



**FILE COPY**

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

Company Number **9741640**

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

**CLAIRVILLE GRANGE MANAGEMENT COMPANY  
LIMITED**

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 **20th August 2015**



**\*N09741640I\***



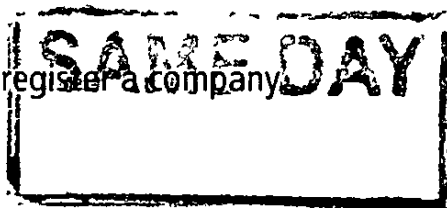
**Companies House**



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

IN01

Application to register a company



844665/100

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

For further information, please



A07  
"A4E81682"  
20/08/2015  
COMPANIES HOUSE #17

THURSDAY

## 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

Clairville Grange Management Company Limited

For official use

9174116401

→ Filling 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 ①

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

① 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' ①

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

① 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 ①

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

① 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

**A5**

### 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 2 Centro Place

Street Pride Park

Post town Derby

County/Region

Postcode D E 2 4 8 R F

#### 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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**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	Signature X	X
-----------	----------------	---


**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

<b>C1 Corporate secretary appointments ①</b>		<b>① Additional appointments</b> If you wish to appoint more than one corporate secretary, please use the 'Corporate secretary appointments' continuation page  <b>Registered or principal address</b> 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.
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		
<b>C2 Location of the registry of the corporate body or firm</b>		
Is the corporate secretary registered within the European Economic Area (EEA)?		
→ Yes Complete <b>Section C3 only</b> → No Complete <b>Section C4 only</b>		
<b>C3 EEA companies ②</b>		
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		
<b>② EEA</b> A full list of countries of the EEA can be found in our guidance <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a>  <b>③</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)		
<b>C4 Non-EEA companies</b>		
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 ④		
Registration number		
<b>④ Non-EEA</b> 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.		
<b>C5 Signature ⑤</b>		
I consent to act as secretary of the proposed company named in <b>Section A1</b>		
Signature	Signature 	<b>⑤ Signature</b> The person named above consents to act as corporate secretary of the proposed company.

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**Director****D1****Director appointments <sup>1</sup>**

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

Title*	Ms
Full forename(s)	Julie Mansfield
Surname	Jackson
Former name(s) <sup>2</sup>	
Country/State of residence <sup>3</sup>	UK
Nationality	British
Date of birth	d 3 d 1 m 1 m 2 y 1 y 9 y 6 y 5
Business occupation (if any) <sup>4</sup>	Solicitor and Legal Director

**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 <sup>5</sup>**

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

Building name/number	Miller House
Street	2 Lochside View
	Edinburgh Park
Post town	Edinburgh
County/Region	
Postcode	E H 3 5 P R
Country	Scotland

**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 <sup>6</sup>**

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

**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)	Ian
Surname	Murdoch
Former name(s) ②	
Country/State of residence ③	Scotland
Nationality	British
Date of birth	d 1 d 1 m 0 m 3 y 1 y 9 y 7 y 0
Business occupation (if any) ④	Finance Director

**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	Miller House
Street	2 Lochside View
	Edinburgh Park
Post town	Edinburgh
County/Region	
Postcode	E H 1 2 9 D H
Country	Scotland

**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 Ian Murdoch X
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**⑥ Signature**

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

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**Corporate director**

<b>E1</b>	<b>Corporate director appointments</b> ①		<b>① Additional appointments</b> If you wish to appoint more than one corporate director, please use the 'Corporate director appointments' continuation page.  <b>Registered or principal address</b> 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.
	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	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Country			
<b>E2</b>	<b>Location of the registry of the corporate body or firm</b>		
	Is the corporate director registered within the European Economic Area (EEA)? → Yes Complete <b>Section E3 only</b> → No Complete <b>Section E4 only</b>		
<b>E3</b>	<b>EEA companies</b> ②		<b>② EEA</b> A full list of countries of the EEA can be found in our guidance <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a>  <b>③</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)
	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 ③			
Registration number			
<b>E4</b>	<b>Non-EEA companies</b>		<b>④ Non-EEA</b> 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.
	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 ④			
If applicable, the registration number			
<b>E5</b>	<b>Signature</b> ⑤		<b>⑤ Signature</b> The person named above consents to act as corporate director of the proposed company.
	I consent to act as director of the proposed company named in Section A1		
Signature	Signature  		



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## 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
				£
				£
				£
				£
Totals			0	£ 0 00

### 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
Totals			0	0 00

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
Totals			0	0 00

### 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 ❸

❸ 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 premium

❷ 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		
<b>Prescribed particulars</b> <b>1</b>		<p><b>1 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></p> <p>Please use a 'Statement of capital (Prescribed particulars of rights attached to shares)' continuation page if necessary</p>

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## 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	Miller Homes Limited
Surname 1	
Address 2	Miller House, 2 Lochside View, Edinburgh Park, Edinburgh
Postcode	E H 1 2 9 D H
Amount guaranteed 3	£1 00

#### 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) ①	
Surname ①	
Address ②	
Postcode	
Amount guaranteed ③	

### 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	

### 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	

#### 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.

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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 <sup>①</sup>**

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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Subscriber's signature	Signature X	X	<b>Continuation pages</b> 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	

<b>H2</b>		<b>Statement of compliance delivered by an agent</b>	
		Please complete this section if this application is delivered by an agent for the subscribers to the memorandum of association	
Agent's name			
Building name/number			
Street			
Post town			
County/Region			
Postcode	<div style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></div>		
Country			
		I confirm that the requirements of the Companies Act 2006 as to registration have been complied with	
Agent's signature	Signature X	X	



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### 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 Jack Elms

Company name Gateley Plc

Ref JAE/17213191

Address One Eleven

Edmund Street

Post town Birmingham

County/Region West Midlands

Postcode B 3 2 H J

Country United Kingdom

DX 13033 Birmingham - 1

Telephone 0121 234 0000



### 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)

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**CLAIRVILLE GRANGE MANAGEMENT COMPANY  
LIMITED**

**A private company limited by guarantee and not  
having a share capital**

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**MEMORANDUM  
AND  
ARTICLES OF ASSOCIATION**

---

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

**MEMORANDUM OF ASSOCIATION  
OF  
CLAIRVILLE GRANGE MANAGEMENT COMPANY LIMITED**

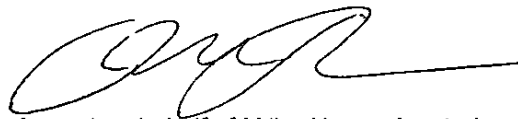
Each subscriber to this memorandum of association wishes to form a company under the Companies Act 2006 and agrees to become a member of the company

