



**FILE COPY**

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

Company Number **9738604**

The Registrar of Companies for England and Wales, hereby certifies that

**UNITED MUSLIM RELIEF UK**

is this day incorporated under the Companies Act 2006 as a private company, that the company is limited by guarantee, and the situation of its registered office is in England and Wales

Given at Companies House on **18th August 2015**



**\*N097386040\***



**Companies House**



**THE OFFICIAL SEAL OF THE  
REGISTRAR OF COMPANIES**

100476/100  
IN01

Application to register a company

SAME DAY



Companies House

A fee is payable with this form  
Please see 'How to pay' on the last page

☒ What this form is for  
You may use this form to register a  
private or public company

☒ What this form is NOT for  
You cannot use this form to register  
a limited liability partnership  
this, please use form LL IN01

SATURDAY



\*A4DV9X8H\*

A12

15/08/2015

#161

COMPANIES HOUSE

## Part 1 Company details

### A1 Company name

To check if a company name is available use our WebCheck service and select  
the 'Company Name Availability Search' option

[www.companieshouse.gov.uk/info](http://www.companieshouse.gov.uk/info)

Please show the proposed company name below

Proposed company  
name in full ①

United muslim Relief UK

For official use

9738604

#### → Filing in this form

Please complete in typescript or in  
bold black capitals.

All fields are mandatory unless  
specified or indicated by \*

#### ① Duplicate names

Duplicate names are not permitted  
A list of registered names can  
be found on our website. There  
are various rules that may affect  
your choice of name. More  
information on this is available in  
our guidance booklet GP1 at  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

### A2 Company name restrictions ②

Please tick the box only if the proposed company name contains sensitive  
or restricted words or expressions that require you to seek comments of a  
government department or other specified body

☐ I confirm that the proposed company name contains sensitive or restricted  
words or expressions and that approval, where appropriate, has been  
sought of a government department or other specified body and I attach a  
copy of their response

#### ② Company name restrictions

A list of sensitive or restricted  
words or expressions that require  
consent can be found in our  
guidance booklet GP1 at  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

### A3 Exemption from name ending with 'Limited' or 'Cyfyngedig' ③

Please tick the box if you wish to apply for exemption from the requirement to  
have the name ending with 'Limited', 'Cyfyngedig' or permitted alternative

☒ I confirm that the above proposed company meets the conditions for  
exemption from the requirement to have a name ending with 'Limited',  
'Cyfyngedig' or permitted alternative

#### ③ Name ending exemption

Only private companies that are  
limited by guarantee and meet other  
specific requirements are eligible  
to apply for this. For more details,  
please go to our website  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

### A4 Company type ④

Please tick the box that describes the proposed company type and members'  
liability (only one box must be ticked)

- ☐ Public limited by shares  
☐ Private limited by shares  
☒ Private limited by guarantee  
☐ Private unlimited with share capital  
☐ Private unlimited without share capital

#### ④ Company type

If you are unsure of your company's  
type, please go to our website  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

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Application to register a company

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**Situation of registered office ①**

Please tick the appropriate box below that describes the situation of the proposed registered office (only one box must be ticked)

- ☒ England and Wales  
☐ Wales  
☐ Scotland  
☐ Northern Ireland

**① Registered office**

Every company must have a registered office and this is the address to which the Registrar will send correspondence

For England and Wales companies, the address must be in England or Wales

For Welsh, Scottish or Northern Ireland companies, the address must be in Wales, Scotland or Northern Ireland respectively

A6

**Registered office address ①**

Please give the registered office address of your company

Building name/number c/o Johns & Sagar LLP, 34-36  
 Street Grays Inn Road  
 Post town London  
 County/Region   
 Postcode WC1X 8HR

**① Registered office address**

You must ensure that the address shown in this section is consistent with the situation indicated in section A5

You must provide an address in England or Wales for companies to be registered in England and Wales

You must provide an address in Wales, Scotland or Northern Ireland for companies to be registered in Wales, Scotland or Northern Ireland respectively

A7

**Articles of association ①**

Please choose one option only and tick one box only

- Option 1 I wish to adopt one of the following model articles in its entirety Please tick only one box
- ☐ Private limited by shares  
☐ Private limited by guarantee  
☐ Public company
- Option 2 I wish to adopt the following model articles with additional and/or amended provisions I attach a copy of the additional and/or amended provision(s) Please tick only one box
- ☐ Private limited by shares  
☐ Private limited by guarantee  
☐ Public company
- Option 3 ☒ I wish to adopt entirely bespoke articles I attach a copy of the bespoke articles to this application

① For details of which company type can adopt which model articles, please go to our website [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

A8

**Restricted company articles ①**

Please tick the box below if the company's articles are restricted

☐
**① Restricted company articles**

Restricted company articles are those containing provision for entrenchment For more details, please go to our website [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

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Application to register a company

**Part 2 Proposed officers**

For private companies the appointment of a secretary is optional, however, if you do decide to appoint a company secretary you must provide the relevant details. Public companies are required to appoint at least one secretary.

Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.

For a secretary who is an individual, go to Section B1. For a corporate secretary, go to Section C1. For a director who is an individual, go to Section D1. For a corporate director, go to Section E1.

