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09/12/2022

#134

COMPANIES HOUSE

ARTICLES OF ASSOCIATION OF

AERIS SERVICES LIMITED (09858206) ("COMPANY")

ADOPTED BY SPECIAL RESOLUTION ON 1ST DECEMBER 2022

PART 1: INTERPRETATION AND LIMITATION OF LIABILITY

1 DEFINED TERMS

1.1 In the articles, unless the context requires otherwise:

Act: the Companies Act 2006.

articles: means the company's articles of association.

A Shares: the A ordinary shares of £1 each in the capital of the Company.

Auditor: the auditor or accountant of the company for the time being.

Bad Leaver Value: has the meaning given in article 35.3.

Bad Leaver: has the meaning given in article 35.2.

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.

board: the board of directors of the company for the time being.

Continuing shareholders: means the shareholders but excluding any shareholder who has served a Transfer Notice or a Deemed Transfer Notice.

Control: in relation to a body corporate, the power of a person to secure that the affairs of the body corporate are conducted in accordance with the wishes of that person (or persons):

- (a) by means of the holding of shares, or the possession of voting power, in or in relation to that or any other body corporate; or
- (b) by virtue of any powers conferred by the constitutional or corporate documents, or any other document, regulating that or any other body corporate,

and a **Change of Control** occurs if a person who controls any body corporate ceases to do so or if another person acquires control of it.

chairman of the Meeting: has the meaning given in article 49.

chairman: has the meaning given in article 12.

Deemed Transfer Notice: has the meaning given in article 33.5.

Determination Date: has the meaning given in article 33.10.

director: means a director of the company, and includes any person occupying the position of director, by whatever name called.

distribution recipient: has the meaning given in article 41.

document: includes, unless otherwise specified, any document sent or supplied in electronic form.

electronic form: has the meaning given in section 1168 of the Act.

Event: in relating to a shareholder, any of the following:

- (a) his death; or
- (b) a bankruptcy order being made against him, or an arrangement or composition being made with his creditors, or where he otherwise takes the benefit of any statutory provision for the time being in force for the relief of insolvent debtors; or
- (c) he ceases to be a director of the company; or
- (d) he ceases to be an employee of the company; or
- (e) he ceases to be a consultant to the company or engaged by the company in any way.

Fair Value: such value as shall be determined in accordance with article 36.

fully paid: in relation to a share, means that the nominal value and any premium to be paid to the company in respect of that share have been paid to the company.

hard copy form: has the meaning given in section 1168 of the Act.

holder: in relation to shares means the person whose name is entered in the register of members as the holder of the shares.

instrument: means a document in hard copy form.

ordinary resolution: has the meaning given in section 282 of the Act.

Ordinary Shares: the ordinary shares of £1 each in the capital of the Company.

paid: means paid or credited as paid.

participate: in relation to a directors' meeting, has the meaning given in article 10.

Pro Rata Entitlement: has the meaning given in article 33.11.2.

proxy notice: has the meaning given in article 55.

Relevant Date: has the meaning given in article 33.5.

Seller: has the meaning given in article 33.3.

shareholder: means a person who is the holder of a share in the capital of the company of whatever class.

shareholding: all of the shares held by a shareholder for the time being.

shares: means shares in the capital of the company of whatever class.

special resolution: has the meaning given in section 283 of the Act.

subsidiary: has the meaning given in section 1159 of the Act.

Transfer Notice: has the meaning given in article 33.3.

Transfer Price: has the meaning given in article 33.9.

Transfer Shares: has the meaning given in article 33.4.

transmittee: means a person entitled to a share by reason of the death or bankruptcy of a shareholder or otherwise by operation of law.

Valuer: has the meaning given in article 36.1 below.

writing: 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 Unless the context otherwise requires, other words or expressions contained in these articles bear the same meaning as in the Companies Act 2006 as in force on the date when these articles become binding on the company.

1.3 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.

2 LIABILITY OF MEMBERS

The liability of the members is limited to the amount, if any, unpaid on the shares held by them.

PART 2: DIRECTORS

DIRECTORS' POWERS AND RESPONSIBILITIES

3 DIRECTORS' GENERAL AUTHORITY

Subject to the 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.

4 SHAREHOLDERS' RESERVE POWER

4.1 The shareholders may, by special resolution, direct the directors to take, or refrain from taking, specified action.

4.2 No such special resolution invalidates anything which the directors have done before the passing of the resolution.

5 DIRECTORS MAY DELEGATE

5.1 Subject to the articles, the directors may delegate any of the powers which are conferred on them under the articles:

- 5.1.1 to such person or committee;
 - 5.1.2 by such means (including by power of attorney);
 - 5.1.3 to such an extent;
 - 5.1.4 in relation to such matters or territories; and
 - 5.1.5 on such terms and conditions,
- as they think fit.

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

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

6 COMMITTEES

6.1 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 the articles which govern the taking of decisions by directors.

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

DECISION-MAKING BY DIRECTORS

7 DIRECTORS TO TAKE DECISIONS COLLECTIVELY

7.1 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 8.

7.2 If:

7.2.1 the company only has one director, and

7.2.2 no provision of the articles requires it to have more than one director,

the general rule does not apply, and the director may (for so long as he remains the sole director) take decisions without regard to any of the provisions of the articles relating to directors' decision-making.

8 UNANIMOUS DECISIONS

8.1 A decision of the directors is taken in accordance with this article when all eligible directors indicate to each other by any means that they share a common view on a matter.

8.2 Such a decision may take the form of a resolution in writing, copies of which have been signed by each eligible director or to which each eligible director has otherwise indicated agreement in writing.

8.3 References in this article to eligible directors are to directors who would have been entitled to vote on the matter had it been proposed as a resolution at a directors' meeting.