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***Name of each subscriber***

***Authentication by each subscriber***

Miller Homes Limited

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for and on behalf of Miller Homes Limited

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Dated 19/3/15

THE COMPANIES ACT 2006

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PRIVATE COMPANY LIMITED BY GUARANTEE

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ARTICLES OF ASSOCIATION

of

CLAIRVILLE GRANGE MANAGEMENT COMPANY LIMITED

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**PART 1**

**INTERPRETATION AND LIMITATION OF LIABILITY**

**1 Exclusion of default articles and defined terms**

1.1 In these articles, unless the context requires otherwise

“alternate” or “alternate director” has the meaning given in article 23;

“appointor” has the meaning given in article 23,

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

“bankruptcy” includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy,

“CA 2006” means the Companies Act 2006,

“chairman” has the meaning given in article 13,

“chairman of the meeting” has the meaning given in article 33;

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

**“Company”** means Clairville Grange Management Company Limited;

**“connected persons”** in relation to a director means persons connected with that director for the purposes of section 252 CA 2006;

**“developer”** means Miller Homes Limited or any company in the same group or any person or company nominated by it from time to time to succeed it as the developer for the purposes of these articles;

**“developer director”** means any director of the company appointed by the developer;

**“director”** means a director of the company, and includes any person occupying the position of director, by whatever name called,

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

**“electronic form”** has the meaning given in section 1168 CA 2006,

**“eligible director”** means a director who would be entitled to vote on the matter at a meeting of directors (but excluding any director whose vote is not to be counted in respect of the particular matter);

**“estate”** means all the land and buildings situated at the development known as “Clairville Grange” Middlesbrough built by the developer and registered under title number CE222748 together with all common parts, land, buildings, roads, parking areas, pathways and landscaped areas, public open spaces (if any), pumping or electricity substation (if any), and other such land as shall from time to time form part of the estate,

**“group company”** means a Company which is at the relevant time,

(a) a subsidiary of the company; or

(b) the company’s holding company or a subsidiary of that holding company and for these purposes ‘holding company’ has the meaning given to that expression in section 1159 CA 2006 each and every body corporate in the group;

**“member”** has the meaning given in section 112 CA 2006,

**“managed house”** means one of the leasehold or freehold houses on the estate,

**“managed areas”** means the parking courtyard the service media and facilities within the courtyard including the gates which are not intended to be adopted or included in the sale of any unit but to remain in private ownership and which are to be used in common by two or more occupants of the units, all of which are intended to be maintained by the company and such other land as shall from time to time form part of the estate which is not intended to be adopted or included in the sale or lease of any unit and which is intended to be used in common by the owners and for the avoidance of doubt defined as “the Managed Area” in the freehold transfer / lease of each unit from the developer to an owner or such other defined term from time to time used in the freehold / leasehold documentation for the estate prior to the developer’s interest in the estate,

**“Model Articles”** means the regulations contained in Schedule 2 to the Companies (Model Articles) Regulations 2008,

**“ordinary resolution”** has the meaning given in section 282 CA 2006;

**“owner”** means the leasehold or freehold owner of a managed house which benefits from the managed areas,

**“participate”**, in relation to a directors’ meeting, has the meaning given in article 11,

**“proxy notice”** has the meaning given in article 39,

**“special resolution”** has the meaning given in section 283 CA 2006;

**“subsidiary”** has the meaning given in section 1159 CA 2006

**“unit”** means a managed house on the estate

**“unit owner”** means the freehold/leasehold owner of a managed house occupied on the estate

**“writing”** means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise

1 2 The Model Articles do not apply to the company.

- 1.3 Unless the context otherwise requires, other words or expressions contained in these articles bear the same meaning as in CA 2006, as in force on the date when these articles become binding on the company
- 1.4 Headings in these articles are used for convenience only and shall not affect the construction or interpretation of these articles.
- 1.5 A reference in these articles to an “article” is a reference to the relevant article of these articles unless expressly provided otherwise.
- 1.6 Unless expressly provided otherwise, a reference to a statute, statutory provision or subordinate legislation is a reference to it as it is in force from time to time, taking account of:
- (a) any subordinate legislation from time to time made under it; and
  - (b) any amendment or re-enactment and includes any statute, statutory provision or subordinate legislation which it amends or re-enacts.
- 1.7 Any phrase introduced by the terms “including”, “include”, “in particular” or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.

## **2 Liability of members**

- 2.1 The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the company in the event of its being wound up while he is a member or within one year after he ceases to be a member, for:
- (a) payment of the company’s debts and liabilities contracted before he ceases to be a member;
  - (b) payment of the costs, charges and expenses of winding up, and
  - (c) adjustment of the rights of the contributories amongst themselves.

## PART 2

### RESTRICTION OF COMPANY'S OBJECTS

#### 3 Company's Objects

3 1 In accordance with section 31(2) CA 2006, the company's objects are restricted as follows:

- (a) to carry on business as a property management company and to manage, maintain repair, renew and clean the land and buildings (to include cultivating landscaping and planting gardens and grounds) situate on the managed areas and in particular (but without limitation) to carry out any and/or all of the following activities:
  - (i) acquiring and holding the freehold or leasehold interest in the parts intended to be used in common by or to be held for the joint benefit of the owners on the estate and holding the same as an investment for the benefit of the owners;
  - (ii) to collect the rents and income of the managed areas and the rent charges payable to the company by the owners and to apply the rents and income of the managed areas in the proper and convenient arrangements thereof including but without prejudice to the generality of the matters recited in this article 3.1;
  - (iii) to provide all of the services relating to the managed areas to the owners in accordance with the terms of the leases or freehold transfers (as the case may be) of the managed houses
  - (iv) generally to carry out all of the obligations imposed upon the company from time to time pursuant to the leases or freehold transfers (as the case may be) of the managed houses,
  - (v) to make rules and regulations for members of the company to observe for the use and control of the managed areas,
  - (vi) to borrow and raise money for the purposes of the company on such terms and security as the company shall think fit (subject to legal title to the managed areas having been vested in the company),