**Secretary****B1 Secretary appointments ①**

Please use this section to list all the secretary appointments taken on formation.  
For a corporate secretary, complete Sections C1-C5.

Title*	
Full forename(s)	
Surname	
Former name(s) ②	

**① Corporate appointments**

For corporate secretary appointments, please complete section C1-C5 instead of section B.

**Additional appointments**

If you wish to appoint more than one secretary, please use the 'Secretary appointments' continuation page.

**② Former name(s)**

Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.

**B2 Secretary's service address ③**

Building name/number	
Street	
Post town	
County/Region	
Postcode	
Country	

**③ Service address**

This is the address that will appear on the public record. This does not have to be your usual residential address.

Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of secretaries as the company's registered office.

If you provide your residential address here it will appear on the public record.

**B3 Signature ④**

I consent to act as secretary of the proposed company named in Section A1.

Signature	<div style="display: flex; justify-content: space-between;"> <div>Signature X</div> <div>X</div> </div>
-----------	---

**④ Signature**

The person named above consents to act as secretary of the proposed company.

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Application to register a company

**Corporate secretary****C1****Corporate secretary appointments**

Please use this section to list all the corporate secretary appointments taken on formation

Name of corporate body/firm

Building name/number

Street

Post town

County/Region

Postcode

Country

**Additional appointments**

If you wish to appoint more than one corporate secretary, please use the 'Corporate secretary appointments' continuation page

**Registered or principal address**

This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number

**C2****Location of the registry of the corporate body or firm**

Is the corporate secretary registered within the European Economic Area (EEA)?

→ Yes Complete **Section C3 only**→ No Complete **Section C4 only****C3****EEA companies**

Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register

Where the company/firm is registered

Registration number

**EEA**

A full list of countries of the EEA can be found in our guidance [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)

**C4****Non-EEA companies**

Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register

Legal form of the corporate body or firm

Governing law

If applicable, where the company/firm is registered

Registration number

**Non-EEA**

Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register

**C5****Signature**I consent to act as secretary of the proposed company named in **Section A1**

Signature

Signature

X

X

**Signature**

The person named above consents to act as corporate secretary of the proposed company

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Application to register a company

**Director****D1****Director appointments ①**Please use this section to list all the director appointments taken on formation  
For a corporate director, complete Sections E1-E5

Title*	Mr
Full forename(s)	Omar
Surname	Mezoui
Former name(s) ②	
Country/State of residence ③	UK
Nationality	British
Date of birth	d 02 m 11 y 1982
Business occupation (if any) ④	

**① Appointments**

Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.

**② Former name(s)**

Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.

**③ Country/State of residence**

This is in respect of your usual residential address as stated in section D4.

**④ Business occupation**

If you have a business occupation, please enter here. If you do not, please leave blank.

**Additional appointments**

If you wish to appoint more than one director, please use the 'Director appointments' continuation page.

**D2****Director's service address ⑤**

Please complete the service address below. You must also fill in the director's usual residential address in Section D4.

Building name/number	'The Company's Registered Office'
Street	
Post town	
County/Region	
Postcode	
Country	

**⑤ Service address**

This is the address that will appear on the public record. This does not have to be your usual residential address.

Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as the company's registered office.

If you provide your residential address here it will appear on the public record.

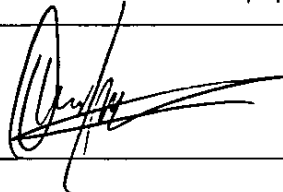
**D3****Signature ⑥**

I consent to act as director of the proposed company named in Section A1.

Signature

Signature

X



X

**⑥ Signature**

The person named above consents to act as director of the proposed company.

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Application to register a company

**Corporate director****E1****Corporate director appointments ①**

Please use this section to list all the corporate directors taken on formation

Name of corporate  
body or firm

Building name/number

Street

Post town

County/Region

Postcode

Country

**① Additional appointments**

If you wish to appoint more than one corporate director, please use the 'Corporate director appointments' continuation page

**Registered or principal address**

This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number

**E2****Location of the registry of the corporate body or firm**

Is the corporate director registered within the European Economic Area (EEA)?

→ Yes Complete **Section E3 only**→ No Complete **Section E4 only****E3****EEA companies ②**

Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register

Where the company/  
firm is registered ②

Registration number

**② EEA**

A full list of countries of the EEA can be found in our guidance [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

③ This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)

**E4****Non-EEA companies**

Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register

Legal form of the  
corporate body  
or firm

Governing law

If applicable, where  
the company/firm is  
registered ④If applicable, the  
registration number**④ Non-EEA**

Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register

**E5****Signature ⑤**I consent to act as director of the proposed company named in **Section A1**

Signature

Signature

X

X

**⑤ Signature**

The person named above consents to act as corporate director of the proposed company

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Application to register a company

**Part 3 Statement of capital**

Does your company have share capital?

