

**FILE COPY**



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

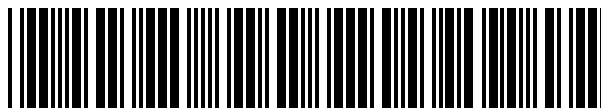
Company Number **13707519**

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

**WATERBEACH ESTATE 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, Cardiff, on **27th October 2021**



\*N13707519K\*



**Companies House**



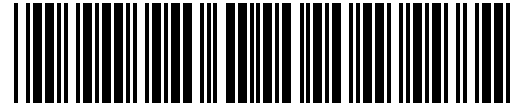
**THE OFFICIAL SEAL OF THE  
REGISTRAR OF COMPANIES**



Companies House

**IN01**<sub>(ef)</sub>

**Application to register a company**



Received for filing in Electronic Format on the: **27/10/2021**

XAFZEECO

*Company Name in full:*

**WATERBEACH ESTATE MANAGEMENT COMPANY LIMITED**

*Company Type:*

**Private company limited by guarantee**

*Situation of Registered Office:*

**England and Wales**

*Proposed Registered Office Address:*

**50 BOND STREET  
LONDON  
UNITED KINGDOM W1S 1BJ**

*Sic Codes:*

**68209**

## ***Proposed Officers***

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### ***Company Secretary     1***

*Type:* **Corporate**

*Name:* **URBAN&CIVIC (SECRETARIES) LIMITED**

*Principal / Business  
Address:* **4TH FLOOR 115 GEORGE STREET  
EDINBURGH  
SCOTLAND EH2 4JN**

### ***UK Limited Company***

*Registration Number:* **SC154216**

*The subscribers confirm that the corporate body named has consented to act as a secretary.*

*Company Director*      *1*

Type:	Person
Full Forename(s):	ROBIN ELLIOTT
Surname:	BUTLER
Service Address:	recorded as Company's registered office
Country/State Usually Resident:	UNITED KINGDOM

*Date of Birth:*    **\*\*/06/1959**                      *Nationality:*        **BRITISH**  
*Occupation:*     **DIRECTOR**

*The subscribers confirm that the person named has consented to act as a director.*

*Company Director* 2

Type:	Person
Full Forename(s):	WILLIAM NIGEL
Surname:	HUGILL
Service Address:	recorded as Company's registered office
Country/State Usually Resident:	UNITED KINGDOM

*Date of Birth:*    **\*\*/02/1958**                      *Nationality:*        **BRITISH**  
*Occupation:*     **DIRECTOR**

*The subscribers confirm that the person named has consented to act as a director.*

*Company Director* 3

*Type:* **Person**

*Full Forename(s):* **DAVID LEWIS**

*Surname:* **WOOD**

*Service Address:* **recorded as Company's registered office**

Country/State Usually Resident: UNITED KINGDOM

*Date of Birth:*    **\*\*/05/1971**                      *Nationality:*        **BRITISH**

*Occupation:* **GROUP FINANCE DIRECTOR**

*The subscribers confirm that the person named has consented to act as a director.*

## ***Persons with Significant Control (PSC)***

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**Statement of initial significant control**

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**On incorporation, there will be someone who will count as a Person with Significant Control (either a registerable person or relevant legal entity (RLE)) in relation to the company**

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## ***Relevant Legal Entity (RLE) details***

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*Company Name:* **URBAN&CIVIC WATERBEACH LIMITED**

*Service Address:* **50 BOND STREET  
LONDON  
UNITED KINGDOM  
W1S 1BJ**

*Legal Form:* **LIMITED BY SHARES**

*Governing Law:* **UNITED KINGDOM (ENGLAND AND WALES)**

*Register Location:* **COMPANIES HOUSE**

*Country/State:* **ENGLAND AND WALES**

*Registration Number:* **09123307**

<i>Nature of control</i>	<b>The relevant legal entity holds, directly or indirectly, 75% or more of the voting rights in the company.</b>
<i>Nature of control</i>	<b>The relevant legal entity has the right, directly or indirectly, to appoint or remove a majority of the board of directors of the company.</b>