- (vii) to invest the moneys of the company not immediately required for the furtherance of its objects in or upon such investments, securities or property as may be thought fit;
  - (viii) to accept, draw, make, execute, discount or endorse bills of exchange, promissory notes or other negotiable instruments;
  - (ix) to employ all workmen, contractors, agents and professional advisers as may be necessary to enter into all contracts and execute all deeds as shall be requisite for the purposes of the company,
  - (x) to effect insurance against any risk to which the company, any property belonging to the company, or any person employed by the company, may be subject,
- (b) remunerating any person, firm or company rendering services to the company including the provision of a solicitor or other legal representative;
  - (c) collecting from the members of the company and any relevant third parties contributions payable by each of them towards the management, maintenance and improvement of the managed areas,
  - (d) selling, letting, leasing, granting licences, easements and other rights over the whole or any part of the undertaking, property, assets, rights, effects and business of the company for such consideration as may be thought fit in accordance with the principles of good estate management and in consultation with and with the consent of any freehold owner of the managed areas, as necessary,
  - (e) executing such instruments and doing such other acts and things as may be requisite or desirable for the purpose of ensuring the efficient management and administration of the managed areas;
  - (f) arranging such insurance cover as the company may consider to be appropriate for the managed areas and in respect of any risks for which the company may be liable as an employer of persons working on the apartment managed areas;
  - (g) paying all rates, taxes, duties, charges, assessments and outgoings of any description which may be assessed, charged or payable by the company;

- (h) employing a firm of managing agents and enforcing or attempting to enforce the observance of any covenants on the part of the owners and/or occupiers of estate,
- (i) engaging a qualified accountant if the company thinks fit for the purpose of auditing the accounts of the company in respect of the monies received and the monies expended or reserved for anticipated or periodical expenditure by or on behalf of the company from time to time in connection with the managed areas;
- (j) borrowing and raising money in such manner and upon such terms (including all such terms relating to the payment of interest) as the company thinks fit (in order to provide the services and to discharge the obligations set out in these articles and to pay all such bank charges and interest from time to time as and when the same shall become due and payable), and in particular to enter into mortgages or charges, perpetual or otherwise, and, if the company thinks fit, charged upon all or any of the company's property (both present and future) and undertaking in consultation with and with the consent of any freehold owner of the managed areas, as necessary, and collaterally or further to secure any obligations of the company by a trust deed or other assurance;
- (k) purchasing and maintaining insurance for the benefit of any persons who are or were at any time officers or employees of the company or any other company which is a subsidiary or subsidiary undertaking of the company or in which the company has any interest, whether direct or indirect, or who are or were at any time trustees of any pension fund in which any employee of the company or any other such company or subsidiary undertaking is or has been interested indemnifying such persons against liability for negligence, default, breach of duty of trust or to cover the terms of the indemnity given to the directors in article 47 or any other liabilities which may be lawfully insured against,
- (l) selling, letting, licencing, purchasing, taking on lease or licence, hiring, exchanging or otherwise disposing of or acquiring any property of any kind, which is appropriate or convenient for the proper discharge or conduct of the business of the company;

- (m) acquiring, holding, dealing with and disposing of any freehold or leasehold land or property in such manner and on such terms as the company may think fit;

and generally doing such other things as are incidental or conducive to the attainment of the above objects or any of them, as are set out in the leases or freehold (as the case may be) transfers, or as are calculated to enhance the value and beneficial advantage of the estate and the managed houses comprised in it

- 3.2 The objects specified in each sub-clause of this article 3 shall not be limited or restricted in any way by reference to or inference from the terms of any other sub-clause, or the name of the company, unless such limitation or restriction is expressly stated in that sub-clause. None of the sub-clauses shall be deemed merely subsidiary or auxiliary to the objects mentioned in the first sub-clause.

## **PART 3**

### **DIRECTORS**

#### **DIRECTORS' POWERS AND RESPONSIBILITIES**

#### **4 Directors' general authority**

- 4.1 Subject to these articles, the directors are responsible for the management of the company's business, for which purpose they may exercise all the powers of the company.

#### **5 Members' reserve power**

- 5.1 The members may, by special resolution, direct the directors to take, or refrain from taking, specified action
- 5.2 No such special resolution invalidates anything which the directors have done before the passing of the resolution

#### **6 Directors may delegate**

- 6.1 The directors may delegate any of the powers which are conferred on them under these articles:

- (a) to such person or committee,

(b) by such means (including by power of attorney);

(c) to such an extent;

(d) in relation to such matters or territories; and

(e) on such terms and conditions,

as they think fit

6.2 Article 6.1 above includes the ability for the directors to delegate the power to execute any deed or document on behalf of the company.

6.3 If the directors so specify, any such delegation may authorise further delegation of the directors' powers by any person to whom they are delegated.

6.4 The directors may revoke any delegation in whole or part, or alter its terms and conditions

## **7 Committees**

7.1 Committees to which the directors delegate any of their powers must follow procedures which are based as far as they are applicable on those provisions of these articles which govern the taking of decisions by directors.

7.2 The directors may make rules of procedure for all or any committees, which prevail over rules derived from these articles if they are not consistent with them.

## **DECISION-MAKING BY DIRECTORS**

### **8 Directors to take decisions collectively**

8.1 The general rule about decision-making by directors is that any decision of the directors must be either a majority decision at a meeting or a decision taken in accordance with article 9

8.2 If the company only has one director (and no provision of these articles require it to have more than one director) the general rule does not apply, and the director may take decisions without regard to any of the provisions of these articles relating to directors' decision-making subject to article 18. Accordingly, articles 9 to 14 inclusive shall not apply in those circumstances.

**9     Directors' decisions**

- 9.1     A decision of the directors is taken in accordance with this article when all eligible directors have been asked to express a view on the matter in question and a majority of all eligible directors indicate to each other by any means that they share a common view on a matter.
- 9.2     Such a decision may take the form of a resolution in writing, copies of which have been signed by a majority of eligible directors or to which a majority of eligible directors have otherwise indicated agreement in writing, or may be in electronic form.
- 9.3     A decision may not be taken in accordance with this article if the eligible directors would not have formed a quorum at a directors' meeting.

**10    Calling a directors' meeting**

- 10.1    Any director may call a directors' meeting by giving notice of the meeting to the directors or by authorising the company secretary (if any) to give such notice.
- 10.2    Notice of any directors' meeting must indicate:
- (a)     its proposed date and time;
  - (b)     where it is to take place; and
  - (c)     if it is anticipated that directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting
- 10.3    Notice of a directors' meeting must be given to each director, but need not be in writing.
- 10.4    Notice of a directors' meeting need not be given to directors who waive their entitlement to notice of that meeting, by giving notice to that effect to the company not more than 7 days after the date on which the meeting is held. Where such notice is given after the meeting has been held, that does not affect the validity of the meeting, or of any business conducted at it.

