



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

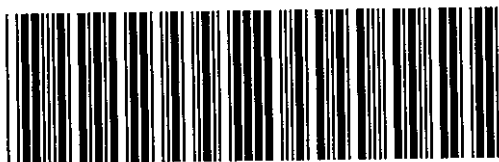
Company No. 173554

The Registrar of Companies for Scotland hereby certifies that

THE HARRIS TWEED AUTHORITY EDUCATIONAL TRUST

is this day incorporated under the Companies Act 1985 as a private company and that the company is limited.

Given at Companies House, Edinburgh, the 18th March 1997



NSC173554G

J. HENDERSON
Registrar Of Companies



C O M P A N I E S H O U S E



COMPANIES HOUSE

Please complete in typescript,
or in bold black capitals.

12

Declaration on application for registration

Company Name in full

THE HARRIS TWEED AUTHORITY EDUCATIONAL TRUST



SCT *SSR0DTXE* 302
COMPANIES HOUSE 12/03/97

I,

SIMON ANDREW FRASER

of

Old Bank of Scotland Buildings, Stornoway, Isle of Lewis

do solemnly and sincerely declare that I am a [Solicitor engaged in the formation of the company] ~~[person named as director or secretary of the company in the statement delivered to the Registrar under section 10 of the Companies Act 1985]~~† and that all the requirements of the Companies Act 1985 in respect of the registration of the above company and of matters precedent and incidental to it have been complied with.

And I make this solemn Declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1835.

Declarant's signature

Declared at

STORNOWAY

the

Tenth

day of

March

One thousand nine hundred and ninety

Seven

† Please print name.

before me ①

JOHN CHARLES YOUNG

Signed

Date

10/3/97

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor

Please give the name, address, telephone number and, if available, a DX number and Exchange of the person Companies House should contact if there is any query.

MR M. FERRIS

ANDERSON, MACARTHUR & CO.
Old Bank of Scotland Buildings
Stornoway, Isle of Lewis HS1 2BG
Telephone: 01851 703356
Fax: 01851 702766

Tel

DX number

DX exchange

When you have completed and signed the form please send it to the Registrar of Companies at:

Companies House, Crown Way, Cardiff, CF4 3UZ DX 33050 Cardiff
for companies registered in England and Wales

or

Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB
for companies registered in Scotland DX 235 Edinburgh

No. of Company:

The Companies Act 1985

COMPANY LIMITED BY GUARANTEE
AND NOT HAVING A SHARE CAPITAL

M E M O R A N D U M

a n d

A R T I C L E S o f A S S O C I A T I O N

o f

THE HARRIS TWEED AUTHORITY EDUCATIONAL TRUST

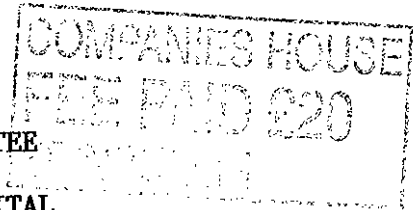


Anderson MacArthur & Co.
Solicitors
Old Bank of Scotland Buildings
STORNOWAY
Isle of Lewis

Tel: 01851 703356

Date of Incorporation:

COMPANY LIMITED BY GUARANTEE
AND NOT HAVING A SHARE CAPITAL



MEMORANDUM of ASSOCIATION

175104

of

THE HARRIS TWEED AUTHORITY EDUCATIONAL TRUST

1. The name of the Company (hereinafter called "the Company") is The Harris Tweed Authority Educational Trust.
2. The Registered Office of the Company will be situate in Scotland.
3. This clause shall be interpreted as if it incorporated an over-riding qualification to the effect that in any case in which an activity permitted under this clause is in its nature capable of being carried on for purposes which are not charitable or only partially so as well as for purposes which are wholly charitable (the word "charitable" having the meaning ascribed to it for the purposes of Section 505 of the Income and Corporation Taxes Act 1988, including any statutory amendment or re-enactment for the time being in force which meaning shall be assigned to the word "charitable" wherever it appears in this Memorandum of Association), the powers of the Company under this clause in respect of the carrying on of such activity shall be deemed to be limited to the carrying on of such activity in such manner as will not prejudice the charitable status of the Company under the statutory provisions referred to above.

