## **Company Number SC096145**

## PRIVATE COMPANY LIMITED BY SHARES

#### WRITTEN RESOLUTION

We hereby certify this to be a true copy.

Alsha Harris SHOOSMITHS
7th Floor
125 Colmore Row
Birmingham
B3 3SH
23 (12 (2010)

**OF** 

## IRON MOUNTAIN SCOTLAND LIMITED (the "Company")

Circulation Date 9 December 2010 ("Circulation Date")

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

#### **SPECIAL RESOLUTION**

- 1 That the 400,154 A ordinary shares of £0.10 each be sub-divided into 4,001,540 A ordinary shares of £0.01 each; and
- 2 That the share capital of the Company be reduced from £44,461.60 to £4,001.44 by cancelling and extinguishing 3,601,386 A ordinary shares of £0.01 each, 44,462 B shares of £0.10 each and extinguishing the share premium account.

#### **AGREEMENT**

Please read the notes at the end of this document before indicating your agreement to the Resolution.

The undersigned, being a person entitled to vote on the Resolution on the Circulation Date, hereby agrees to the Resolution.

Signature

Signature
Print name:

Roderick Day

Director duly authorised for and on

behalf of (print company name) Iron Mountain Scotland (Holdings) Limited

Date:

09/12/2010

Signature

0,90

Print name:

Roderick Day

Director duly authorised for and on

20 24/12/2010

COMPANIES HOUSE

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Date:

09/12/2010

# **NOTES**

- If you agree with the Resolution, please indicate your agreement by one of the following methods:
- 1.1 if you received the Resolution by e-mail by replying to that e-mail and stating in your reply your name and that you agree to the Resolution; or
- by signing and dating this document where indicated above and returning it to the Company either by hand by delivering the signed and dated Resolution to Cottons Centre, 3<sup>rd</sup> Floor, Tooley Street, London, SE1 2TT.
- If you are indicating agreement to the Resolution on behalf of a company or person under a power of attorney or other authority, please send a copy of the relevant power of attorney or authority with your indication of agreement.
- If you do not agree to the Resolution, you do not need to do anything: you will not be deemed to agree if you fail to reply.
- 4 Once you have indicated your agreement to the Resolution, you may not revoke your agreement.
- When agreement to the Resolution has been received from members representing 75% of the total voting rights, it will be deemed passed. Unless within the period of 28 days beginning with the Circulation Date sufficient agreement has been received for the Resolution to pass, it will lapse.
- In the case of joint holders of shares, only the vote of the senior holder who votes will be counted by the Company. Seniority is determined by the order in which the names of the joint holders appear in the register of members.