**11    Participation in directors' meetings**

- 11.1    Subject to these articles, directors participate in a directors' meeting, or part of a

directors' meeting, when:

- (a) the meeting has been called and takes place in accordance with these articles; and
- (b) they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting

11.2 In determining whether directors are participating in a directors' meeting, it is irrelevant where any director is or how they communicate with each other

11.3 If all the directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

11.4 Subject to these articles, if a director has an interest in an actual or proposed transaction or arrangement with the company.

- (a) that director's alternate may not vote on any proposal relating to it unless the interest has been duly declared (if so required by section 177 or section 182 CA 2006), but
- (b) this does not preclude the alternate from voting in relation to that transaction or arrangement on behalf of another appointor who does not have such an interest.

11.5 A director who is also an alternate director has an additional vote on behalf of each appointor who is:

- (a) not participating in a directors meeting, and
- (b) would have been entitled to vote if they were participating in it.

## **12 Quorum for directors' meetings**

12.1 At a directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting

12.2 The quorum for directors' meetings may be fixed from time to time by a decision of the directors, but it must never be less than two, and unless otherwise fixed it is two eligible directors.

12.3 For the purposes of any meeting (or part of a meeting) held in accordance with

article 16 to authorise a director's conflict, if there is only one eligible director in office other than the conflicted director(s), the quorum for that meeting (or part of a meeting) is one eligible director

12 4 If the total number of directors for the time being is less than the quorum required, the directors must not take any decision other than a decision:

- (a) to appoint further directors; or
- (b) to call a general meeting so as to enable the members to appoint further directors

### **13 Chairing of directors' meetings**

13 1 The directors may appoint a director to chair their meetings.

13 2 The person so appointed for the time being is known as the chairman.

13 3 The directors may terminate the chairman's appointment at any time.

13.4 If the chairman is not participating in a directors' meeting within 10 minutes of the time at which it was to start, the participating directors must appoint one of themselves to chair it

### **14 Casting vote**

14 1 Subject to article 14.2 if the numbers of votes for and against a proposal are equal, the chairman or other director chairing the meeting has a casting vote.

14 2 Article 14.1 does not apply if, in accordance with these articles, the chairman or other director is not an eligible director

### **15 Conflicts of interest**

15.1 The provisions of this article 15 shall apply in relation to the exercise of the power of the directors to authorise any matter which would or might otherwise constitute or give rise to a breach of the duty of a director under section 175(1) CA 2006 to avoid a conflict situation (as defined in article 15 2)

15.2 In this article 15 and articles 16 and 17:

“authorise” means to authorise in accordance with section 175(5)(a) CA 2006 and “authorisation”, “authorised” and cognate expressions shall be construed accordingly;

a “conflict of interest” includes a conflict of interest and duty and a conflict of duties,

“conflicted director” means a director in relation to whom there is a conflicting matter,

“conflicting matter” means a matter which would or might (if not authorised or if not permitted under article 16) constitute or give rise to a breach of the duty of a director under section 175(1) CA 2006 to avoid a conflict situation;

“conflict situation” means a situation in which a director has, or can have, a direct or indirect interest that conflicts, or possibly may conflict, with the interests of the company (including a conflict of interest), and

a conflict situation is “material” unless it cannot reasonably be regarded as likely to give rise to a conflict of interest.

15 3 The provisions of this article 15:

- (a) do not apply to any conflict situation permitted by article 16;
- (b) do not apply to a conflict situation arising in relation to a director’s interest in a transaction or arrangement with the company; and
- (c) apply without prejudice (and subject) to the provisions of section 175(6) CA 2006.

Nothing in these articles shall invalidate an authorisation.

15 4 A conflicted director seeking authorisation of any conflicting matter shall disclose to the directors the nature and extent of the conflicting matter as soon as is reasonably practicable. The conflicted director shall provide the directors with such details of the conflicting matter as are necessary for the directors to decide how to address the conflicting matter, together with such additional information as may be requested by the directors.

15 5 Any director (including the conflicted director) may propose that a conflicted director’s conflicting matter be authorised. Any such proposal, and any



authorisation given by the directors, shall be effected in the same way as any other matter may be proposed to and resolved on by the directors under the provisions of these articles, except that:

- (a) the conflicted director and any other interested director shall not count towards the quorum nor vote on any resolution giving that authorisation; and
- (b) the conflicted director and any other interested director may, if the directors so decide, be excluded from any meeting of the directors while the conflicting matter and the giving of that authorisation are under consideration.

15 6 Where the directors authorise a conflicted director's conflicting matter:

- (a) the directors may (whether at the time of giving the authorisation or subsequently):
  - (i) require that the conflicted director is excluded from the receipt of information, the participation in discussions and/or the making of decisions (whether at meetings of the directors or otherwise) related to the conflicting matter; and
  - (ii) impose on the conflicted director such other terms or conditions for the purpose of dealing with any actual or potential conflict of interest which may arise from the conflicting matter as they may determine,
- (b) the conflicted director shall conduct himself in accordance with any terms or conditions imposed by the directors in giving that authorisation;
- (c) the directors may provide that, where the conflicted director obtains (otherwise than through his position as a director) information that is confidential to a third party, the conflicted director will not be obliged to disclose the information to the company, or to use or apply the information in relation to the company's affairs, where to do so would amount to a breach of that confidence;
- (d) the terms of the authorisation shall be recorded in writing (but the authorisation shall be effective whether or not the terms are so recorded); and

- (e) the directors may revoke or vary the authorisation at any time but no such action will affect anything done by the conflicted director prior to that action in accordance with the terms of the authorisation

15.7 A director who has a conflict situation which is material shall be counted as participating in the decision making process for quorum and voting purposes, notwithstanding his interest or duty, at any meeting at which his conflict situation arises provided that

- (a) he has disclosed the nature and extent of the conflicting matter giving rise to his conflict situation, and
- (b) where his conflict situation is constituted by or arises from a conflicting matter of his, the conflict situation arising by reason of that conflicting matter (or any breach of his duty under section 175(1) CA 2006 by reason of that conflicting matter) has been authorised, permitted, approved or ratified (either in accordance with this article 15 or article 16 or by the members) and the director has not been required to be excluded from participation in discussions and/or the making of decisions related to the matter.