→ Yes Complete the sections below

→ No Go to Part 4 (Statement of guarantee)

**F1 Share capital in pound sterling (£)**

Please complete the table below to show each class of shares held in pound sterling

If all your issued capital is in sterling, only complete Section F1 and then go to Section F4

Class of shares (E g Ordinary/Preference etc )	Amount paid up on each share ❶	Amount (if any) unpaid on each share ❶	Number of shares ❷	Aggregate nominal value ❸
				£
				£
				£
				£
<b>Totals</b>				£

**F2 Share capital in other currencies**

Please complete the table below to show any class of shares held in other currencies

Please complete a separate table for each currency

Currency				
Class of shares (E g Ordinary/Preference etc )	Amount paid up on each share ❶	Amount (if any) unpaid on each share ❶	Number of shares ❷	Aggregate nominal value ❸
<b>Totals</b>				

Currency				
Class of shares (E g Ordinary/Preference etc )	Amount paid up on each share ❶	Amount (if any) unpaid on each share ❶	Number of shares ❷	Aggregate nominal value ❸
<b>Totals</b>				

**F3 Totals**

Please give the total number of shares and total aggregate nominal value of issued share capital

Total number of shares

Total aggregate  
nominal value ❹

❹ Total aggregate nominal value  
Please list total aggregate values in  
different currencies separately For  
example £100 + €100 + \$10 etc

❶ Including both the nominal value and any  
share premium❷ Number of shares issued multiplied by  
nominal value of each share

❸ Total number of issued shares in this class

**Continuation Pages**Please use a Statement of Capital continuation  
page if necessary



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## Application to register a company

**F4**

### Statement of capital (Prescribed particulars of rights attached to shares)

Please give the prescribed particulars of rights attached to shares for each class of share shown in the statement of capital share tables in Sections F1 and F2

Class of share

Prescribed particulars  
1

#### 1 Prescribed particulars of rights attached to shares

The particulars are

- a particulars of any voting rights, including rights that arise only in certain circumstances,
- b particulars of any rights, as respects dividends, to participate in a distribution,
- c particulars of any rights, as respects capital, to participate in a distribution (including on winding up), and
- d whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder and any terms or conditions relating to redemption of these shares.

A separate table must be used for each class of share

#### Continuation pages

Please use the next page or a 'Statement of Capital (Prescribed particulars of rights attached to shares)' continuation page if necessary

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## Application to register a company

Class of share		
Prescribed particulars ❶		<p>❶ <b>Prescribed particulars of rights attached to shares</b></p> <p>The particulars are</p> <ul style="list-style-type: none"> <li>a particulars of any voting rights, including rights that arise only in certain circumstances,</li> <li>b particulars of any rights, as respects dividends, to participate in a distribution,</li> <li>c particulars of any rights, as respects capital, to participate in a distribution (including on winding up), and</li> <li>d whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder and any terms or conditions relating to redemption of these shares</li> </ul> <p>A separate table must be used for each class of share</p> <p><b>Continuation pages</b> Please use a 'Statement of capital (Prescribed particulars of rights attached to shares)' continuation page if necessary</p>

# IN01

## Application to register a company

**F5**

### Initial shareholdings

This section should only be completed by companies incorporating with share capital

Please complete the details below for each subscriber

The addresses will appear on the public record. These do not need to be the subscribers' usual residential address

#### Initial shareholdings

Please list the company's subscribers in alphabetical order

Please use an 'Initial shareholdings' continuation page if necessary

Subscriber's details	Class of share	Number of shares	Currency	Nominal value of each share	Amount (if any) unpaid	Amount paid
Name						
Address						
Name						
Address						
Name						
Address						
Name						
Address						
Name						
Address						

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Application to register a company

**Part 4 Statement of guarantee**

Is your company limited by guarantee?

→ Yes Complete the sections below

→ No Go to Part 5 (Statement of compliance)

**G1****Subscribers**

Please complete this section if you are a subscriber of a company limited by guarantee. The following statement is being made by each and every person named below.

I confirm that if the company is wound up while I am a member, or within one year after I cease to be a member, I will contribute to the assets of the company by such amount as may be required for

- payment of debts and liabilities of the company contracted before I cease to be a member,
- payment of costs, charges and expenses of winding up, and,
- adjustment of the rights of the contributors among ourselves, not exceeding the specified amount below

**1 Name**

Please use capital letters

**2 Address**

The addresses in this section will appear on the public record. They do not have to be the subscribers' usual residential address.

**3 Amount guaranteed**

Any valid currency is permitted

**Continuation pages**

Please use a 'Subscribers' continuation page if necessary.

**Subscriber's details**

Forename(s) 1	Omar
Surname 1	Mezoui
Address 2	47 Norris, The Concourse London
Postcode	NW9 5UL
Amount guaranteed 3	£10

**Subscriber's details**

Forename(s) 1	
Surname 1	
Address 2	
Postcode	
Amount guaranteed 3	

**Subscriber's details**

Forename(s) 1	
Surname 1	
Address 2	
Postcode	
Amount guaranteed 3	

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## Application to register a company

### Subscriber's details

Forename(s) ❶	
Surname ❶	
Address ❷	
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Amount guaranteed ❸	

### Subscriber's details

Forename(s) ❶	
Surname ❶	
Address ❷	
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Amount guaranteed ❸	

### Subscriber's details

Forename(s) ❶	
Surname ❶	
Address ❷	
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Amount guaranteed ❸	

### Subscriber's details

Forename(s) ❶	
Surname ❶	
Address ❷	
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Amount guaranteed ❸	

### Subscriber's details

Forename(s) ❶	
Surname ❶	
Address ❷	
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Amount guaranteed ❸	

#### ❶ Name

Please use capital letters

#### ❷ Address

The addresses in this section will appear on the public record. They do not have to be the subscribers' usual residential address.