8.4 A decision may not be taken in accordance with this article if the eligible directors would not have formed a quorum at such a meeting.

9 CALLING A DIRECTORS' MEETING

9.1 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.

9.2 Notice of any directors' meeting must indicate:

9.2.1 its proposed date and time;

9.2.2 where it is to take place; and

9.2.3 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.

9.3 Notice of a directors' meeting must be given to each director, but need not be in writing.

9.4 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.

10 PARTICIPATION IN DIRECTORS' MEETINGS

10.1 Subject to the articles, directors participate in a directors' meeting, or part of a directors' meeting, when:

10.1.1 the meeting has been called and takes place in accordance with the articles, and

10.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.

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

10.3 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 QUORUM FOR DIRECTORS' MEETINGS

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

11.2 The quorum for the transaction of business at a meeting of directors is any two directors, however if there is only one director in the office, the quorum for such meeting shall be one director. When the Company has only two directors, and the board is considering whether

to authorise a conflict pursuant to article 14, the quorum for those purposes shall be one (but the director having the conflict shall not vote or count towards the quorum).

- 11.3 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:

11.3.1 to appoint further directors, or

11.3.2 to call a general meeting so as to enable the shareholders to appoint further directors.

12 CHAIRING OF DIRECTORS' MEETINGS

- 12.1 The directors may appoint a director to chair their meetings.

- 12.2 The person so appointed for the time being is known as the chairman.

- 12.3 The directors may terminate the chairman's appointment at any time.

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

13 DIRECTORS DEALINGS WITH THE COMPANY

- 13.1 A director who is in any way, whether directly or indirectly interested in a proposed transaction or arrangement with the Company shall declare the nature and extent of his interest to the other directors before the Company enters into the transaction or arrangement in accordance with the Act.

- 13.2 A director who is in any way, whether directly or indirectly, interested in a transaction or arrangement that has been entered into by the Company shall declare the nature and extent of his interest to the other directors as soon as is reasonably practicable in accordance with the Act unless the interest has already been declared in accordance with article 13.1 above.

- 13.3 Subject to sections 177(5), 177(6), 182(5) and 182(6) of the Act, the disclosures required under articles 13.1 and 13.2 and any terms and conditions imposed by the directors, a director shall be entitled to vote in respect of any proposed or existing transaction or arrangement with the company in which he is interested and if he shall do so his vote shall be counted and he shall be taken into account in ascertaining whether a quorum is present.

- 13.4 A director need not declare an interest under articles 13.1 and 13.2 as the case may be:

13.4.1 if it cannot reasonably be regarded as likely to give rise to a conflict of interest;

13.4.2 of which the director is not aware, although for this purpose a director is treated as being aware of matters of which he ought reasonably to be aware;

13.4.3 if, or to the extent that the other directors are already aware of it, and for this purpose the other directors are treated as aware of anything of which they ought reasonably to be aware; or

13.4.4 if, or to the extent that, it concerns the terms of his service contract that have been, or are to be, considered at a board meeting.

14 DIRECTORS' CONFLICTS OF INTEREST

- 14.1 The directors may, in accordance with the requirements set out in this article, authorise any matter or situation proposed to them by any director which would, if not authorised, involve a director breaching his duty under section 175 of the Act to avoid conflicts of interest provided that the required quorum at the meeting at which the matter is considered is met without counting the director in question or any other interested director (**Conflict**).
- 14.2 Any authorisation of a Conflict under this article may (whether at the time of giving the authorisation or subsequently):
- 14.2.1 extend to any actual or potential conflict of interest which may reasonably be expected to arise out of the matter so authorised;
 - 14.2.2 be subject to such terms and for such duration, or impose such limits or conditions as the directors may determine; and
 - 14.2.3 be terminated or varied by the directors at any time,

provided that this will not affect anything done by the director prior to such termination or variation in accordance with the terms of the authorisation.
- 14.3 In authorising a Conflict the directors may decide (whether at the time of giving the authorisation or subsequently) that if a director has obtained any information through his involvement in the Conflict otherwise than as a director of the Company and in respect of which he owes a duty of confidentiality to another person, the director is under no obligation to:
- 14.3.1 disclose such information to the directors or to any director or other officer or employee of the company; or
 - 14.3.2 use or apply any such information in performing his duties as a director, where to do so would amount to a breach of that confidence.
- 14.4 Where the directors authorise a Conflict they may (whether at the time of giving the authorisation or subsequently) provide, without limitation, that director:
- 14.4.1 is excluded from discussions (whether at meetings of directors or otherwise) related to the Conflict;
 - 14.4.2 is not given any documents or other information relating to the Conflict; and
 - 14.4.3 may or may not vote (or may or may not be counted in the quorum) at any future meeting of directors in relation to any resolution relating to the Conflict.
- 14.5 Where the directors authorise a Conflict:
- 14.5.1 the director will be obliged to conduct himself in accordance with any terms imposed by the directors in relation to the Conflict; and insofar as he does not do so their authorisation will no longer be valid; and

14.5.2 the director will not infringe any duty he owes to the company by virtue of sections 171 to 177 of the Act provided he acts in accordance with such terms, limits and conditions (if any) as the directors impose in respect of its authorisation and provided that the conflicted director is not in breach of his duties set out in sections 171 to 177 of the Act otherwise than by reason of the mere existence of the conflict.

14.6 A director is not required, by reason of being a director (or because of the fiduciary relationship established by reason of being a director), to account to the company for any remuneration, profit or other benefit which he derives from or in connection with a relationship involving a Conflict which has been authorised by the directors or by the Company in general meeting (subject in each case to any terms, limits or conditions attaching to that authorisation) and no contract shall be liable to be avoided on such grounds.