## ***Statement of Guarantee***

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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:

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

*Name:* **URBAN&CIVIC WATERBEACH LIMITED**

*Address* **50 BOND STREET  
LONDON  
UNITED KINGDOM  
W1S 1BJ**

*Amount Guaranteed* **£1.00**

## ***Statement of Compliance***

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

*memorandum delivered by an agent for the subscriber(s):* **YES**

*Agent's Name:* **FIONA BRADFORD**

*Agent's Address:* **MILLS & REEVE LLP 1 ST JAMES COURT  
NORWICH  
NORFOLK  
UNITED KINGDOM  
NR3 1RU**

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## ***Authorisation***

*Authoriser Designation:* **agent** *Authenticated* **YES**

*Agent's Name:* **FIONA BRADFORD**

*Agent's Address:* **MILLS & REEVE LLP 1 ST JAMES COURT  
NORWICH  
NORFOLK  
UNITED KINGDOM  
NR3 1RU**

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# **COMPANY NOT HAVING A SHARE CAPITAL**

## **Memorandum of Association of WATERBEACH ESTATE 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.

<b>Name of each subscriber</b>	<b>Authentication</b>
URBAN&CIVIC WATERBEACH LIMITED	Authenticated Electronically

Dated: 27/10/2021

**THE COMPANIES ACT 2006**

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

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**ARTICLES OF ASSOCIATION**

**OF**

**WATERBEACH ESTATE  
MANAGEMENT COMPANY LIMITED**

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**THE COMPANIES ACT 2006**  
**COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL**  
**ARTICLES OF ASSOCIATION**  
**OF WATERBEACH ESTATE MANAGEMENT COMPANY LIMITED**  
(the "Company")

**INTERPRETATION AND LIMITATION OF LIABILITY**

**1      DEFINED TERMS**

1.1      In these articles ("articles"), unless the context requires otherwise:

"**Act**" means the Companies Act 2006;

"**Alternate**" or "**Alternate director**" has the meaning given in article 20;

"**Associated Company**" has the meaning given in article 42.2;

"**Bankruptcy**" means individual insolvency proceedings and includes similar proceedings in a jurisdiction other than England and Wales;

"**Chairman**" has the meaning given in article 12;

"**Clear Days**" means, in relation to a period of notice or otherwise, that period excluding the day when the notice or other document is received or deemed to be received and the day for which it is sent or on which it is to take effect;

"**Conflict situation**" has the meaning given in article 15;

"**Director**" means a director of the Company, and includes any person occupying the position of director, by whatever name called and an alternate director appointed by a director;

"**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;

**"Group"** means the Company and every subsidiary and holding company of the Company and every subsidiary and holding company of such subsidiary and holding company;

**"Group Company"** means any company which is a member of the group;

**"Holding Company"** has the meaning given in section 1159 of the Act;

**"Member"** has the meaning given in section 112 of the Act;

**"Ordinary Resolution"** has the meaning given in section 282 of the Act;

**"Paid"** means paid or credited as paid;

**"Participate"** in relation to a directors' meeting, has the meaning given in article 10;

**"Proxy Notice"** has the meaning given in article 34;

**"Situation Involving a Transaction or Arrangement"** has the meaning given in article 16;

**"Special Resolution"** has the meaning given in section 283 of the Act;

**"Subsidiary"** has the meaning given in section 1159 of the Act; and

**"U&C Waterbeach"** means Urban&Civic Waterbeach Limited company number 09123307 whose registered office is at 50 New Bond Street, London W1S 1BJ; and

**"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 Unless already defined in these articles, words or expressions contained in these articles bear the same meaning as in the Act.
- 1.3 These articles shall be the articles of the Company to the exclusion of any regulation or article prescribed by or pursuant to any statute concerning companies.
- 1.4 Use of the singular is deemed to include the plural, use of any gender is deemed to include every gender and any reference to a person is deemed to include a corporation, a partnership or any other body or entity (in each case) vice versa.