## **16 Additional provisions about directors' interests and conflicts**

16.1 If

- (a) a director or a connected person acquires and holds shares in the capital of:
  - (i) the company and/or any other Group Company; or
  - (ii) any other body corporate, wherever incorporated, provided that the shares held by the director and connected persons do not exceed 3% of the nominal value of the issued share capital of the relevant entity, or
- (b) a director is appointed or acts as a director, manager or employee of any other Group Company,

any conflict situation which arises only by reason of such a conflicting matter is permitted by this article and the relevant conflicting matter does not require disclosure and authorisation in accordance with article 15 A director who has such a conflict situation shall be counted as participating in the decision making process

for quorum and voting purposes at any meeting at which the conflict situation arises.

16.2 A director shall not, by reason of his office or of the resulting fiduciary relationship, be liable to account to the company for any benefit which he (or a person connected with him) derives from:

- (a) an interest to which article 16.1 or article 17.1 applies; or
- (b) a conflicting matter authorised by the directors,

and no transaction or arrangement shall be liable to be avoided on the grounds of any such interest or benefit.

16.3 If a question arises at a meeting of the directors about whether or not a director (other than the chairman of the meeting):

- (a) has a material conflict situation for the purposes of article 15 or this article 16;
- (b) can vote (and that director does not agree to abstain from voting on) the issue in relation to which the conflict arises; or
- (c) can be counted in the quorum (and that director does not agree not to be counted in the quorum) for the purposes of voting on, the issue in relation to which the conflict arises,

the question must be referred to the chairman of the meeting. The ruling of the chairman of the meeting about any other director is final and conclusive, unless the nature or extent of that director's conflict situation (so far as it is known to that director) has not been fairly disclosed to the directors.

16.4 If a question of a kind referred to in article 16.3 arises about the chairman of the meeting, the question shall be decided by a resolution of the directors. The chairman of the meeting cannot vote on the question but can be counted in the quorum. The directors' resolution about the chairman of the meeting is conclusive, unless the nature and extent of the chairman's conflict situation (so far as it is known to the chairman) has not been fairly disclosed to the directors.

16.5 The company may by ordinary resolution ratify any transaction or arrangement which has not been properly authorised by reason of a contravention of these

articles.

**17 Directors' interests in transactions**

17.1 If a proposed decision of the directors is concerned with an actual or proposed transaction or arrangement with the company in which a director is in any way directly or indirectly interested, that director shall be counted as participating in the decision making process for quorum and voting purposes provided that the relevant interest either:

- (a) has been duly declared to the other directors in accordance with section 177 or section 182 CA 2006, as the case may require; or
- (b) is not required by the terms of either of those sections to be declared

17.2 So long as the relevant interest falls within article 17.1, a director who is in any way, whether directly or indirectly, interested in an existing or proposed transaction with the company:

- (a) may be a party to, or otherwise interested in, any transaction or arrangement with the company or in which the company is otherwise (directly or indirectly) interested,
- (b) shall be entitled to vote at a meeting of directors (or of a committee of the directors) or participate in any unanimous decision, in respect of any such matter or proposed matter in which he is interested;
- (c) may act by himself or his firm in a professional capacity for the company (otherwise than as auditor) and he or his firm shall be entitled to remuneration for professional services as if he were not a director; and
- (d) may be a director or other officer of, or employed by, or a party to a transaction or arrangement with, or otherwise interested in, any body corporate in which the company is otherwise (directly or indirectly) interested.

**18 Records of decisions to be kept**

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

18.2 Where a decision of the directors is taken by electronic means, that decision must be recorded in permanent form, so that it may be read with the naked eye

19 Directors' discretion to make further rules

19 1 Subject to these articles, the directors may make any rule which they think fit about how they take decisions, and about how such rules are to be recorded or communicated to directors.

APPOINTMENT OF DIRECTORS

20 Methods of appointing directors

20.1 The first director of the company shall be the director appointed by the subscriber. The subscriber may appoint any person or persons to succeed the director appointed by them by giving notice in writing of such appointment to the company at its registered office. Any such appointment shall take effect on the date specified in the notice

20 2 Subject to article 20.4 below, the developer shall have the right at any time to nominate any person or persons to act as a director of the company by giving notice in writing to the company at its registered office. Such a director shall be known as a developer director. The developer shall have the right to appoint or remove a developer director or a replacement developer director by serving notice upon the company's registered office address or upon the location where the Company's statutory records are located.

20 3 Subject to article 20 4 below, any person who is a representative of any managing agent's firm (appointed to manage the estate) or any person nominated by the developer and who is willing to act as a director, and is permitted by law to do so, may be appointed to be a director

- (a) by ordinary resolution, or
- (b) by a decision of the directors.

20.4 In any case where, as a result of death or bankruptcy, the company has no members and no directors, the personal representative(s) of the last member to have died or to have a bankruptcy order made against him (as the case may be) may, by notice in writing, appoint a natural person (indicating a personal representative who is a natural person), who is willing to act and is permitted to do so, to be a director.

20.5 For the purposes of article 20.4 above, where two or more members die in circumstances rendering it uncertain who was the last to die, a younger member is deemed to have survived an older member.

## **21 Termination of a director's appointment**

21.1 A person ceases to be a director as soon as

- (a) that person ceases to be a director by virtue of any provision of CA 2006 or is prohibited from being a director by law;
- (b) a bankruptcy order is made against that person,
- (c) a composition is made with that person's creditors generally in satisfaction of that person's debts,
- (d) a registered medical practitioner who is treating that person gives a written opinion to the company stating that that person has become physically or mentally incapable of acting as a director and may remain so for more than 3 months;
- (e) by reason of that person's mental health, a court makes an order which wholly or partly prevents that person from personally exercising any powers or rights which that person would otherwise have;
- (f) notification is received by the company from the director that the director is resigning from office, and such resignation has taken effect in accordance with its terms, or
- (g) that person has been absent from the UK for more than 6 months without permission from the other directors

## **22 Removal of directors**

22.1 In addition and without prejudice to the provisions of sections 168 and 169 CA 2006, the company may by ordinary resolution remove any director before the expiry of his period of office and may, if thought fit, by ordinary resolution appoint another person in his place. Removal of a director in accordance with this article shall be without prejudice to any claim that director may have for damages for breach of any contract between him and the company.

22.2 Subject to article 22.1 above, a developer director shall remain in office until removed by notice in writing given to the company at its registered office address (or at the address where the Company's statutory registers are located) by the developer.