15 RECORDS OF DECISIONS TO BE KEPT

15.1 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.

15.2 Where decisions of the directors are taken by electronic means (including but not limited to telephone, text message or e-mail) such decisions shall be recorded by the directors in permanent form, so that they may be read with the naked eye.

16 DIRECTORS' DISCRETION TO MAKE FURTHER RULES

Subject to the 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

17 NUMBER OF DIRECTORS

Unless otherwise determined by ordinary resolution, the number of directors (other than alternate directors) shall not be subject to any limitation. When the minimum number of directors shall be one, a sole director may exercise all powers and authorities vested in the directors by these articles.

18 METHODS OF APPOINTING DIRECTORS

18.1 Any person who is willing to act as a director, and is permitted by law to do so, may be appointed to be a director:

18.1.1 by ordinary resolution, or

18.1.2 by a decision of the directors.

18.2 In any case where, as a result of death or bankruptcy, the company has no shareholders and no directors, the transmittee(s) of the last shareholder to have died or to have a bankruptcy order made against him (as the case may be) have the right, by notice in writing, to appoint a natural person (including a transmittee who is a natural person), who is willing to act and is permitted to do so, to be a director.

- 18.3 For the purposes of article 18.2, where two or more shareholders die in circumstances rendering it uncertain who was the last to die, a younger shareholder is deemed to have survived an older shareholder.

19 TERMINATION OF DIRECTOR'S APPOINTMENT

A person ceases to be a director as soon as:

- 19.1 that person ceases to be a director by virtue of any provision of the Act or is prohibited from being a director by law;
- 19.2 a bankruptcy order is made against that person;
- 19.3 a composition is made with that person's creditors generally in satisfaction of that person's debts;
- 19.4 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 three months;
- 19.5 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; or
- 19.6 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.

20 APPOINTMENT AND REMOVAL OF ALTERNATE DIRECTORS

- 20.1 Any director (**appointor**) may appoint as an alternate any other director, or any other person approved by resolution of the directors, to:
- 20.1.1 exercise that director's powers; and
- 20.1.2 carry out that director's responsibilities,
- in relation to the taking of decisions by the directors, in the absence of the alternate's appointor.
- 20.2 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.
- 20.3 The notice must:
- 20.3.1 identify the proposed alternate; and
- 20.3.2 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.

21 RIGHTS AND RESPONSIBILITIES OF ALTERNATE DIRECTORS

- 21.1 An alternate director may act as alternate director to more than one director and has the same rights in relation to any decision of the directors as the alternate's appointor.

21.2 Except as the articles specify otherwise, alternate directors:

21.2.1 are deemed for all purposes to be directors;

21.2.2 are liable for their own acts and omissions;

21.2.3 are subject to the same restrictions as their appointors; and

21.2.4 are not deemed to be agents of or for their appointors,

and, in particular (without limitation), each alternate director shall be entitled to receive notice of all meetings of directors and of all meetings of committees of directors of which his appointor is a member.

21.3 A person who is an alternate director but not a director:

21.3.1 may be counted as participating for the purposes of determining whether a quorum is present (but only if that person's appointor is not participating);

21.3.2 may participate in a unanimous decision of the directors (but only if his appointor is an eligible director in relation to that decision, but does not participate); and

21.3.3 shall not be counted as more than one director for the purposes of articles 21.3.1 and 21.3.2.

21.4 A director who is also an alternate director is entitled, in the absence of his appointor, to a separate vote on behalf of his appointor, in addition to his own vote on any decision of the directors (provided that his appointor is an eligible director in relation to that decision).

21.5 An alternate director may be paid expenses and may be indemnified by the company to the same extent as his appointor but shall not be entitled to receive any remuneration from the company for serving as an alternate director except such part of the alternate's appointor's remuneration as the appointor may direct by notice in writing made to the company.

22 TERMINATION OF ALTERNATE DIRECTORSHIP

An alternate director's appointment as an alternate terminates:

22.1.1 when the alternate's appointor revokes the appointment by notice to the company in writing specifying when it is to terminate;

22.1.2 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;

22.1.3 on the death of the alternate's appointor; or

22.1.4 when the alternate's appointor's appointment as a director terminates.

23 DIRECTORS' REMUNERATION

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

23.2 Directors are entitled to such remuneration as the directors determine:

- 23.2.1 for their services to the company as directors, and
- 23.2.2 for any other service which they undertake for the company.
- 23.3 Subject to the articles, a director's remuneration may:
 - 23.3.1 take any form, and
 - 23.3.2 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.
- 23.4 Unless the directors decide otherwise, directors' remuneration accrues from day to day.
- 23.5 Unless the directors 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 or of any other body corporate in which the company is interested.
- 24 DIRECTORS' EXPENSES**

The company may pay any reasonable expenses which the directors and the secretary properly incur in connection with their attendance at:

 - 24.1 meetings of directors or committees of directors,
 - 24.2 general meetings, or
 - 24.3 separate meetings of the holders of any class of shares or 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 3: SHARES AND DISTRIBUTIONS

SHARES

- 25 SHARE CAPITAL**
 - 25.1 The share capital of the Company consists of Ordinary Shares and A Shares.
 - 25.2 The holders of the Ordinary Shares and A Shares shall rank *pari passu* save that the directors may at any time resolve to declare a dividend on one class of share but not the other and may decide to pay a different level of dividend on each class of share.
- 26 ALL SHARES TO BE FULLY PAID UP**
 - 26.1 No share is to be issued for less than the aggregate of its nominal value and any premium to be paid to the company in consideration for its issue.
 - 26.2 This does not apply to shares taken on the formation of the company by the subscribers to the company's memorandum.