#### ❸ Amount guaranteed

Any valid currency is permitted

#### Continuation pages

Please use a 'Subscribers' continuation page if necessary

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Application to register a company

**Part 5 Statement of compliance**

This section must be completed by all companies

Is the application by an agent on behalf of all the subscribers?

→ No Go to **Section H1** (Statement of compliance delivered by the subscribers)→ Yes Go to **Section H2** (Statement of compliance delivered by an agent)**H1****Statement of compliance delivered by the subscribers ①**

Please complete this section if the application is not delivered by an agent for the subscribers of the memorandum of association

I confirm that the requirements of the Companies Act 2006 as to registration have been complied with

**① Statement of compliance delivered by the subscribers**  
Every subscriber to the memorandum of association must sign the statement of compliance

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

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Application to register a company

Subscriber's signature	Signature X	X	Continuation pages Please use a 'Statement of compliance delivered by the subscribers' continuation page if more subscribers need to sign
Subscriber's signature	Signature X	X	
Subscriber's signature	Signature X	X	
Subscriber's signature	Signature X	X	

H2

## Statement of compliance delivered by an agent

Please complete this section if this application is delivered by an agent for the subscribers to the memorandum of association

Agent's name	Helen Scaros	
Building name/number	c/o Johns & Saggar LLP, 34-36	
Street	Grays Inn Road	
Post town	London	
County/Region		
Postcode	WC1X 8HR	
Country	UK	
I confirm that the requirements of the Companies Act 2006 as to registration have been complied with		
Agent's signature	Signature X 	X

IN01

## Application to register a company

**Presenter information**

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

Contact name	Helen Scaros
Company name	Johns & Saggat LLP
Address	1st Floor 34 - 36 Grays Inn Road
Post town	London
Country/Region	
Postcode	WC1X 8HR
Country	UK
DX	179 London Chancery Lane
Telephone	020 3490 1475

**Certificate**

We will send your certificate to the presenters address (shown above) or if indicated to another address shown below

- ☐ At the registered office address (Given in Section A6)  
☐ At the agents address (Given in Section H2)

**Checklist**

We may return forms completed incorrectly or with information missing

Please make sure you have remembered the following

- ☐ You have checked that the proposed company name is available as well as the various rules that may affect your choice of name. More information can be found in guidance on our website
- ☐ If the name of the company is the same as one already on the register as permitted by The Company and Business Names (Miscellaneous Provisions) Regulations 2008, please attach consent
- ☐ You have used the correct appointment sections
- ☐ Any addresses given must be a physical location. They cannot be a PO Box number (unless part of a full service address), DX or LP (Legal Post in Scotland) number
- ☐ The document has been signed, where indicated
- ☐ All relevant attachments have been included
- ☐ You have enclosed the Memorandum of Association
- ☐ You have enclosed the correct fee

**Important information**

Please note that all information on this form will appear on the public record, apart from information relating to usual residential addresses

**How to pay**

A fee is payable on this form. Make cheques or postal orders payable to 'Companies House'. For information on fees, go to [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

**Where to send**

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below

**For companies registered in England and Wales**  
 The Registrar of Companies, Companies House,  
 Crown Way, Cardiff, Wales, CF14 3UZ  
 DX 33050 Cardiff

**For companies registered in Scotland**  
 The Registrar of Companies, Companies House,  
 Fourth floor, Edinburgh Quay 2,  
 139 Fountainbridge, Edinburgh, Scotland, EH3 9FF  
 DX ED235 Edinburgh 1  
 or LP - 4 Edinburgh 2 (Legal Post)

**For companies registered in Northern Ireland**  
 The Registrar of Companies, Companies House,  
 Second Floor, The Linenhall, 32-38 Linenhall Street,  
 Belfast, Northern Ireland, BT2 8BG  
 DX 481 N R Belfast 1

**Section 243 exemption**

If you are applying for, or have been granted a section 243 exemption, please post this whole form to the different postal address below  
 The Registrar of Companies, PO Box 4082,  
 Cardiff, CF14 3WE

**Further information**

For further information, please see the guidance notes on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

This form is available in an alternative format. Please visit the forms page on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)



Companies Act 2006

Company limited by guarantee

**MEMORANDUM OF ASSOCIATION**

of

**UNITED MUSLIM RELIEF UK**

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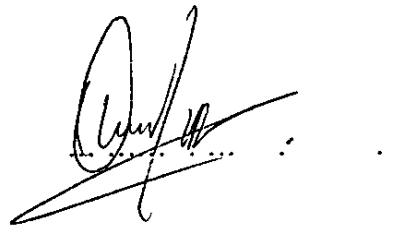
Each subscriber to this Memorandum of Association wishes to form a company under the Companies Act 2006 and agrees to become a member of the company

---

*Name of each subscriber*

*Authentication by each subscriber*

1 Omar Mezoui

A handwritten signature in black ink, appearing to be 'Omar Mezoui', written over a dotted line. The signature is stylized with a large loop at the top and a long horizontal stroke at the bottom.

