Director an interest of their appointor shall be treated as an interest of the alternate Director without prejudice to any interest which the alternate Director has otherwise.

20. **PROCEEDINGS OF THE DIRECTORS**

- 20.1 Subject to the provisions of these Articles, the Directors may regulate their meetings, as they think fit. A Director may, and the secretary at the request of a Director shall, call a meeting of the Directors. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the chair shall have a second or casting vote. Notice of every meeting of the Directors shall be given to each Director, including Directors who may for the time being be absent from the United Kingdom and have given the Company an address within the United Kingdom for service.
- 20.2 Any Director may participate in a meeting of the Directors or a committee constituted pursuant to **Article 16** of which they are a member by means of a conference telephone or similar communications equipment whereby all persons participating in the meeting can hear each other and participation in a meeting in this manner shall be deemed to constitute presence in person at such meeting and, subject to these Articles and the Statutes, shall be entitled to vote and be counted in a quorum accordingly. Such a meeting shall be deemed to take place where the largest group of those participating is assembled or, if there is no such group, where the chair of the meeting then is.
- 20.3 The quorum for the transaction of the business of the Directors may be fixed by the Directors, and unless so fixed at any other number, shall be two.
- 20.4 Notwithstanding any vacancies in their number, the continuing Directors or where there is only one, the sole continuing Director, may continue to act but if the number of Directors is less than the number fixed as the quorum they may only act for the purpose of filling vacancies or calling a general meeting.
- 20.5 The Directors may appoint one of their number to be the chair of the board of Directors and may remove them from that office. Unless they are unwilling to do so, the Director so appointed shall preside at every meeting of the Directors at which they are present. But, if there is no Director holding that office, or if the Director holding it is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Directors present may appoint one of their number to be chair of the meeting.
- 20.6 All acts done by any meeting of the Directors or of a committee constituted pursuant to **Article 16**, or by any person acting as a Director shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any Director or person acting as aforesaid, or that they or 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.
- 20.7 A resolution in writing, signed by all the Directors entitled to receive notice of a meeting of Directors or of a committee constituted pursuant to **Article 16** shall be as valid and effectual as if it had been passed at a meeting of the Directors or (as the case may be) such a

committee duly convened and held and may consist of several documents in the like form each signed by one or more Directors or members of the committee (as the case may be).

20.8 If, and as a consequence of section 175(6) of the 2006 Act a Director cannot vote or be counted in the quorum at a meeting of the Directors then the following apply:

20.8.1 if the meeting is inquorate then the quorum for that purpose of that meeting shall be one;

20.8.2 notwithstanding Article 20.8.1 if the meeting is still inquorate then it must be adjourned to enable the members of the Company to authorise any situation in which a Director has a direct or indirect interest that conflicts, or possibly may conflict, with the interests of the Company.

21. **SECRETARY**

21.1 Subject to the provisions of the Statutes, the secretary shall be appointed by the Directors for such term, at such remuneration and upon such conditions as they may think fit; and any secretary so appointed may be removed by them; provided always that no Director may hold office as secretary where such office is remunerated.

21.2 A provision of the Statutes or these Articles requiring or authorising a thing to be done by or to a Director and the secretary shall not be satisfied by its being done by or to the same person acting both as Director and as, or in place of, the secretary.

22. **MINUTES**

The Directors shall cause minutes to be made in books kept for the purposes:

22.1 of recording the names and addresses of all members; and

22.2 of all appointments of officers made by the Directors; and

22.3 of all proceedings at meetings of the Company and of the Directors and of committees constituted pursuant to **Article** 16 including the names of Directors and members (as appropriate) present at each such meeting.

23. **RECORDS AND ACCOUNTS**

23.1 The Directors shall comply with the requirements of the Statutes as to maintaining a Members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies of:

23.1.1 annual reports;

23.1.2 annual returns; and

23.1.3 annual statements of account.

23.2 Accounting records relating to the Company must be made available for inspection by any Directors at any reasonable time during normal office hours.

24. **NOTICES**

24.1 Any notice to be given to or by any person pursuant to these Articles (other than a notice calling a meeting of the Directors) shall be in writing and sent to an address for the time being notified for that purpose to the person giving the notice.