22.3 Any removal under this article takes effect on the date specified in the notice

## **23 Appointment and removal of alternate directors**

23 1 Any director (the "appointor") may appoint as an alternate any other director, or any other person approved by resolution of the directors, to:

- (a) exercise that director's powers; and
- (b) carry out that director's responsibilities,

in relation to the taking of decisions by the directors in the absence of the alternate's appointor

23.2 Any appointment or removal of an alternate must be effected by notice in writing to the company signed by the appointor, or in any other manner approved by the directors

23 3 The notice must

- (a) identify the proposed alternate; and
- (b) in the case of a notice of appointment, contain a statement signed by the proposed alternate that the proposed alternate is willing to act as the alternate of the director giving the notice

## **24 Rights and responsibilities of alternate directors**

24.1 An alternate director has the same rights, in relation to any directors' meeting or directors' written resolution, as the alternate's appointor

24 2 Except as these articles specify otherwise, alternate directors:

- (a) are deemed for all purposes to be directors,
- (b) are liable for their own acts and omissions;
- (c) are subject to the same restrictions as their appointors, and

- (d) are not deemed to be agents of or for their appointors

**24.3 A person who is an alternate director but not a director:**

- (a) may be counted as participating for the purposes of determining whether a quorum is participating (but only if that person's appointor is not participating); and
- (b) may sign a written resolution (but only if it is not signed or to be signed by that person's appointor).

No alternate may be counted as more than one director for the above purposes.

**24.4 An alternate director is not entitled to receive any remuneration from the company for serving as an alternate director except such part (if any) of the alternate's appointor's remuneration as the appointor may direct by notice in writing made to the company**

**25 Termination of alternate directorship**

**25.1 An alternate director's appointment as an alternate terminates:**

- (a) when the alternate's appointor revokes the appointment by notice to the company in writing specifying when it is to terminate,
- (b) on the occurrence in relation to the alternate of any event which, if it occurred in relation to the alternate's appointor, would result in the termination of the appointor's appointment as a director;
- (c) on the death of the alternate's appointor; or
- (d) when the alternate's appointor's appointment as a director terminates

**26 Directors' remuneration**

**26.1 Directors may undertake any services for the company that the directors decide.**

**26.2 Directors are entitled to such remuneration as the members determine by ordinary resolution:**

- (a) for their services to the company as directors, and
- (b) for any other service which they undertake for the company



26 3 Subject to these articles, a director's remuneration may:

- (a) take any form, and
- (b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.

26 4 Unless the directors decide otherwise, directors' remuneration accrues from day to day.

26 5 Unless the members decide otherwise, directors are not accountable to the company for any remuneration which they receive as directors or other officers or employees of the company's subsidiaries (if any) or of any other body corporate in which the company is interested.

## **27 Officers' expenses**

27 1 The company may pay any reasonable expenses which the directors (including alternate directors) and the secretary (if any) properly incur in connection with their attendance at:

- (a) meetings of directors or committees of directors;
- (b) general meetings, and
- (c) separate meetings of the holders of debentures of the company,

or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the company.

## **PART 4**

### **MEMBERS**

#### **BECOMING AND CEASING TO BE A MEMBER**

## **28 Applications for membership**

28.1 Subject to articles 28 2 - 28 6 below no person shall become a member of the company unless:

- (a) that person has completed an application for membership in a form

approved by the directors; and

(b) the directors have approved the application.

28.2 If an owner has signed a lease and/or transfer which states that they shall become a member of the company, that shall be treated by the directors as an application for membership in accordance with article 28.1 above.

28.3 The subscriber to the memorandum of association is the first member of the company. A subscriber may nominate any person to succeed it as a member and its nominee has the same power to nominate its own successor in accordance with this article 28.3

28.4 The developer shall be entitled to be a member of the company and may nominate any person to succeed it as a member and its nominee has the same power to nominate its own successor in accordance with this article 28.4 and such nominee shall have the same rights afforded to the developer by these articles as the developer.

28.5 Apart from the subscriber (and its nominated successor) or the developer (and its nominated successor) only owners will be admitted as members of the company.

28.6 Where two or more persons jointly are an owner, they will together constitute one member and the person whose name first appears in the register of members shall exercise the voting and other powers vested in that member, save that both or all such persons shall be entitled to speak at a general meeting of the company.

## 29 Termination of membership

29.1 A member may not withdraw from membership of the company while holding (either alone or jointly with others) a legal interest in a unit

29.2 A member (other than the subscriber or their nominated successor) ceases to be entitled to be a member upon the registration at the Land Registry of the successor in title to the legal interest in their managed house and the directors of the company shall be entitled to remove the name of such a member from the Register of Members accordingly.

29.3 Membership is not transferable

29.4 A person's membership terminates when that person dies or ceases to exist

29.5 The developer (and any nominated successor who is not an owner) will cease to be a member as soon as:

- (a) all the owners who should be admitted as members of the company have been admitted as members of the company in accordance with article 28; and
- (b) the developer director (or its successor) has resigned and the developer has not appointed and does not intend to appoint a successor; and
- (c) a person (other than someone nominated by the developer as a developer director) who is willing to act as a director has been so appointed

29.6 If the developer becomes subject to an insolvency regime, the liquidator, administrator, administrative receiver or receiver of the developer shall be entitled to become a member on written request in place of the developer

29.7 A member who is an owner shall cease to be a member:

- (a) on the registration as a member of his successor in title to his unit,
- (b) on death;
- (c) on becoming bankrupt;
- (d) on becoming of unsound mind, or
- (e) in the case of a company on the company entering into liquidation, administration or voluntary arrangement or on the appointment of a receiver, or if the company is dissolved

29.8 Where a member who is an owner dies or becomes bankrupt or is of unsound mind, or in the case of a company, the member is liquidated dissolved or enters into administration or a voluntary arrangement or a receiver is appointed, his estate shall remain liable under these articles until a successor in title to the member's unit is registered as a member.

29.9 The trustee in bankruptcy of any bankrupt member, the personal representatives of any deceased member, or the receiver or attorney of any member who is of unsound mind, shall be entitled to become a member on written request in place of the bankrupt member or the deceased member or the member who is of unsound

mind (as the case may be).

29.10 A receiver, liquidator, administrator or other appropriate insolvency practitioner of any corporate member that has entered into receivership, liquidation, administration, or which has been dissolved shall be entitled to become a member on written request in place of the corporate member.

29.11 A chargee in possession of a unit, or other person entitled by law to transfer title to a unit, is authorised to become a member in place of the relevant owner until such time as it ceases to be a chargee in possession or until title to a unit has been transferred.