Subject to the above over-riding qualification, the objects for which the company is established are:-

- A. To advance the education of the public in the history, production and properties of Harris Tweed.

In furtherance thereof:-

- B. (a) To assist financially by way of grant or loan or in any other appropriate manner any person undertaking a course of study relevant to the above object;

- (b) To contribute financially or otherwise to the establishment and maintenance of a Harris Tweed Centre designed to educate the public in the history, production and properties of Harris Tweed.

In furtherance of the above objects but not otherwise the Company shall have power:-

- C. (a) to purchase or by any other means acquire and take options over any property whatever and any rights or privileges of any kind over or in respect of any property;
- (b) to improve, manage, construct, repair, develop, exchange, let on lease or otherwise, mortgage, charge, sell, dispose of, turn to account, grant licenses, options, rights and privileges in respect of, or otherwise deal with all or any part of the property rights of the Company;
- (c) to invest and deal with the monies of the Company not immediately required in such manner as may from time to time be determined and to hold or otherwise deal with any investments made;
- (d) to lend and advance money or give credit on any terms and with or without security to any person, firm or company, to enter into guarantees, contracts of indemnity and suretyships of all kinds, to receive money on deposit or loan upon any terms and to secure or guarantee in any manner and upon any terms the payment of any sum of money or the performance of any obligation by any person, firm or company;
- (e) to borrow and raise money in any manner and to secure the payment of any money borrowed, raised or owing by mortgage, charge, standard security, lien or other security upon the whole or any part of the Company's property or assets (whether present or future) and also by a similar mortgage, charge, standard security, lien or security to secure and guarantee the performance by the Company of any obligation or liability

it may undertake or which may become binding on it;

- (f) to draw, make, accept, endorse, discount, negotiate, execute and issue cheques, bills of exchange or promissory notes, bills of lading, warrants, debentures and other negotiable or transferable instruments;
- (g) to apply for, promote and obtain any private Act of Parliament, order or licence of the Department of Trade & Industry, Department of the Environment or any other government department or authority for enabling the Company to carry any of its objects into effect or for effecting any modification of the Company's constitution or for any other purpose which may seem calculated directly or indirectly to promote the Company's interests and to oppose any proceedings or applications which may seem calculated directly or indirectly to prejudice the Company's interests;
- (h) to enter into any arrangements with any Government or authority that may seem conducive to the attainment of the Company's objects or any of them and to obtain from any such Government or authority any charters, decrees, rights, privileges or concessions which the Company may think desirable and to carry out, exercise and comply with any such charters, decrees, rights, privileges and concessions;
- (i) to subscribe for, take, purchase or otherwise acquire, hold, sell, deal with and dispose of, place and underwrite shares, stocks, debentures, debenture stocks, bonds, obligations or securities issued or guaranteed by any other company constituted or carrying on business in any part of the world and debentures, debenture stocks, bonds, obligations or securities issued or guaranteed by any Government or authority, municipal, local or otherwise, in any part of the world;
- (j) to control, manage, finance, subsidise, co-ordinate or otherwise assist any company or companies in which the Company has a direct or indirect financial interest; to provide secretarial, technical, commercial and other services and facilities of

all kinds for any such company or companies and to make payments by way of subvention or otherwise and any other arrangements which may seem desirable with respect to any business or operations of or generally with respect to any such company or companies;