- 24.2 The Company may give any notice to a member either personally or by sending it by first class post in a prepaid envelope addressed to the member at their registered address or by leaving it at that address or by giving it in electronic form to an address for the time being notified to the Company by the member. A member who gives to the Company an address either within or outside the United Kingdom at which notices may be given to them, or an address to which notices may be sent in electronic form, shall be entitled to have notices given to them at that address, but otherwise no such member shall be entitled to receive any notice from the Company.
- 24.3 A member present, either in person or by proxy, at any meeting of the Company shall be deemed to have received notice of the meeting and, where requisite, of the purposes for which it was called.
- 24.4 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. Proof that a notice in electronic form was sent in accordance with guidance issued by the Chartered Governance Institute shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 24 hours after the envelope containing it was posted or, in the case of a notice contained in electronic form, at the expiration of 24 hours after the time it was sent.
- 24.5 If at any time by reason of the suspension or curtailment of postal services within the United Kingdom the Company is unable effectively to convene a general meeting by notices sent through the post, a general meeting may be convened by a notice advertised in at least one national daily newspaper and such notice shall be deemed to have been duly served on all members entitled thereto at noon on the day when the advertisement appears. In any such case the Company shall send confirmatory copies of the notice by post if at least seven days prior to the meeting the posting of notices to addresses throughout the United Kingdom again becomes practicable.

25. INDEMNITIES FOR DIRECTORS

- 25.1 Subject to the provisions of, and so far as may be permitted by, the 2006 Act but without prejudice to any indemnity to which the person concerned may be otherwise entitled, the Company may indemnify every Director, alternate Director, secretary or other officer of the Company against all costs, charges, losses, expenses and liabilities incurred by them in the execution and discharge of their duties or the exercise of their powers or otherwise in relation to or in connection with their duties, powers or office, including any liability which may attach to them in respect of any negligence, default, breach of duty or breach of trust in relation to anything done or omitted to be done or alleged to have been done or omitted to be done by them as a Director, alternate Director, secretary or other officer of the Company and against any such liability incurred by them in connection with the Company's activities as trustee of an occupational pension scheme as defined in section 235(6) of the 2006 Act.
- 25.2 The Directors may buy and maintain at the cost of the Company insurance cover for or for the benefit of every Director, alternate Director, secretary or other officer of the Company or of any associated company (as defined in section 256 of the 2006 Act) against any liability which may attach to them in respect of any negligence, default, breach of duty or breach of trust by them in relation to the Company (or such associated company), including anything done or omitted to be done or alleged to have been done or omitted to be done by them as a Director, alternate Director, auditor, secretary or other officer of the Company or associated company.

- 25.3 Subject to the provisions of, and so far as may be permitted by, the Statutes, the Company shall be entitled to fund the expenditure of every Director, alternate Director or other officer of the Company incurred or to be incurred:

25.3.1 in defending any criminal or civil proceedings; or

25.3.2 in connection with any application under sections 661(3), 661(4) or 1157 of the 2006 Act.

26. **RULES OR BYE-LAWS**

The Directors may establish rules governing matters relating to Company administration that are required from time to time for the effective operation of the Company. If there is a conflict between the terms of these Articles and any rules established under this Article, the terms of these Articles shall prevail.

27. **DOCUMENTS SENT IN ELECTRONIC FORM OR BY MEANS OF A WEBSITE**

- 27.1 Where the 2006 Act permits the Company to send documents or notices to its members in electronic form or by means of a website, the documents will be validly sent provided the Company complies with the requirements of the 2006 Act.

- 27.2 Subject to any requirement of the 2006 Act only such documents and notices as are specified by the Company may be sent to the Company in electronic form to the address specified by the Company for that purpose and such documents or notices sent to the Company are sufficiently authenticated if the identity of the sender is confirmed in the way the Company has specified.

28. **REGISTERED OFFICE**

The Company's registered office is to be situated in England and Wales.

29. **LIABILITY OF MEMBERS**

- 29.1 The liability of the members is limited.
- 29.2 Every member of the Company undertakes to contribute such amount as may be required (not exceeding £1.00) to the Company's assets if it should be wound up while such party is a member or within one year after such party ceases to be a member, for payment of the Company's debts and liabilities contracted before such party ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

30. **DISSOLUTION**

On the winding-up or dissolution of the Company, after provision has been made for all its debts and liabilities, any assets or property that remains available to be distributed or paid, shall not be paid or distributed to the members but shall be applied directly for the Object or transferred to a charity or charities for purposes similar to the Object. Such charity or charities to be determined by resolution of the members at or before the time of winding up or dissolution and, subject to any such resolution of the members, may be made by resolution of the Directors at or before the time of winding up or dissolution.