**Date:** 12 August 2015

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**THE COMPANIES ACT 2006**

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

---

**ARTICLES OF ASSOCIATION**

**of**

**UNITED MUSLIM RELIEF UK**

---

**JOHNS & SAGGAR LLP**

Companies Acts 2006

Company limited by guarantee

## **ARTICLES OF ASSOCIATION**

of

### ***UNITED MUSLIM RELIEF UK***

#### **1. Objects**

1 1     The **Objects** of the **Charity** are -

- (a) The prevention or relief of poverty anywhere in the world by providing grants, items and services to individuals in need and/or charities, or other organisations working to prevent or relieve poverty,
- (b) The prevention or relief of poverty or financial hardship anywhere in the world by providing or assisting in the provision of education, training, healthcare projects and all the necessary support designed to enable individuals to generate a sustainable income and be self-sufficient,
- (c) The relief of financial need and suffering amongst victims of natural or other kinds of disasters in the form of money or other means deemed suitable for persons, bodies, organisations and/or countries affected, including the provision of medical aid

1 2     This provision may be amended by **special resolution** but only with the prior written consent of the **Commission**

## **2. Powers**

The Charity has the following powers, which may be exercised only in promoting the Objects

- 2 1 to instigate new hospitals and other medical centres including mobile clinics and surgeries,
- 2 2 to finance the provision of all medical supplies including drugs, medicines, bandages and medical equipment of all kinds,
- 2 3 to provide finance for medical and nursing staff and other medical auxiliaries including the financing of capital projects, the erection of new buildings or the renovation and refurbishment of existing buildings in conjunction with other charities, voluntary bodies and authorities operating in similar charitable fields,
- 2 4 to provide finance and practical assistance in the relief of poverty with particular reference to the provision of care for refugees and other displaced persons including the provision of their immediate and basic needs of survival and subsequent assistance to them in attempting to re-build their lives and where appropriate to act in conjunction with charities and voluntary bodies and other authorities operating in similar charitable fields of service,
- 2 5 to take such action as shall be necessary in the face of natural or manmade disasters including the financing and distribution of food, drugs and other medical supplies, tents and all other forms of relief and the financing and provision of practical assistance in connection with programmes of rebuilding and renewals, and to act in conjunction with other charities, voluntary bodies and authorities operating in similar charitable fields of

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service,

- 2 6 to launch such appeals for funds and assistance as it shall consider necessary and appropriate in order to ensure the continuance of its charitable work,
- 2 7 to provide advice or information,
- 2 8 to carry out research,
- 2 9 to co-operate with other bodies,
- 2 10 to support, administer or set up other charities,
- 2 11 to accept gifts and to raise funds (but not by means of **taxable trading**),
- 2 12 to borrow money,
- 2 13 to give security for loans or other obligations (but only in accordance with the restrictions imposed by the **Charities Act**),
- 2 14 to acquire or hire property of any kind,
- 2 15 to let or dispose of property of any kind (but only in accordance with the restrictions imposed by the Charities Act),
- 2 16 to set aside funds for special purposes or as reserves against future expenditure,
- 2 17 to deposit or invest its funds in any manner (but to invest only after obtaining such advice from a **financial expert** as the **Trustees** consider necessary and having regard to the suitability of investments and the need for diversification),
- 2 18 to delegate the management of investments to a financial expert, but only on terms that
  - (1) the investment policy is set down **in writing** for the financial expert by the Trustees,

- (2) timely reports of all transactions are provided to the Trustees,
  - (3) the performance of the investments is reviewed regularly with the Trustees,
  - (4) the Trustees are entitled to cancel the delegation arrangement at any time,
  - (5) the investment policy and the delegation arrangement are reviewed at least once a year,
  - (6) all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt, and
  - (7) the financial expert must not do anything outside the powers of the Charity,
- 2 19 to arrange for investments or other property of the Charity to be held in the name of a **nominee company** acting under the direction of the Trustees or controlled by a financial expert acting under their instructions, and to pay any reasonable fee required,
- 2 20 to deposit documents and physical assets with any company registered or having a place of business in England or Wales as **custodian**, and to pay any reasonable fee required,
- 2 21 to insure the property of the Charity against any foreseeable risk and take out other insurance policies to protect the Charity when required,
- 2 22 subject to **Article 6 3**, to employ paid or unpaid agents, staff or advisers,
- 2 23 to enter into contracts to provide services to or on behalf of other bodies,
- 2 24 to establish or acquire subsidiary companies,

2 25 to do anything else within the law which promotes or helps to promote the  
Objects

### 3. The Trustees

3 1 The Trustees as **charity trustees** have control of the Charity and its  
property and funds

3 2 The subscribers to the **Memorandum** (being the first **Members**) are also  
the first Trustees. Subsequent Trustees are elected by the Members or co-  
opted by the Trustees

3 3 The Trustees when complete consist of at least 3 and not more than 9  
persons who being individuals are over the age of 18, all of whom must  
support the Objects. If any Trustee is a corporate body it must act through  
a named representative whose contact details are notified to the Trustees  
and there must be at least one individual Trustee