27 POWERS TO ISSUE DIFFERENT CLASSES OF SHARE

- 27.1 Subject to the articles, but without prejudice to the rights attached to any existing share, the company may issue shares with such rights or restrictions as may be determined by ordinary resolution.
- 27.2 The company may issue shares which are to be redeemed, or are liable to be redeemed at the option of the company or the holder, and the directors may determine the terms, conditions and manner of redemption of any such shares.

28 FURTHER ISSUES OF SHARES: AUTHORITY

- 28.1 Subject to the remaining provisions of this article 28, the directors are generally and unconditionally authorised, for the purposes of section 550 or, where the Company has more than one class of shares, section 551(1) of the Act and generally, to exercise any power of the Company to:
- 28.1.1 offer or allot;
 - 28.1.2 grant rights to subscribe for or to convert any security into;
 - 28.1.3 otherwise deal in, or dispose of,
 - 28.1.4 any share of any class(es) to any person, at any time or times during the period of five years from the date of these articles save that the company may make offers or agreements before the expiry of this authority which would or might require relevant securities to be allotted after such expiry and the directors may allot relevant securities to be allotted after such expiry and the directors may allot relevant securities in pursuance of such offers or agreements as if the authority conferred by these articles had not expired and subject to any terms and conditions as the directors think proper.

29 COMPANY NOT BOUND BY LESS THAN ABSOLUTE INTERESTS

Except as required by law, no person is to be recognised by the company as holding any share upon any trust, and except as otherwise required by law or the articles, the company is not in any way to be bound by or recognise any interest in a share other than the holder's absolute ownership of it and all the rights attaching to it.

30 SHARE CERTIFICATES

- 30.1 The company must issue each shareholder, free of charge, with one or more certificates in respect of the shares which that shareholder holds.
- 30.2 Every certificate must specify:
- 30.2.1 in respect of how many shares, of what class, it is issued;
 - 30.2.2 the nominal value of those shares;
 - 30.2.3 that the shares are fully paid; and
 - 30.2.4 any distinguishing numbers assigned to them.

- 30.3 No certificate may be issued in respect of shares of more than one class.
- 30.4 If more than one person holds a share, only one certificate may be issued in respect of it.
- 30.5 Certificates must:
 - 30.5.1 have affixed to them the company's common seal, or
 - 30.5.2 be otherwise executed in accordance with the Companies Acts.

31 REPLACEMENT SHARE CERTIFICATES

- 31.1 If a certificate issued in respect of a shareholder's shares is:
 - 31.1.1 damaged or defaced, or
 - 31.1.2 said to be lost, stolen or destroyed, that shareholder is entitled to be issued with a replacement certificate in respect of the same shares.
- 31.2 A shareholder exercising the right to be issued with such a replacement certificate:
 - 31.2.1 may at the same time exercise the right to be issued with a single certificate or separate certificates;
 - 31.2.2 must return the certificate which is to be replaced to the company if it is damaged or defaced; and
 - 31.2.3 must comply with such conditions as to evidence, indemnity and the payment of a reasonable fee as the directors decide.

32 SHARE TRANSFERS

- 32.1 Shares may be transferred by means of an instrument of transfer in any usual form or any other form approved by the directors, which is executed by or on behalf of the transferor.
- 32.2 No fee may be charged for registering any instrument of transfer or other document relating to or affecting the title to any share.
- 32.3 The company may retain any instrument of transfer which is registered.
- 32.4 The transferor remains the holder of a share until the transferee's name is entered in the register of members as holder of it.
- 32.5 The directors may refuse to register the transfer of a share, and if they do so, the instrument of transfer must be returned to the transferee with the notice of refusal unless they suspect that the proposed transfer may be fraudulent.

33 TRANSFER OF SHARES

- 33.1 No shareholder shall sell, transfer, assign, pledge, charge or otherwise dispose of any share or any interest in any share in the company except as permitted by these articles or with the prior written consent of the other shareholders.

- 33.2 Except for transfers for which the other shareholders give their prior written consent, no shareholder shall transfer any shares unless he offers to transfer all (and not some only) of the shares held by him.
- 33.3 Any shareholder wishing to transfer shares (**Seller**) shall give notice in writing (**Transfer Notice**) to the board specifying the details of the proposed transfer, including the identity of any proposed buyer(s) and the proposed price for the shares.
- 33.4 The Transfer Notice shall constitute the board as the agent of the Seller empowered to sell the shares that are the subject of the Transfer Notice (**Transfer Shares**) (together with all rights attaching to them at the date of the Transfer Notice or at any time thereafter).
- 33.5 Any shareholder who suffers an Event shall be deemed to have served a Transfer Notice (**Deemed Transfer Notice**) on the board. A Deemed Transfer Notice shall have the same effect as a Transfer Notice, save that it shall not include those details as set out in article 33.2 above.
- 33.6 For the purpose of this article 33, the Relevant Date shall be:
- 33.6.1 the date of receipt of the Transfer Notice; or
- 33.6.2 in the case of a Deemed Transfer Notice the date the board became aware of the Event.
- 33.7 Within 7 days of the Relevant Date, the board shall serve a copy of that Transfer Notice on the Continuing shareholders.
- 33.8 Once given, a Transfer Notice may not be revoked save with the prior written consent of all the Continuing shareholders. If a Seller revokes a Transfer Notice, he may not subsequently transfer the Transfer Shares (or any interest therein) otherwise than in accordance with these articles.
- 33.9 The Transfer Shares shall be offered for purchase at a price per Transfer share (**the Transfer Price**) which shall be either:
- 33.9.1 the price agreed in writing between the Seller and the board within 14 days of the date of the Transfer Notice; or
- 33.9.2 in the event that the Seller and the board fail to agree the Transfer Price in accordance with article 33.9 above or in the event of a Deemed Transfer Notice, the Fair Value; or
- 33.10 The date of determination of the Transfer Price (**the Determination Date**) shall be either:
- 33.10.1 in the event that the Transfer Price is agreed pursuant to article 33.9, the date on which such agreement is made; or
- 33.10.2 in the event that the Transfer Price is either the Fair Value or the Bad Leaver Value (as the case may be), the date on which the board receives notification in writing from the Valuer of the Fair Value or the Bad Leaver Value (as the case may be).