- (k) to promote any other company for the purpose of acquiring the whole or any part of the property, undertaking or any of the liabilities of the Company or of undertaking any operations which may appear likely to assist or benefit the Company or to enhance the value of any property of the Company and to place or guarantee the placing of, underwrite, subscribe for or otherwise acquire all or any part of the shares or securities of any such company as aforesaid;
- (l) to sell or otherwise dispose of the whole or any part of the property of the Company either together or in portions for such considerations as the Company may think fit and in particular for shares, debentures or securities of any company purchasing the same;
- (m) to act as agents or brokers and as trustees for any person, firm or company;
- (n) to retain or employ staff, professional or technical advisers in connection with the objects of the Company and to pay reasonable and proper salaries, wages and fees for their services;
- (o) to pay all or any expenses incurred in connection with the promotion, formation and incorporation of the Company or to contract with any person, firm or company to pay the same;
- (p) to conduct appeals for money or other gifts or for any other assistance for any of the purposes of the Company and to solicit and accept subscriptions and donations of any kind and bequests for any of the purposes of the Company;
- (q) subject to Clause 4 hereof to grant or make provision for

pensions, life assurance, health and retirement benefit to or for employees or former employees and to the widows, widowers, children and other dependants of deceased employees and to pay or subscribe to funds or schemes for the provision of such pensions and other benefits for such persons;

- (r) to subscribe to become a member of, or amalgamate or co-operate with, any other charitable organisation, institution, society or body not formed or established for the purposes of profit (whether incorporated or not) in the United Kingdom whose objects are wholly or in part similar to those of the Company and which by its constitution prohibits or restricts the distribution of its income and property amongst its members to an extent at least as great as is imposed on the Company;
- (s) to establish and support or aid in the establishment and support of any charitable trust, association or institution and to donate, subscribe or guarantee money for charitable purposes in any way connected with or calculated to further any of the objects of the Company;
- (t) to arrange lectures and conduct training courses and to publish pamphlets, books, journals and other publications relating to the work of the Company;
- (u) to receive, allocate and administer grants, gifts or bequests made available to the Company for any or all of its objects whether from public funds or from private sources under the terms and conditions referable to such grants, gifts or bequests;
- (w) to do all other such things as may further the attainment of the Company's objects or any of them.

Provided that the objects of the Company shall not extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers.

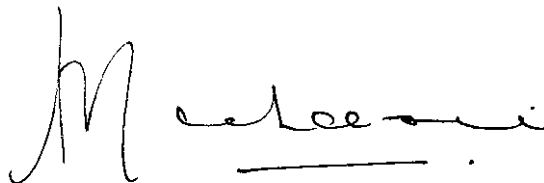
4. The income and property of the Company shall be applied solely towards the promotion of its objects as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to members of the Company and no member of its Board of Directors shall be appointed to any office of the Company paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Company provided that nothing herein shall prevent any payment in good faith by the Company:-
- (a) of a reasonable and proper remuneration (including out of pocket expenses) to any member, officer or servant of the Company (not being a member of its Board of Directors) for any services rendered to the Company and to any member of the Board of Directors being a person suitably qualified in any professional, technical or other capacity useful to the Company who shall be entitled to charge and be paid all usual professional or other reasonable charges for specific work done in that capacity when instructed by the Board of Directors so to act on behalf of the Company;
 - (b) of interest on money lent by any member of the Company or its Board of Directors at a reasonable and proper rate per annum as shall be agreed from time to time by the Board of Directors;
 - (c) of reasonable and proper rent for the premises demised or let by any member of the Company or its Board of Directors.
5. The liability of the members is limited.
6. Every member of the Company undertakes to contribute to the assets of the Company, in the event of the same being wound up while he is a member or within one year after he ceases to be a member, for payment of the debts and liabilities of the Company contracted before he ceases to be a member and of the costs, charges and expenses of winding up and for the adjustment of the rights of the contributories amongst themselves, such amount as may be required not exceeding £1.00.

7. If upon winding up or dissolution of the Company there remains after satisfaction of its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members but shall be given or transferred to some other charitable company, institution or organisation having objects similar to or encompassing those of the Company and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as the Company being dissolved such company, institution or organisation to be determined by the members of the Company at or before the time of dissolution and if and in so far as effect cannot be given to such provision then to some other company, institution or organisation established for charitable purposes only.