## **2      LIABILITY OF MEMBERS**

The liability of each member is limited to one pound (£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;

- 2.1      payment of the Company's debts and liabilities contracted before he ceases to be a member,
- 2.2      payment of the costs, charge and expenses of winding up; and
- 2.3      adjustment of the rights of the contributions among themselves.

## **DIRECTORS**

### **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 powers of the company. When one director only is in office, this provision applies to that director.

### **4      MEMBERS' RESERVE POWER**

- 4.1      The members may, by special resolution, direct the directors to take, or refrain from taking, specified action.
- 4.2      No such special resolution and no alteration of the articles invalidates anything which the directors have done before the resolution is passed or the articles are altered (as appropriate).

### **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.

5.4 The power to delegate under this article includes a power to delegate the determination of any fee, remuneration or other benefit which may be paid or provided to any director.

## **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.

## **7 DIRECTORS TO TAKE DECISIONS UNANIMOUSLY**

Any decision of the directors must be a unanimous decision at a meeting of the directors or a decision taken in accordance with article 8.

## **8 WRITTEN RESOLUTIONS OF THE DIRECTORS**

8.1 A decision of the directors is taken in accordance with this article 8 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 8 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 reasonable 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, and notice of the waiver may be given before or after 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 Subject to article 11.3, 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, except when only one director is in office.
- 11.3 For the purposes of any meeting (or part of a meeting) held to authorise a director's conflict, if there is only one director other than the conflicted director, the quorum for the meeting (or part of a meeting) shall be one.

## **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 10 minutes of the time at which it was to start, the participating directors may appoint one of themselves to chair it.

## **13 NO CASTING VOTE**

The chairman or other director chairing the meeting shall not have a second or casting vote.

## **14 RECORDS OF DECISIONS TO BE KEPT**

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 decision taken by the directors.

## **15 DIRECTORS' CONFLICTS**

- 15.1 A "conflict situation" means a situation in which a director or an alternate has, or can have, a direct or indirect interest that conflicts, or possibly may conflict, with the interests of the Company:

- 15.1.1 including a situation relating to the exploitation of any property, information or opportunity, irrespective of whether the Company could take advantage of the property, information or opportunity;
  - 15.1.2 excluding a situation which could not reasonably be regarded as likely to give rise to a conflict of interest; and
  - 15.1.3 excluding a situation involving a transaction or arrangement.
- 15.2 A director or an alternate shall not infringe his duty to avoid a conflict situation if the matter or situation which would otherwise result in that director or alternate infringing that duty arises out of or results from that director or alternate:
- 15.2.1 being a director, alternate, officer, employee, consultant or member of any other group company;
  - 15.2.2 being (directly or indirectly) involved with or interested in, any other group company; or
  - 15.2.3 acting as trustee, or a director of a corporate trustee, or being a member, of any pension scheme of which the Company is an employer (as defined in section 124 Pensions Act 1995) or having a direct or indirect interest in any company which is a trustee of or employer in relation to, any such pension scheme,
- for the reason that any such matter or situation is hereby authorised and no further authorisation, whether pursuant to article 15.3 or otherwise, is required in respect of such matter or situation. In addition, any such director or such alternate shall not be in breach of any other duties he owes to the Company, including the duty to exercise independent judgment, as a result of him being involved in other group companies or pension schemes in the manner referred to in this article 15.2.
- 15.3 Any other matter or situation which would otherwise result in a director or an alternate director infringing his duty to avoid a conflict situation may be authorised by the directors. Any such authorisation will only be effective if:
- 15.3.1 the quorum at the meeting of the directors at which that matter or situation is considered is met without counting the director or alternate in question or any other interested director or alternate; and