- 33.11 Within 28 days after the Determination Date the Transfer Shares shall be offered for purchase at the Transfer Price by the board to the Continuing shareholders in proportion to the ordinary shares held by them. Every such offer shall be made in writing and shall specify:
- 33.11.1 the total number of Transfer Shares;
- 33.11.2 the number of Transfer Shares offered to the Continuing shareholder (**Pro Rata Entitlement**); and
- 33.11.3 a period (being not less than 14 days and not more than 28 days) within which the offer must be accepted or shall lapse (**Offer Period**), and shall be accompanied by a form of application for use by the Continuing shareholder in applying for his Pro Rata Entitlement and for any shares in excess of such entitlement which he wishes to purchase.
- 33.12 Each Continuing shareholder then has the option, but not an obligation, to acquire some or all of his Pro Rata Entitlement at the Transfer Price and if a Continuing shareholder does not wish to acquire some or all of his Pro Rata Entitlement, the other Continuing shareholders shall have the option, but not the obligation, to acquire the relevant Transfer Shares pro rata to their respective holdings of ordinary shares in the company.
- 33.13 If any Continuing shareholder fails to give notice to the board under article 33.11 and the other Continuing shareholders fail to give notice to the board (also under article 33.11 above) that they wish to purchase that Continuing shareholder's Proportionate Entitlement, then the company shall have the option, but not the obligation, to buy back from the Seller those Transfer Shares comprising the Pro Rata Entitlement of that Continuing shareholder at the Transfer Price.
- 33.14 If by the foregoing procedure the board is not able to sell all of the Transfer Shares, the board shall be entitled to sell the Transfer Shares to any third party who wishes to become a shareholder in the company at such price as the board may deem appropriate, but not less than the Transfer Price.
- 33.15 If, by the foregoing procedure, the board shall receive acceptances in respect of all of the Transfer Shares, the board shall forthwith give notice in writing to the Seller and to the Continuing shareholder or Continuing shareholders who have agreed to purchase the same or to the person or persons described in article 33.14 (**Purchaser**) and the Seller shall thereupon become bound upon payment of the Transfer Price to the Seller (whose receipt shall be a good discharge to the Purchaser, the company and the directors) to transfer to each Purchaser those Transfer Shares accepted by him. Every such notice shall state the name and address of each Purchaser, the number of Transfer Shares agreed to be purchased by him and the place and time appointed by the board for the completion of the purchase which shall take place in accordance with article 34.

34 COMPLETION OF SHARE PURCHASE

- 34.1 Completion of the sale and purchase of shares under article 33 shall take place at the time and place determined in accordance with article 33.15.

34.2 At such completion:

34.2.1 the Seller shall deliver, or procure that there is delivered to the Purchaser(s), a duly completed share transfer form transferring the legal and beneficial ownership of the Transfer Shares to the Purchaser(s), together with the relevant share certificates and such other documents as the Purchaser(s) may reasonably require to show good title to the Transfer Shares, or to enable them to be registered as the holders of the Transfer Shares;

34.2.2 subject to article 34.2.1, the Purchaser(s) shall deliver or procure that there is delivered to the Seller a bankers' draft made payable to the Seller or electronic payment for the purchase price (or such other method of payment agreed between a Purchaser and the Seller); and

34.2.3 if following the sale the Seller holds no further shares the Seller shall deliver, or procure that there are delivered to the company, his resignation as a director of the company (and any subsidiaries) and resignations from any directors appointed by the Seller, such resolutions to take effect at completion of the sale of the shares.

34.3 The Transfer Shares are sold by the Seller with full title guarantee.

34.4 If a Seller, having become bound to transfer any Transfer Shares pursuant to the terms of these articles, makes default in transferring the same, the board may authorise some person (who is (as security for the performance of the Seller's obligations) hereby irrevocably and unconditionally appointed as the attorney of the Seller for the purpose) to execute any necessary instrument of transfer of such Transfer Shares and may deliver it on his behalf and the company may receive the purchase money and shall thereupon (subject to such instrument being duly stamped with any necessary stamp duty) cause each Purchaser to be registered as the holder of such Transfer Shares and shall hold such purchase money on behalf of the Seller. The company shall not be bound to earn or pay interest on any money so held and shall not pay such money to the Seller until he shall have delivered his share certificates (or an appropriate indemnity in respect of any lost certificate(s) to the company. The receipt of the company for such purchase money shall be a good discharge to each Purchaser, who shall not be bound to see to the application thereof, and after the name of each Purchaser has been entered in the register of members in purported exercise of the aforesaid power the validity of the proceedings shall not be questioned by any person.

34.5 The company shall not register any transfer made in breach of these articles and the shares comprised in any transfer so made shall carry no rights whatsoever unless and until, in each case, the breach is rectified.

35 GOOD LEAVER / BAD LEAVER

35.1 A shareholder shall be a **Good Leaver** if he ceases to be a director, employee or holder of shares in the company and such cessation occurs as a result of:

35.1.1 death;

35.1.2 illness (including mental illness), disability, permanent incapacity through ill health;

35.1.3 grounds which are with the express prior approval of all the shareholders;

35.1.4 wrongful dismissal; or

35.1.5 unfair dismissal (excluding any dismissal which is procedurally rather than substantively unfair).