3 4 A Trustee may not act as a Trustee unless he/she

- (1) is a Member, and
- (2) has signed a written declaration of willingness to act as a charity trustee  
of the Charity

3 5 A Trustee's term of office as such automatically terminates if he/she

- (1) is disqualified under the Charities Act from acting as a charity trustee,
- (2) is incapable, whether mentally or physically, of managing his/her own  
affairs,
- (3) is absent without permission notice from 4 consecutive meetings of  
the Trustees and is asked by a majority of the other Trustees to resign,  
[or]

(4) resigns by written notice to the Trustees (but only if at least two Trustees will remain in office)[, or

(5) is removed by the Members at a general meeting under the Companies Act

3 6 The Trustees may at any time co-opt any individual who is eligible under Article 3 3 as a Trustee to fill a vacancy in their number or (subject to the maximum number permitted by Article 3 3) as an additional Trustee, but a co-opted Trustee holds office only until the next AGM

3 7 A technical defect in the appointment of a Trustee of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting

#### **4. Trustees' proceedings**

4 1 The Trustees must hold at least 4 meetings each year

4 2 A quorum at a meeting of the Trustees is at least three or one third of the Trustees (if greater)]

4 3 A meeting of the Trustees may be held either in person or by suitable **electronic means** agreed by the Trustees in which all participants may communicate with all the other participants but at least one meeting in each year must be held in person

4 4 The **Chairman** or (if the Chairman is unable or unwilling to do so) some other Trustee chosen by the Trustees present presides at each meeting

4 5 Any issue may be determined by a simple majority of the votes cast at a meeting, but a resolution **in writing** agreed by all the Trustees (other than any Conflicted Trustee who has not been authorised to vote) is as valid as a resolution passed at a meeting For this purpose the resolution may be



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contained in more than one document

- 4 6 Every Trustee has one vote on each issue but, in case of equality of votes, the chairman of the meeting has a second or casting vote
- 4 7 A procedural defect of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting

## **5. Trustees' powers**

The Trustees have the following powers in the administration of the Charity in their capacity as Trustees

- 5 1 To appoint (and remove) any person (who may be a Trustee) to act as **Secretary** in accordance with the **Companies Act**
- 5 2 To appoint a Chairman, a Treasurer and other honorary officers from among their number
- 5 3 To delegate any of their functions to committees consisting of two or more individuals appointed by them At least one member of every committee must be a Trustee and all proceedings of committees must be reported promptly to the Trustees
- 5 4 To make standing orders consistent with the Memorandum, the Articles and the Companies Act to govern proceedings at general meetings
- 5 5 To make rules consistent with the Memorandum, the Articles and the Companies Act to govern their proceedings and proceedings of committees
- 5 6 To make regulations consistent with the Memorandum, the Articles and the Companies Act to govern the administration of the Charity and the use of its seal (if any)

5 7 To establish procedures to assist the resolution of disputes or differences within the Charity

5 8 To exercise in their capacity as Trustees any powers of the Charity which are not reserved to them in their capacity as Members

## **6. Benefits and Conflicts**

6 1 The property and funds of the Charity must be used only for promoting the Objects and do not belong to the Members but

(1) Members who are not Trustees or **Connected Persons** may be employed by or enter into contracts with the Charity and receive reasonable payment for goods or services supplied, and,

Subject to compliance with Article 6 4

(2) Members (being Trustees)] and Connected Persons may be paid a reasonable rent or hiring fee for property let or hired to the Charity, and

(3) Members being Trustees and Connected Persons may receive charitable benefits on the same terms as any other **Beneficiaries**

6 2 A Trustee must not receive any payment of money or other **material benefit** (whether directly or indirectly) from the Charity except

(1) as mentioned in Articles 6 1 or 6 3,

(2) reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in running the Charity,

(3) the benefit of **indemnity insurance** as permitted by the Charities Act,

(4) an indemnity in respect of any liabilities properly incurred in running the Charity (including the costs of a successful defence to criminal proceedings),

- (5) in exceptional cases, other payments or benefits (but only with the written consent of the Commission in advance and where required by the Companies Act the approval or affirmation of the Members)

6.3 No Trustee or Connected Person may be employed by the Charity except in accordance with Article 6.2(5), but any Trustee or Connected Person may enter into a written contract with the Charity, as permitted by the Charities Act, to supply goods or services in return for a payment or other material benefit but only if

- (1) the goods or services are actually required by the Charity, and the Trustees decide that it is in the best interests of the Charity to enter into such a contract,
- (2) the nature and level of the remuneration is no more than is reasonable in relation to the value of the goods or services and is set in accordance with the procedure in Article 6.4, and
- (3) no more than *half* of the Trustees are subject to such a contract in any financial year

6.4 Subject to Clause 6.5, any Trustee who becomes a **Conflicted Trustee** in relation to any matter must

- (1) declare the nature and extent of his or her interest before discussion begins on the matter,
- (2) withdraw from the meeting for that item after providing any information requested by the Trustees,
- (3) not be counted in the quorum for that part of the meeting, and
- (4) be absent during the vote and have no vote on the matter