- 15.3.2 the matter or situation was agreed to without their voting or would have been agreed to if their votes had not been counted.
- 15.4 Any authorisation given by the directors in accordance with article 15.3:
- 15.4.1 may (at the time it is given or at any subsequent time) be made subject to such terms and such conditions as the directors consider appropriate; and
- 15.4.2 may be revoked or varied by the directors (any such revocation or variation will not affect anything previously done by the director or alternate in accordance with such prior authorisation).
- 15.5 Where in relation to a director or an alternate, a matter or situation is authorised under article 15.2 or specifically authorised by the directors under article 15.3, that director or alternate shall, irrespective of his interest in the matter or situation giving rise to the conflict situation, and subject, at all times, to the terms and conditions (if any) of any authorisation:
- 15.5.1 be entitled to:
- (i) receive any papers or other documents in relation to or concerning, such matter or situation;
  - (ii) attend any meeting (or any part of any meeting) of the directors or of a committee of the directors, at which such matter or situation is discussed or absent himself from any such meeting (or any part of any such meeting); and
  - (iii) be counted in the quorum and vote at, any such meeting; and
- 15.5.2 not be required to:
- (i) disclose to or use for the benefit of the Company, any confidential information relating to such matter or situation if such disclosure or use would constitute a breach of confidence; and
  - (ii) account to the Company for any benefit which he derives from such matter or situation.

## **16 DIRECTORS' INTERESTS IN TRANSACTIONS AND ARRANGEMENTS**

- 16.1 A "situation involving a transaction or arrangement" means a situation in which a director or an alternate is in any way, directly or indirectly, interested in a transaction or arrangement with the Company in circumstances where the provisions of sections 177 or 182 of the Act apply.
- 16.2 The provisions of article 15 shall not apply to a situation involving a transaction or arrangement.
- 16.3 Any director or alternate may be interested in a situation involving a transaction or arrangement as long as he declares the nature of his interest in accordance with section 177 or, as the case may be, section 182, of the Act.
- 16.4 Where, in relation to a director or an alternate, a situation involving a transaction or arrangement has arisen and the director or alternate has declared the nature of his interest in accordance with section 177 or, as the case may be, section 182, of the Act, that director or alternate shall, irrespective of his interest in the matter giving rise to the situation involving a transaction or arrangement, be entitled to:
- 16.4.1 receive any papers or other documents in relation to or concerning, such matter;
  - 16.4.2 attend a meeting (or any part of any meeting) of the directors or of a committee of the directors, at which such matter is discussed; and
  - 16.4.3 be counted in the quorum and vote at, any such meeting.

## **17 DIRECTORS' DISCRETION TO MAKE FURTHER RULES**

Subject to the articles, the directors may regulate their proceedings and the manner in which they take decisions as they see fit.

## **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 U&C Waterbeach (for so long as it is a member);
  - 18.1.2 by ordinary resolution; or

18.1.3 by a decision of the directors.

18.2 Any appointment under article 18.1.1 shall be effective immediately upon the Company receiving written notice from U&C Waterbeach.

18.3 Any appointment under article 18.1.3 shall be effective when the decision of the directors has been taken.

## **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 in accordance with any provision of the Act or is prohibited from being a director by law;

19.2 he dies;

19.3 a bankruptcy order is made against that person;

19.4 a composition is made with that person's creditors generally in satisfaction of that person's debts;

19.5 he is removed from office under section 168 of the Act;

19.6 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;

19.7 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

19.8 notification is received by the Company from U&C Waterbeach (for so long as it is a member).

## **20 APPOINTMENT AND REMOVAL OF ALTERNATE DIRECTORS**

20.1 Any director (other than an alternate director) (in this article, the "appointor") may appoint any person (whether or not a director) to be an alternate director ("alternate" or "alternate director").

20.2 In the absence of the alternate's appointor, the alternate director may exercise the powers and carry out the responsibilities of his appointor in relation to the taking of



decisions by the directors and generally in relation to the performance of all the functions of his appointor as a director.