35.2 A shareholder shall be deemed to be a **Bad Leaver** if he ceases to be a director, employee or shareholder (which includes the serving of a Transfer Notice) of the company in circumstances other than those where he would be deemed to be a Good Leaver.

35.3 The Bad Leaver Value shall be the value determined in accordance with clause 33.9 above but then subject to the discount specified by the Board.

36 FAIR VALUE

36.1 In the event that the Seller and the Continuing shareholders fail to agree the Transfer Price in accordance with article 33.9 above they will attempt to agree upon the appointment of a valuer (Valuer) (who may be the Auditor) to determine the Transfer Price. If such appointment is not agreed upon within 8 weeks after the Relevant Date either the Seller or the Continuing shareholders may apply to the President of the Institute of Chartered Accountants in England and Wales to nominate the Valuer.

36.2 The Valuer will act as an expert and not as an arbitrator but will afford the Seller and the board the opportunity to make such written and (at the Valuer's option) oral representations to him as they wish subject to such reasonable time and other limits as he may prescribe and he is to have regard to any such representations but shall not be bound by them.

36.3 The Valuer may call upon the accountants and/or solicitors who acted for the company at the Relevant Date for such documents and information as he may reasonably require from them for the purposes of his valuations and the Seller and the board will give or procure that there is given appropriate authority to such advisers to make such disclosures.

36.4 The Valuer will certify in writing the Fair Value (including the price per Transfer share) on the following assumptions:

36.4.1 the sale is between a willing seller and buyer;

36.4.2 the shares are sold free of all restrictions, liens, charges and other encumbrances;

36.4.3 the value per share of the Transfer Shares shall be its value as a rateable proportion of the total value of all the issued shares;

36.4.4 the Valuer will ignore any effect of the Seller leaving the company and the fact the Transfer Shares may be a minority shareholding; and

36.4.5 the sale is taking place on the date the Valuer was requested to determine the Fair Value.

36.5 The Valuer will notify the Seller and the board of the Fair Value in writing.

- 36.6 The fees of the Valuer the said accountants and the said solicitors arising in connection with the valuation including disbursements and Value Added Tax will be paid equally by the Continuing shareholders and the Seller, unless the conduct of either the Seller or the Continuing shareholders is such that the Valuer deems it appropriate for either the Seller or the Continuing shareholders to bear a greater proportion or all of the costs incurred.
- 36.7 If the Valuer dies or unreasonably delays or becomes unwilling to act or incapable of acting then the Seller or the board may seek the appointment of another person in the manner prescribed above to be the Valuer who shall act as prescribed above.

37 TRANSMISSION OF SHARES

- 37.1 If title to a share passes to a transmittee, the company may only recognise the transmittee as having any title to that share.
- 37.2 A transmittee who produces such evidence of entitlement to shares as the directors may properly require:
- 37.2.1 may, subject to the articles, choose either to become the holder of those shares or to have them transferred to another person, and
- 37.2.2 subject to the articles, and pending any transfer of the shares to another person, has the same rights as the holder had.
- 37.3 But, subject to article 10, transmittees do not have the right to attend or vote at a general meeting, or agree to a proposed written resolution, in respect of shares to which they are entitled, by reason of the holder's death or bankruptcy or otherwise, unless they become the holders of those shares.

38 EXERCISE OF TRANSMITTEES' RIGHTS

- 38.1 Transmittees who wish to become the holders of shares to which they have become entitled must notify the company in writing of that wish.
- 38.2 If the transmittee wishes to have a share transferred to another person, the transmittee must execute an instrument of transfer in respect of it.
- 38.3 Any transfer made or executed under this article is to be treated as if it were made or executed by the person from whom the transmittee has derived rights in respect of the share, and as if the event which gave rise to the transmission had not occurred.

39 TRANSMITTEES BOUND BY PRIOR NOTICES

If a notice is given to a shareholder in respect of shares and a transmittee is entitled to those shares, the transmittee is bound by the notice if it was given to the shareholder before the transmittee's name or the name of any person(s) named as the transferee(s) in an instrument of transfer executed under article 38.2 has been entered in the register of members.

DIVIDENDS AND OTHER DISTRIBUTIONS

40 PROCEDURE FOR DECLARING DIVIDENDS

- 40.1 The company may by ordinary resolution declare dividends, and the directors may decide to pay interim dividends.
- 40.2 A dividend must not be declared unless the directors have made a recommendation as to its amount. Such a dividend must not exceed the amount recommended by the directors.
- 40.3 No dividend may be declared or paid unless it is in accordance with shareholders' respective rights.
- 40.4 Unless the shareholders' resolution to declare or directors' decision to pay a dividend, or the terms on which shares are issued, specify otherwise, it must be paid by reference to each shareholder's holding of shares on the date of the resolution or decision to declare or pay it.
- 40.5 If the company's share capital is divided into different classes, no interim dividend may be paid on shares carrying deferred or non-preferred rights if, at the time of payment, any preferential dividend is in arrear.
- 40.6 The directors may pay at intervals any dividend payable at a fixed rate if it appears to them that the profits available for distribution justify the payment.
- 40.7 If the directors act in good faith, they do not incur any liability to the holders of shares conferring preferred rights for any loss they may suffer by the lawful payment of an interim dividend on shares with deferred or non-preferred rights.