6 5 When any Trustee is a Conflicted Trustee, the Trustees who are not Conflicted Trustees, if they form a quorum without counting the Conflicted Trustee and are satisfied that it is in the best interests of the Charity to do so, may by resolution passed in the absence of the Conflicted Trustee authorise the Conflicted Trustee, notwithstanding any conflict of interest or duty which has arisen or may arise for the Conflicted Trustee, to

- (1) continue to participate in discussions leading to the making of a decision and/or to vote, or
- (2) disclose to a third party information confidential to the Charity, or
- (3) take any other action not otherwise authorised which does not involve the receipt by the Conflicted Trustee or a Connected Person of any payment or material benefit from the Charity or
- (4) refrain from taking any step required to remove the conflict

6 6 This provision may be amended by special resolution but, where the result would be to permit any material benefit to a Trustee or Connected Person, only with the prior written consent of the Commission

## **7. Records and Accounts**

7 1 The Trustees must comply with the requirements of the Companies Act and of the Charities Act as to keeping financial records, the audit or independent examination of accounts and the preparation and transmission to the Registrar of Companies and the Commission of information required by law including

- (1) annual returns,
- (2) annual reports, and
- (3) annual statements of account

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- 7 2 The Trustees must also keep records of.
- (1) all proceedings at meetings of the Trustees,
  - (2) all resolutions in writing,
  - (3) all reports of committees, and
  - (4) all professional advice obtained
- 7 3 Accounting records relating to the Charity must be made available for inspection by any Trustee at any time during normal office hours
- 7 4 A copy of the Charity's **constitution** and latest available statement of account must be supplied on request to any Trustee. Copies of the latest accounts must also be supplied in accordance with the Charities Act to any other person who makes a written request and pays the Charity's reasonable costs.

## **8. Membership**

- 8 1 The Charity must maintain a register of Members
- 8 2 The subscribers to the Memorandum are the first Members
- 8 3 **Membership** is open only to the Trustees and is terminated if the Member concerned ceases to be a **Trustee**
- 8 4 Membership is not transferable
- 8 5 The Trustees may establish different classes of Members and recognise one or more classes of supporters who are not Members (but who may nevertheless be termed 'members') and set out their respective rights and obligations

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## 9. General Meetings

- 9 1 Trustees in their capacity as Members are entitled to attend general meetings in person or by proxy (but only if the appointment of a proxy is in writing and notified to the Charity before the commencement of the meeting)
- 9 2 General meetings are called on at least 14 and not more than 28 **clear days'** written notice indicating the business to be discussed and (if a special resolution is to be proposed) at least 28 clear days' written notice setting out the terms of the proposed special resolution
- 9 3 There is a quorum at a general meeting if the number of Members present in person or by proxy is at least two
- 9 4 The chairman at a general meeting is elected by the Members present in person or by proxy in his/her personal capacity as a Member and not as proxy for another Member
- 9 5 Except where otherwise provided by the Articles or the Companies Act, every issue is decided by **ordinary resolution**
- 9 6 Every Member present in person or by proxy has one vote on each issue
- 9 7 Except where otherwise provided by the Articles or the Companies Act, a written resolution (whether an ordinary or a special resolution) is as valid as an equivalent resolution passed at a general meeting For this purpose the written resolution may be set out in more than one document
- 9 8 The first AGM must be held within 18 months after the Charity's incorporation  
The Charity may (but need not) hold an AGM in any year
- 9 9 Members being Trustees must annually
- (1) receive the accounts of the Charity for the previous **financial year**,
  - (2) receive a written report on the Charity's activities,

- (3) elect Trustees,
- (4) appoint reporting accountants or auditors for the Charity,

9 10 Members may also from time to time

- (1) confer on any individual (with his/her consent) the honorary title of Patron, President or Vice-President of the Charity, and
- (2) discuss and determine any issues of policy or deal with any other business put before them by the Trustees

9 11 A general meeting may be called by the Trustees at any time and must be called within 21 days of a written request from one or more Trustees (being Members), at least 10% of the Membership or (where no general meeting has been held within the last year) at least 5% of the Membership

9 12 A technical defect in the appointment of a Member of which the Members are unaware at the time does not invalidate a decision taken at a general meeting or a Written Resolution

## **10. Limited Liability**

The liability of Members is limited

## **11. Guarantee**

Every Member promises, if the Charity is dissolved while he/she remains a Member or within one year after he/she ceases to be a member, to pay up to £1 towards

- 11 1 Payment of those debts and liabilities of the Charity incurred before he/she ceased to be a Member,
- 11 2 payment of the costs, charges and expenses of winding up, and

11 3 the adjustment of rights of contributors among themselves

## **12. Communications**

12 1 Notices and other documents to be served on Members or Trustees under the Articles or the Companies Act may be served

- (1) by hand,
  - (2) by post,
  - (3) by suitable electronic means, or
- through publication in the Charity's newsletter [or on the Charity's website]

12 2 The only address at which a Member is entitled to receive notices sent by post is an address in the U K shown in the register of Members

12 3 Any notice given in accordance with these Articles is to be treated for all purposes as having been received