20.3 Any appointment or removal of an alternate director shall be made by notice in writing to the Company signed by the appointor.

20.4 The notice must:

20.4.1 identify the proposed alternate director; and

20.4.2 in the case of a notice of appointment, contain a statement signed by the proposed alternate that he is willing to act as the alternate director of the appointor.

20.5 An alternate director has the same rights, in relation to any decision of the directors, as the alternate's appointor.

20.6 Except as otherwise provided in the articles, alternate directors:

20.6.1 are deemed for all purposes to be directors;

20.6.2 are liable for their own acts and omissions;

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

20.6.4 are not deemed to be the agents of or for their appointors.

20.7 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.

20.8 A person who is an alternate director, but not a director:

20.8.1 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); and

20.8.2 may participate in decisions of the directors (but only if his appointor is eligible to participate in relation to that decision and does not himself participate).

20.9 On any decision of the directors, in addition to his own vote, 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 (provided that his appointor is eligible to participate in relation to that decision).

20.10 An alternate director may be paid expenses and may be indemnified by the Company to the same extent as if he were a director. An alternate director shall not be entitled to receive from the Company any remuneration in his capacity as an alternate director except such part (if any) of the remuneration otherwise payable to his appointor as the appointor may by notice in writing to the Company from time to time direct.

20.11 An alternate director's appointment as an alternate terminates:

20.11.1 when the alternate's appointor revokes the appointment by notice to the Company in writing specifying when it is to terminate; or

20.11.2 when an event occurs in relation to the alternate which, if it occurred in relation to the alternate's appointor, would result in the termination of the appointor's appointment as a director; or

20.11.3 when the alternate director's appointor ceases to be a director for whatever reason.

## **21 DIRECTORS' REMUNERATION**

21.1 Directors may undertake any services for the Company that the directors decide.

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

21.2.1 for their services to the Company as directors; and

21.2.2 for any other service which they undertake for the Company.

21.3 Subject to the articles, a director's remuneration may:

21.3.1 take any form; and

21.3.2 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.

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

- 21.5 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.

## **22 DIRECTORS' EXPENSES**

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

- 22.1 meetings of directors or committees of directors; or
- 22.2 general meetings;

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

## **MEMBERS**

### **23 APPLICATIONS FOR MEMBERSHIP**

- 23.1 No person shall become a member of the Company unless:
- 23.1.1 that person has completed an application for membership in a form approved by the directors; and
- 23.1.2 the directors and U&C Waterbeach (for so long as it is a member) have approved the application.

### **24 TERMINATION OF MEMBERSHIP**

- 24.1 A member may withdraw from membership of the Company by giving seven days' notice to the Company in writing.
- 24.2 Membership is not transferable.
- 24.3 A person's membership terminates when that person dies or ceases to exist or, where such member is an incorporated entity, it is dissolved, struck off or otherwise ceases to exist in law.

## **DECISION MAKING BY MEMBERS**

### **25 NOTICE, ATTENDANCE AND SPEAKING AT GENERAL MEETINGS**

- 25.1 General meetings shall be called by at least 14 clear days' notice (that is, excluding the day of the general meeting and the day on which the notice is given).
- 25.2 A general meeting may be called by shorter notice if it is so agreed by a majority in number of the members having a right to attend and vote, being a majority together holding not less than 90 per cent of the total voting rights of all the members having a right to attend and vote at that meeting.
- 25.3 The notice shall specify the date, time and place of the meeting and the general nature of the business to be transacted.
- 25.4 Subject to the articles, the notice shall be given to all the members and directors and the auditors of the Company.
- 25.5 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.
- 25.6 A person is able to exercise the right to vote at a general meeting when:
- 25.6.1 that person is able to vote, during the meeting, on resolutions put to the vote at the meeting; and
- 25.6.2 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.
- 25.7 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.
- 25.8 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.
- 25.9 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.

## **26 QUORUM FOR GENERAL MEETINGS**

26.1 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.