41 PAYMENT OF DIVIDENDS AND OTHER DISTRIBUTIONS

- 41.1 Where a dividend or other sum which is a distribution is payable in respect of a share, it must be paid by one or more of the following means:
 - 41.1.1 transfer to a bank or building society account specified by the distribution recipient either in writing or as the directors may otherwise decide;
 - 41.1.2 sending a cheque made payable to the distribution recipient by post to the distribution recipient at the distribution recipient's registered address (if the distribution recipient is a holder of the share), or (in any other case) to an address specified by the distribution recipient either in writing or as the directors may otherwise decide;
 - 41.1.3 sending a cheque made payable to such person by post to such person at such address as the distribution recipient has specified either in writing or as the directors may otherwise decide; or
 - 41.1.4 any other means of payment as the directors agree with the distribution recipient either in writing or by such other means as the directors decide.
- 41.2 In the articles, "the distribution recipient" means, in respect of a share in respect of which a dividend or other sum is payable:

41.2.1 the holder of the share; or

41.2.2 if the share has two or more joint holders, whichever of them is named first in the register of members; or

41.2.3 if the holder is no longer entitled to the share by reason of death or bankruptcy, or

41.2.4 otherwise by operation of law, the transmittee.

42 NO INTEREST ON DISTRIBUTIONS

The company may not pay interest on any dividend or other sum payable in respect of a share unless otherwise provided by:

42.1 the terms on which the share was issued, or

42.2 the provisions of another agreement between the holder of that share and the company.

43 UNCLAIMED DISTRIBUTIONS

43.1 All dividends or other sums which are:

43.1.1 payable in respect of shares, and

43.1.2 unclaimed after having been declared or become payable,

43.1.3 may be invested or otherwise made use of by the directors for the benefit of the company until claimed.

43.2 The payment of any such dividend or other sum into a separate account does not make the company a trustee in respect of it.

43.3 If:

43.3.1 twelve years have passed from the date on which a dividend or other sum became due for payment, and

43.3.2 the distribution recipient has not claimed it,

43.3.3 the distribution recipient is no longer entitled to that dividend or other sum and it ceases to remain owing by the company.

44 NON-CASH DISTRIBUTIONS

44.1 Subject to the terms of issue of the share in question, the company may, by ordinary resolution on the recommendation of the directors, decide to pay all or part of a dividend or other distribution payable in respect of a share by transferring non-cash assets of equivalent value (including, without limitation, shares or other securities in any company).

44.2 For the purposes of paying a non-cash distribution, the directors may make whatever arrangements they think fit, including, where any difficulty arises regarding the distribution:

44.2.1 fixing the value of any assets;

44.2.2 paying cash to any distribution recipient on the basis of that value in order to adjust the rights of recipients; and

44.2.3 vesting any assets in trustees.

45 WAIVER OF DISTRIBUTIONS

Distribution recipients may waive their entitlement to a dividend or other distribution payable in respect of a share by giving the company notice in writing to that effect, but if:

45.1 the share has more than one holder, or

45.2 more than one person is entitled to the share, whether by reason of the death or bankruptcy of one or more joint holders, or otherwise,

the notice is not effective unless it is expressed to be given, and signed, by all the holders or persons otherwise entitled to the share.

CAPITALISATION OF PROFITS

46 AUTHORITY TO CAPITALISE AND APPROPRIATION OF CAPITALISED SUMS

46.1 Subject to the articles, the directors may, if they are so authorised by an ordinary resolution:

46.1.1 decide to capitalise any profits of the company (whether or not they are available for distribution) which are not required for paying a preferential dividend, or any sum standing to the credit of the company's share premium account or capital redemption reserve; and

46.1.2 appropriate any sum which they so decide to capitalise (a "capitalised sum") to the persons who would have been entitled to it if it were distributed by way of dividend (the "persons entitled") and in the same proportions.

46.2 Capitalised sums must be applied:

46.2.1 on behalf of the persons entitled, and

46.2.2 in the same proportions as a dividend would have been distributed to them.

46.3 Any capitalised sum may be applied in paying up new shares of a nominal amount equal to the capitalised sum which are then allotted credited as fully paid to the persons entitled or as they may direct.

46.4 A capitalised sum which was appropriated from profits available for distribution may be applied in paying up new debentures of the company which are then allotted credited as fully paid to the persons entitled or as they may direct.

46.5 Subject to the articles the directors may:

46.5.1 apply capitalised sums in accordance with articles 46.3 and 46.4 partly in one way and partly in another;

- 46.5.2 make such arrangements as they think fit to deal with shares or debentures becoming distributable in fractions under this article (including the issuing of fractional certificates or the making of cash payments); and
- 46.5.3 authorise any person to enter into an agreement with the company on behalf of all the persons entitled which is binding on them in respect of the allotment of shares and debentures to them under this article.

PART 4: DECISION-MAKING BY SHAREHOLDERS

ORGANISATION OF GENERAL MEETINGS

47 ATTENDANCE AND SPEAKING AT GENERAL MEETINGS

- 47.1 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.
- 47.2 A person is able to exercise the right to vote at a general meeting when:
- 47.2.1 that person is able to vote, during the meeting, on resolutions put to the vote at the meeting, and
- 47.2.2 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.
- 47.3 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.
- 47.4 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.
- 47.5 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.

48 QUORUM FOR GENERAL MEETINGS

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.