### **30 Membership certificates**

30.1 The company is not obliged to issue membership certificates to its members. However, the company or its solicitors may charge the member a reasonable fee for preparing a membership certificate (if the company chooses to issue one) or for preparing board minutes approving the directors' decision to admit that member to membership of the company

## **ORGANISATION OF GENERAL MEETINGS**

### **31 Attendance and speaking at general meetings**

31.1 The provisions of this article take effect subject to article 32.

31.2 A person is able to exercise the right to speak at a general meeting when that person is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions which that person has on the business of the meeting.

31.3 A person is able to exercise the right to vote at a general meeting when:

- (a) that person is able to vote, during the meeting, on resolutions put to the vote at the meeting; and
- (b) that person's vote can be taken into account in determining whether or not such resolutions are passed at the same time as the votes of all the other persons attending the meeting

31.4 The directors may make whatever arrangements they consider appropriate to

enable those attending a general meeting to exercise their rights to speak or vote at it

31 5 In determining attendance at a general meeting, it is immaterial whether any two or more members attending it are in the same place as each other.

31.6 Two or more persons who are not in the same place as each other attend a general meeting if their circumstances are such that if they have (or were to have) rights to speak and vote at that meeting, they are (or would be) able to exercise them.

## **32 Quorum for general meetings and voting rights**

32 1 Until the developer (or its successor nominated under article 28.4) ceases to be a member of the company:

(a) the quorum for general meetings shall be one and only the developer or a duly authorised representative of the developer shall be entitled to convene, attend and vote and pass any resolution at any general meeting of the company whether on a show of hands or on a poll or pass any written resolution of the company; and

(b) only the developer or a duly authorised representative of the developer shall be entitled to vary any right of any member or any class of member (whether or not the developer is a member of that class).

32.2 Article 32.1(a) shall not apply in the case of a resolution proposed to remove a director from office in accordance with section 168 CA 2006 and where any such resolution is proposed, two eligible members present in person, by proxy or by representative (in the case of a corporation) shall represent a quorum provided always that one of those members is the developer.

32 3 No business other than the appointment of the chairman of the meeting is to be transacted at a general meeting if the persons attending it do not constitute a quorum.

32.4 Once the developer has resigned as a member, the quorum for general meetings shall be two members present in person or by proxy or in the case of a corporate member present by a corporate representative

32 5 Chairing general meetings

32.5 If the directors have appointed a chairman, the chairman shall chair general meetings if present and willing to do so.

32.6 If the directors have not appointed a chairman, or if the chairman is unwilling to chair the meeting or is not present within 10 minutes of the time at which a meeting was due to start:

(a) the directors present; or

(b) (if no directors are present), the meeting,

must appoint a director or member to chair the meeting, and the appointment of the chairman of the meeting must be the first business of the meeting.

32.7 A proxy or a representative appointed in accordance with section 323 CA 2006 may chair a general meeting if appointed to do so in accordance with article 33.2 above.

32.8 The person chairing a meeting in accordance with this article is referred to as the "chairman of the meeting".

### **33 Attendance and speaking by directors and non-members**

33.1 Directors may attend and speak at general meetings, whether or not they are members.

33.2 The chairman of the meeting may permit other persons who are not members of the company to attend and speak at a general meeting

### **34 Adjournment**

34.1 If the persons attending a general meeting within half an hour of the time at which the meeting was due to start do not constitute a quorum, or if during a meeting a quorum ceases to be present, the chairman of the meeting must adjourn it.

34.2 The chairman of the meeting may adjourn a general meeting at which a quorum is present if

(a) the meeting consents to an adjournment, or

(b) it appears to the chairman of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or to ensure that the business of the meeting is conducted in an orderly manner

- 34.3 The chairman of the meeting must adjourn a general meeting if directed to do so by the meeting.
- 34.4 When adjourning a general meeting, the chairman of the meeting must
- (a) either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the directors, and
  - (b) have regard to any directions as to the time and place of any adjournment which have been given by the meeting.
- 34.5 If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the company must give at least 7 clear days' notice of it (that is, excluding the day of the adjourned meeting and the day on which the notice is given)
- (a) to the same persons to whom notice of the company's general meetings is required to be given; and
  - (b) containing the same information which such notice is required to contain.
- 34.6 No business may be transacted at an adjourned general meeting which could not properly have been transacted at the meeting if the adjournment had not taken place

#### VOTING AT GENERAL MEETINGS

##### **35 Voting: general**

- 35.1 A resolution put to the vote of a general meeting must be decided on a show of hands unless a poll is duly demanded in accordance with these articles.
- 35.2 Subject to article 36.3 below, until the developer (or its successor nominated under article 28.4) ceases to be a member no owner shall be entitled to convene, attend or vote at any general meeting or vote on a written resolution of the company.
- 35.3 Article 36.2 above shall not affect the right of any member to vote upon a resolution to remove a director from office in accordance with section 168 CA 2006 but when such a resolution is being voted upon the developer shall be entitled:
- (a) where the developer votes in favour of the resolution, to cast a number of votes which is one more vote than the total number of votes cast against the

resolution; and

- (b) where the developer votes against the resolution, to cast a number of votes which is one more than the total number of votes cast in favour of the resolution.

35.4 Subject to articles 36.2 and 36.3 above, after the developer ceases to be a member, every member of the company present in person or by proxy or (if a corporation) by an authorised representative (or deemed to be present in accordance with article 31) shall subject to article 36.7 below have one vote at a general meeting on a show of hands or shall have one vote when voting on a poll or for the purposes of passing a written resolution

35.5 No member shall be entitled to vote at any general meeting or any adjournment of it, or on any poll called at or in relation to it, or on any written resolution unless all amounts payable to the company in respect of that person's membership have been paid including any service charge payments due to the company

### **36 Errors and disputes**

36.1 No objection may be raised to the qualification of any person voting at a general meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid

36.2 Any such objection must be referred to the chairman of the meeting whose decision is final.

### **37 Poll votes**

37.1 A poll on a resolution may be demanded:

- (a) in advance of the general meeting where it is to be put to the vote; or
- (b) at a general meeting, either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared

37.2 A poll may be demanded by:

- (a) the chairman of the meeting;
- (b) the directors;



- (c) two or more persons having the right to vote on the resolution; or
- (d) a person or persons representing not less than one tenth of the total voting rights of all the members having the right to vote on the resolution.

37 3 A demand for a poll may be withdrawn if:

- (a) the poll has not yet been taken; and
- (b) the chairman of the meeting consents to the withdrawal.

A demand so withdrawn shall not invalidate the result of a show of hands declared before the demand was made.

37 4 Polls must be taken immediately and in such manner as the chairman of the meeting directs.