26.2 The number of persons who shall constitute a quorum shall be:

26.2.1 if the Company has only one member, one member (present in person or by proxy or, if a corporate member, by its duly authorised representative); and

26.2.2 if the Company has more than one member, any two members (at least one of whom must be U&C Waterbeach (for so long as U&C Waterbeach is a member)) entitled to vote upon the business to be transacted (present in person or by proxy or, if a corporate member, by its duly authorised representative).

## **27 CHAIRING GENERAL MEETINGS**

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

27.2 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:

27.2.1 the directors present; or

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

27.2.3 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.

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

## **28 ATTENDANCE AND SPEAKING BY DIRECTORS AND NON-MEMBERS**

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

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

**29 ADJOURNMENT OF GENERAL MEETINGS**

- 29.1 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.
- 29.2 The chairman of the meeting may adjourn a general meeting at which a quorum is present if:
- 29.2.1 the meeting consents to an adjournment; or
  - 29.2.2 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.
- 29.3 The chairman of the meeting must adjourn a general meeting if directed to do so by the meeting.
- 29.4 When adjourning a general meeting, the chairman of the meeting must:
- 29.4.1 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
  - 29.4.2 have regard to any directions as to the time and place of any adjournment which have been given by the meeting.
- 29.5 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 seven clear days' notice of it (that is, excluding the day of the adjourned meeting and the day on which the notice is given):
- 29.5.1 to the same persons to whom notice of the Company's general meetings is required to be given; and
  - 29.5.2 containing the same information which such notice is required to contain.
- 29.6 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.

### **30 VOTING: GENERAL**

- 30.1 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 the articles.
- 30.2 Subject to the Act, at any general meeting:
- 30.2.1 every member who is present in person (or by proxy) shall on a show of hands have one vote; and
  - 30.2.2 every member pursuant in person (or by proxy) shall on a poll vote have one vote.
- 30.3 Notwithstanding article 30.2, for so long as U&C Waterbeach is a member, it shall have 100 votes at any general meeting, whether on a show of hands or on a poll.

### **31 ERRORS AND DISPUTES**

- 31.1 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.
- 31.2 Any such objection must be referred to the chairman of the meeting whose decision is final.

### **32 POLL VOTES**

- 32.1 A poll on a resolution may be demanded:
- 32.1.1 in advance of the general meeting where it is to be put to the vote; or
  - 32.1.2 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.
- 32.2 A poll may be demanded by:
- 32.2.1 the chairman of the meeting;
  - 32.2.2 the directors;
  - 32.2.3 two or more persons having the right to vote on the resolution; or

- 32.2.4 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.
- 32.3 A demand for a poll may be withdrawn if:
  - 32.3.1 the poll has not yet been taken; and
  - 32.3.2 the chairman of the meeting consents to the withdrawal.
- 32.4 A demand for a poll which is withdrawn shall not invalidate the result of a show of hands declared before the demand was made.
- 32.5 A poll demanded on the election of a chairman or on a question of adjournment shall be taken immediately. A poll demanded on any other question shall be taken at such time (not being more than 30 days from the date of the meeting or adjourned meeting at which that poll is demanded) and place and in such manner as the chairman of the meeting directs.

### **33 CONTENT OF PROXY NOTICES**

- 33.1 Proxies may only validly be appointed by a notice in writing (a "proxy notice") which:
  - 33.1.1 states the name and address of the member appointing the proxy;
  - 33.1.2 identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
  - 33.1.3 is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine; and
  - 33.1.4 is delivered to the Company in accordance with the articles and, subject to article 33.5, any instructions contained in the notice of the general meeting to which they relate.
- 33.2 The Company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- 33.3 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.
- 33.4 Unless a proxy notice indicates otherwise, it must be treated as:



- 33.4.1 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
  - 33.4.2 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.
- 33.5 The last time for delivery of the proxy notice to the Company must not be earlier than the following time:
- 33.5.1 in the case of a meeting or adjourned meeting, 48 hours before the time for holding the meeting or adjourned meeting;
  - 33.5.2 in the case of a poll taken more than 48 hours after it was demanded, 24 hours before the time appointed for the taking of the poll; and
  - 33.5.3 in the case of a poll taken not more than 48 hours after it was demanded, the time at which it was demanded.
- 33.6 The directors may specify in the notice of meeting that in calculating the time for delivery of proxies, no account has been taken of any part of a day that is not a working day.
- 33.7 Any proxy notice which is not delivered in the manner set out in this article 33 shall be invalid unless the directors, in their discretion, resolve to accept the proxy notice as being validly served for the purposes of the meeting to which it relates.

#### **34 DELIVERY OF PROXY NOTICES**

- 34.1 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.
- 34.2 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.
- 34.3 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.

- 34.4 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.

## **35 AMENDMENTS TO RESOLUTIONS**

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

35.1.1 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

35.1.2 the proposed amendment does not, in the reasonable opinion of the chairman of the meeting, materially alter the scope of the resolution.

- 35.2 A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if:

35.2.1 the chairman of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed; and

35.2.2 the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.

- 35.3 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.

## **ADMINISTRATIVE ARRANGEMENTS**

### **36 MEANS OF COMMUNICATION TO BE USED**

- 36.1 Subject to the other provisions of these articles, anything sent or supplied by or to the Company under the articles may be sent or supplied in any way in which the Act 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.

- 36.2 Subject to the other provisions of 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.

- 36.3 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.
- 36.4 The address for service of the Company shall be the office or such other place as the directors may appoint. The address for service of each member shall be his address in the register of members within the United Kingdom or such other address for service, which may include an electronic address, as the addressee may from time to time notify to the Company for the purposes of this article. In the absence of such address the member shall not be entitled to receive from the Company notice of any meeting.
- 36.5 Notices or other documents or information will be deemed to be received:
- 36.5.1 if personally delivered, at the time of delivery and, in proving service, it shall be sufficient to produce a receipt for the notice or other document or information signed by or on behalf of the addressee;
  - 36.5.2 if by letter, at noon two days after such letter was posted and, in proving service, it shall be sufficient to prove that the letter was properly prepaid or stamped first class, addressed and delivered to the postal authorities;
  - 36.5.3 if by electronic communication to an electronic address, on the same day it is sent and, in proving service, it shall be sufficient to prove that it was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators from time to time; and
  - 36.5.4 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 receives (or is deemed to have received) notice of the fact that the material is available on the website.
- 36.6 For the purposes of this article, no account shall be taken of any part of a day that is not a working day.

### **37     COMPANY SECRETARY**

The directors may appoint any person who is willing to act as the secretary for such term, at such remuneration and upon such conditions as they may think fit and from time to time remove such person and, if the directors so decide, appoint a replacement.

### **38     COMPANY SEALS**

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

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

38.3     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.

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

38.4.1     any director;

38.4.2     the company secretary (if any); or

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

### **39     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 member.

### **40     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.

**41      COMPANY NAME**

Without prejudice to the ability of members to change the Company's name by special resolution, the directors may change the Company's name by a decision taken in accordance with these articles.

**42      INDEMNITY**

42.1    Subject to the provisions of the Act, the Company may indemnify to any extent any person who is or was a director, or a director of an associated company, directly or indirectly (including by funding any expenditure incurred or to be incurred by him) against any loss or liability, whether in connection with any proven or alleged negligence, default, breach of duty or breach of trust by him or otherwise, in relation to the Company or any associated company.

42.2    Companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

**43      INSURANCE**

Subject to the provisions of the Act, the Company may purchase and maintain insurance for any person who is or was a director, or a director of any associated company, against loss or liability, whether in connection with any proven or alleged negligence, default, breach of duty or breach of trust by him or otherwise, in relation to the Company or any associated company.