49 CHAIRING GENERAL MEETINGS

- 49.1 If the directors have appointed a chairman, the chairman shall chair general meetings if present and willing to do so.
- 49.2 If the directors have not appointed a chairman, or if the chairman is unwilling to chair the meeting or is not present within ten minutes of the time at which a meeting was due to start:
- 49.2.1 the directors present, or

- 49.2.2 (if no directors are present), the meeting,
- 49.2.3 must appoint a director or shareholder to chair the meeting, and the appointment of the chairman of the meeting must be the first business of the meeting.
- 49.3 The person chairing a meeting in accordance with this article is referred to as “the chairman of the meeting”.
- 50 ATTENDANCE AND SPEAKING BY DIRECTORS AND NON-SHAREHOLDERS**
 - 50.1 Directors may attend and speak at general meetings, whether or not they are shareholders.
 - 50.2 The chairman of the meeting may permit other persons who are not:
 - 50.2.1 shareholders of the company, or
 - 50.2.2 otherwise entitled to exercise the rights of shareholders in relation to general meetings,
 - 50.2.3 to attend and speak at a general meeting.
- 51 ADJOURNMENT**
 - 51.1 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.
 - 51.2 The chairman of the meeting may adjourn a general meeting at which a quorum is present if:
 - 51.2.1 the meeting consents to an adjournment, or
 - 51.2.2 it appears to the chairman of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner.
 - 51.3 The chairman of the meeting must adjourn a general meeting if directed to do so by the meeting.
 - 51.4 When adjourning a general meeting, the chairman of the meeting must:
 - 51.4.1 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
 - 51.4.2 have regard to any directions as to the time and place of any adjournment which have been given by the meeting.
 - 51.5 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):
 - 51.5.1 to the same persons to whom notice of the company’s general meetings is required to be given, and

51.5.2 containing the same information which such notice is required to contain.

- 51.6 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

52 VOTING: GENERAL

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 the articles.

53 ERRORS AND DISPUTES

- 53.1 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.

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

54 POLL VOTES

- 54.1 A poll on a resolution may be demanded:

54.1.1 in advance of the general meeting where it is to be put to the vote, or

54.1.2 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.

- 54.2 A poll may be demanded by:

54.2.1 the chairman of the meeting;

54.2.2 the directors;

54.2.3 two or more persons having the right to vote on the resolution; or

54.2.4 a person or persons representing not less than one tenth of the total voting rights of all the shareholders having the right to vote on the resolution.

- 54.3 A demand for a poll may be withdrawn if:

54.3.1 the poll has not yet been taken, and

54.3.2 the chairman of the meeting consents to the withdrawal.

- 54.4 A demand withdrawn in accordance with article 54.3 shall not invalidate the result of a show of hands declared before the demand was made.

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

55 CONTENT OF PROXY NOTICES

- 55.1 Proxies may only validly be appointed by a notice in writing (a "proxy notice") which:

55.1.1 states the name and address of the shareholder appointing the proxy;

- 55.1.2 identifies the person appointed to be that shareholder's proxy and the general meeting in relation to which that person is appointed;
 - 55.1.3 is signed by or on behalf of the shareholder appointing the proxy, or is authenticated in such manner as the directors may determine; and
 - 55.1.4 is delivered to the company in accordance with the Articles not less than 48 hours before the time appointed for holding the meeting or adjourned meeting at which the right to vote is to be exercised and in accordance with any instructions contained in the notice of the general meeting (or adjourned meeting) to which they relate.
- 55.2 The company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- 55.3 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.
- 55.4 Unless a proxy notice indicates otherwise, it must be treated as:
- 55.4.1 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
 - 55.4.2 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.

56 DELIVERY OF PROXY NOTICES

- 56.1 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.
- 56.2 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.
- 56.3 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.
- 56.4 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.

57 AMENDMENTS TO RESOLUTIONS

- 57.1 An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if:
- 57.1.1 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

- 57.1.2 the proposed amendment does not, in the reasonable opinion of the chairman of the meeting, materially alter the scope of the resolution.
- 57.2 A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if:
 - 57.2.1 the chairman of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed, and
 - 57.2.2 the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.
- 57.3 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

58 MEANS OF COMMUNICATION TO BE USED

- 58.1 Subject to the articles, anything sent or supplied by or to the company under the articles may be sent or supplied in any way in which the Companies Act 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.
- 58.2 Subject to the 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.
- 58.3 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.

59 NOTICE

- 59.1 Any notice, document or other information shall be deemed served on or delivered to the intended recipient:
 - 59.1.1 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;
 - 59.1.2 if properly addressed and delivered by hand, when it was given or left at the appropriate address;
 - 59.1.3 if properly addressed and sent or supplied by electronic means, one hour after the document or information was sent or supplied; and

59.1.4 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 received (or is deemed to have received) notice of the fact that the material is available on the website.

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

59.3 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 the Act.

60 COMPANY SEALS

60.1 Any common seal may only be used by the authority of the directors.

60.2 The directors may decide by what means and in what form any common seal is to be used.

60.3 Unless otherwise decided by the directors, if the company has a common seal and it is affixed to a document, the document must also be signed by at least one authorised person in the presence of a witness who attests the signature.

60.4 For the purposes of this article, an authorised person is:

60.4.1 any director of the company;

60.4.2 the company secretary (if any); or

60.4.3 any person authorised by the directors for the purpose of signing documents to which the common seal is applied.

61 NO RIGHT TO INSPECT ACCOUNTS AND OTHER RECORDS

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 shareholder.

62 PROVISION FOR EMPLOYEES ON CESSATION OF BUSINESS

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

63 INDEMNITY

63.1 Subject to article 63.2, a relevant director of the company or an associated company may be indemnified out of the company's assets against:

63.1.1 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,

- 63.1.2 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) of the Companies Act 2006),
- 63.1.3 any other liability incurred by that director as an officer of the company or an associated company.
- 63.2 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.
- 63.3 In this article:
- 63.3.1 companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate, and
- 63.3.2 a “relevant director” means any director or former director of the company or an associated company.
- 64 INSURANCE**
- 64.1 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.
- 64.2 In this article:
- 64.2.1 a “relevant director” means any director or former director of the company or an associated company,
- 64.2.2 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’ share scheme of the company or associated company, and
- 64.2.3 companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.