### **38 Content of proxy notices**

38 1 Proxies may only validly be appointed by a notice in writing (a “proxy notice”) which.

- (a) states the name and address of the member appointing the proxy;
- (b) identifies the person appointed to be that member’s proxy and the general meeting in relation to which that person is appointed,
- (c) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine; and
- (d) is delivered to the company in accordance with these articles and any instructions contained in the notice of the general meeting to which they relate,

and a proxy notice which is not delivered in that form and in that manner shall be invalid ,unless the directors, in their discretion, accept the notice at any time before the meeting

38 2 The company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.

38 3 Proxy notices may specify how the proxy appointed under them is to vote (or that

the proxy is to abstain from voting) on one or more resolutions.

38.4 Unless a proxy notice indicates otherwise, it must be treated as:

- (a) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting, and
- (b) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

### **39 Delivery of proxy notices**

39.1 A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the company by or on behalf of that person.

39.2 An appointment under a proxy notice may be revoked by delivering to the company a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.

39.3 A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.

39.4 If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

### **40 Amendments to resolutions**

40.1 An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if:

- (a) notice of the proposed amendment is given to the company in writing by a person entitled to vote at the general meeting at which it is to be proposed not less than 48 hours before the meeting is to take place (or such later time as the chairman of the meeting may determine), and
- (b) the proposed amendment does not, in the reasonable opinion of the chairman of the meeting, materially alter the scope of the resolution.

40.2 A special resolution to be proposed at a general meeting may be amended by

ordinary resolution, if

- (a) the chairman of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed; and
- (b) the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.

40 3 If the chairman of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chairman's error does not invalidate the vote on that resolution.

## **PART 5**

### **ADMINISTRATIVE ARRANGEMENTS**

#### **41 Means of communication to be used**

41 1 Subject to these articles, anything sent or supplied by or to the company under these articles may be sent or supplied in any way in which CA 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the company.

41 2 Subject to these articles, any notice or document to be sent or supplied to a director in connection with the taking of decisions by directors may also be sent or supplied by the means by which that director has asked to be sent or supplied with such notices or documents for the time being

41.3 A director may agree with the company that notices or documents sent to that director in a particular way are to be deemed to have been received within a specified time of their being sent, and for the specified time to be less than 48 hours

#### **42 Deemed delivery of documents and information**

42.1 Any notice, document or other information shall be deemed served on or delivered to the intended recipient:

- (a) if properly addressed and sent by prepaid United Kingdom first class post to an address in the United Kingdom, 48 hours after it was posted (or five business days after posting either to an address outside the United Kingdom

or from outside the United Kingdom to an address within the United Kingdom, if (in each case) sent by reputable international overnight courier addressed to the intended recipient, provided that delivery in at least five business days was guaranteed at the time of sending and the sending party receives a confirmation of delivery from the courier service provider),

- (b) if properly addressed and delivered by hand, when it was given or left at the appropriate address; and
- (c) if sent or supplied by means of a website, when the material is first made available on the website or (if later) when the recipient receives (or is deemed to have received) notice of the fact that the material is available on the website.

For the purposes of this article, no account shall be taken of any part of a day that is not a business day.

42 2 In proving that any notice, document or other information was properly addressed, it shall be sufficient to show that the notice, document or other information was delivered to an address permitted for the purpose by CA 2006.

42.3 For the purposes of section 1147(3) CA 2006, where a document or information is sent or supplied by the company to any member by electronic means, and the company is able to show that it was properly addressed, it is deemed to have been received by the intended recipient one hour after it was sent (but subject to section 1147(5)).

42.4 Article 43 3 above does not apply where a document or information is in electronic form but is delivered by hand or by post or by other non-electronic means.

42 5 Where a document or information is sent or supplied to the company by one person (the “agent”) on behalf of another person (the “sender”), the company may require reasonable evidence of the authority of the agent to act on behalf of the sender.

#### **43 Failure to notify contact details**

43 1 If

- (a) the company sends two consecutive documents to a member over a period of at least 12 months, and

- (b) each of those documents is returned undelivered, or the company receives notification that each has not been delivered,

that member ceases to be entitled to receive notices from the company

43.2 A member who has ceased to be entitled to receive notices from the company becomes entitled to receive such notices again by sending in writing to the company:

- (a) a new address to be recorded in the register of members, or
- (b) if the member has agreed that the company should use a means of communication other than sending things to such an address, the information that the company needs in order to use that means of communication effectively

#### **44 No right to inspect accounts and other records**

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

#### **45 Provision for employees on cessation of business**

45 1 The directors may decide to make provision for the benefit of persons employed or formerly employed by the company or any of its subsidiaries (other than a director or former director or shadow director) in connection with the cessation or transfer to any person of the whole or part of the undertaking of the company or that subsidiary.

### **DIRECTORS' INDEMNITY AND INSURANCE**

#### **46 Indemnity**

46 1 Subject to article 47 2 below, a relevant director of the company or an associated company may be indemnified out of the company's assets against

- (a) any liability incurred by that director in connection with any negligence, default, breach of duty or breach of trust in relation to the company or an associated company,
- (b) any liability incurred by that director in connection with the activities of the

company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) CA 2006); and

- (c) any other liability incurred by that director as an officer of the company or an associated company.

46 2 This article does not authorise any indemnity which would be prohibited or rendered void by any provision of the companies acts or by any other provision of law.

46 3 In this article

- (a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate; and
- (b) a “relevant director” means any director or former director of the company or an associated company.

#### 47 Insurance

47 1 The directors may decide to purchase and maintain insurance, at the expense of the company, for the benefit of any relevant director in respect of any relevant loss.

47.2 In this article:

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

## **OTHER PROVISIONS**

### **48     Company secretary**

48.1     Subject to article 49.2 below, the directors may appoint a company secretary for such term at such remuneration and conditions as they think fit; and any secretary so appointed may be removed by them.

48 2     For so long as the developer is a member of the company, the secretary shall be a person or company nominated by the developer.

### **49     Income and property of the company**

49.1     The income and property of the company shall be applied solely towards the promotion of the company's objects and no part of them shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise howsoever to any member or members of the company

### **50     Costs of granting consent to sales of properties**

50 1     Where the company or its solicitors or managing agents are requested by the seller or buyer of a property on the estate to give consent to the sale of a property on the estate or to deal with a deed of covenant as required under the leases or transfers of the properties on the estate, the company or its solicitors or managing agent may charge a reasonable fee at the directors' discretion to the seller or buyer of the property