- (1) 24 hours after being sent by electronic means[, posted on the Charity's website] or delivered by hand to the relevant address;
- (2) two clear days after being sent by first class post to that address,
- (3) three clear days after being sent by second class or overseas post to that address,
- (4) immediately on being handed to the recipient personally,  
or, if earlier,
- (5) as soon as the recipient acknowledges actual receipt

12 4 A technical defect in service of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting



### **13. Dissolution**

- 13 1 If the Charity is dissolved, the assets (if any) remaining after providing for all its liabilities must be applied in one or more of the following ways
- (1) by transfer to one or more other bodies established for exclusively charitable purposes within, the same as or similar to the Objects,
  - (2) directly for the Objects or for charitable purposes which are within or similar to the Objects,
  - (3) in such other manner consistent with charitable status as the Commission approves in writing in advance
- 13 2 A final report and statement of account must be sent to the Commission
- 13 3 This provision may be amended by special resolution but only with the prior written consent of the Commission

### **14. Interpretation**

- 14 1 The Articles are to be interpreted without reference to the model articles under the Companies Act, which do not apply to the Charity
- 14 2 In the Articles, unless the context indicates another meaning
- ‘AGM’ means an annual general meeting of the Charity,
  - ‘the Articles’ means the Charity’s Articles of Association and ‘Article’ refers to a particular Article,
  - [‘Beneficiaries’ means the beneficiaries of the Charity as defined in Article 1,]
  - ‘Chairman’ means the chairman of the Trustees;
  - ‘the Charity’ means the company governed by the Articles,
  - ‘the Charities Act’ means the Charities Acts 1992 to 2006;

‘charity trustee’ has the meaning prescribed by the Charities Act;

‘clear day’ does not include the day on which notice is given or the day of the meeting or other event,

‘the Commission’ means the Charity Commission for England and Wales or any body which replaces it,

‘the Companies Act’ means the Companies Acts 1985 to 2006,

‘Conflicted Trustee’ means a Trustee in respect of whom a conflict of interest arises or may reasonably arise because the Conflicted Trustee or a Connected Person is receiving or stands to receive a benefit (other than payment of a premium for indemnity insurance) from the Charity, or has some separate interest or duty in a matter to be decided, or in relation to information which is confidential to the Charity,

‘Connected Person’ means, in relation to a Trustee, a person with whom the Trustee shares a common interest such that he/she may reasonably be regarded as benefiting directly or indirectly from any material benefit received by that person, being either a member of the Trustee’s family or household or a person or body who is a business associate of the Trustee, and (for the avoidance of doubt) does not include a company with which the Trustee’s only connection is an interest consisting of no more than 1% of the voting rights,

‘constitution’ means the Memorandum and the Articles and any special resolutions relating to them,

‘custodian’ means a person or body who undertakes safe custody of assets or of documents or records relating to them;

‘electronic means’ refers to communications addressed to specified individuals by telephone, fax or email or, in relation to meetings, by telephone conference call or video conference,

‘financial expert’ means an individual, company or **firm** who is authorised to give investment advice under the Financial Services and Markets Act 2000,

‘financial year’ means the Charity’s financial year,

‘firm’ includes a limited liability partnership,

‘indemnity insurance’ [has the meaning prescribed by the Charities Act] [means insurance against personal liability incurred by any Trustee for an act or omission which is or is alleged to be a breach of trust or breach of duty, unless the act or omission amounts to a criminal offence or the Trustee concerned knew that, or was reckless whether, the act or omission was a breach of trust or breach of duty],

‘material benefit’ means a benefit, direct or indirect, which may not be financial but has a monetary value,

‘Member’ and ‘Membership’ refer to company Membership of the Charity,

[‘Memorandum’ means the Charity’s Memorandum of Association,]

‘month’ means calendar month;

‘nominee company’ means a corporate body registered or having an established place of business in England and Wales which holds title to property for another,

[‘ordinary resolution’ means a resolution agreed by a simple majority of the Members present and voting at a general meeting or in the case of a

written resolution by Members who together hold a simple majority of the voting power Where applicable, 'Members' in this definition means a class of Members,]

'the Objects' means the Objects of the Charity as defined in Article 1,

'Resolution in writing' means a written resolution of the Trustees,

'Secretary' means a company secretary;

**['special resolution'** means a resolution of which at least 14 days' notice has been given agreed by a 75% majority of the Members present and voting at a general meeting or in the case of a written resolution by Members who together hold 75% of the voting power Where applicable, 'Members' in this definition means a class of Members,]

'taxable trading' means carrying on a trade or business in such manner or on such a scale that some or all of the profits are subject to corporation tax,

'Trustee' means a director of the Charity and 'Trustees' means the directors [but where a Trustee is a corporate body 'Trustee' includes where appropriate the named representative of the Trustee],

'written' or 'in writing' refers to a legible document on paper or a document sent by electronic means which is capable of being printed out on paper,

'written resolution' refers to an ordinary or a special resolution which is in writing,

'year' means calendar year

14 3 Expressions not otherwise defined which are defined in the Companies Act  
have the same meaning

14 4 References to an Act of Parliament are to that Act as amended or re-enacted  
from time to time and to any subordinate legislation made under it