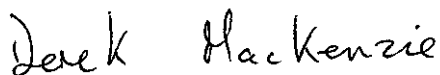
We, the subscribers to this Memorandum of Association, wish to be formed into a Company pursuant to this Memorandum.

Names and Addresses of Subscribers:

Anne Mackenzie
51 Upper Bayble
Point
Isle of Lewis
HS2 0QH

A handwritten signature in cursive script, appearing to read 'Anne Mackenzie', with a horizontal line drawn underneath the name.

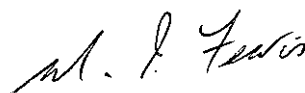
Derek Mackenzie
1 Bayhead Gardens
Stornoway
Isle of Lewis
HS1 2DJ

A handwritten signature in cursive script, appearing to read 'Derek Mackenzie'.

Dated: 10 March 1997

Witness to the above signatures:

Michael Ian Ferris
12 Springfield Road
Stornoway
Isle of Lewis
HS1 2PT

A handwritten signature in cursive script, appearing to read 'Michael Ian Ferris'.

17354

COMPANY LIMITED BY GUARANTEE

AND NOT HAVING A SHARE CAPITAL

ARTICLES OF ASSOCIATION

of

THE HARRIS TWEED AUTHORITY EDUCATIONAL TRUST

PRELIMINARY

1. (a) The Regulations contained in Table A in the Schedule to the Companies (Tables A to F) Regulations 1985 as amended by the Companies (Tables A to F) (Amendment) Regulations 1985 (such Table being hereinafter called "Table A") shall apply to the Company save in so far as they are excluded or varied hereby and such Regulations (save as so excluded or varied) and the Articles hereinafter contained shall constitute the Articles of Association of the Company.
- (b) Regulations 2 to 35 inclusive, 40, 41, 54, 55, 57, 59, 60 to 62 inclusive, 70, 82, 87, 102 to 108 inclusive, 110, 114, 116 and 117 of Table A shall not apply to the Company.

INTERPRETATION

2. In Regulation 1 of Table A, the definition of "the holder" shall be omitted.

MEMBERS

3. The number of Members of the Company shall be not less than two. The maximum number of Members shall be unlimited.

4. (a) The subscribers to the Memorandum of Association and such other persons as shall be admitted to membership in accordance with these presents shall be Members of the Company.
- (b) Membership of the Company shall consist only of Nominated Members being individuals, institutions and organisations who support the objects of the Company and whom the Board shall deem appropriate to be represented amongst the membership of the Company and shall so nominate for representation. Subject to their indicating acceptance of Membership all members of the Harris Tweed Authority during their period of membership of that Authority shall be Nominated Members of the Company.
- (c) Immediately following the admission of at least two members other than the subscribers to the Memorandum of Association the subscribers shall resign from Membership.
- (d) Where the Board has decided that any body or association should be admitted as a Nominated Member, it shall give notice to that body or association of its decision. Such a body will be deemed to have been admitted as a Nominated Member with effect from the date on which that body has notified the Company of its acceptance of Membership. Each Nominated Member other than an individual shall appoint a representative who shall be entitled to be present and speak at meetings of the Company and to exercise all voting and other rights to which that Nominated Member is entitled. Each Nominated Member other than an individual shall notify the Company in writing of the name of its representative within twenty days of being admitted as a Nominated Member and shall notify the Company, in writing, of any change of representative.
5. Any Nominated Member may resign from membership of the Company on giving one month's notice in writing to the Company of its intention to do so. On the expiry of one month from the date of receipt of such notice by the Company such Nominated Member shall cease to be a Nominated Member of the Company.

6. Membership of the Company shall not be transferable and a Member shall cease to be a Member in the event of that Member dying, becoming bankrupt or becoming of unsound mind or, if a company, on the passing of a resolution for its winding up or in the event of a Nominated Member ceasing to be so designated.

ASSOCIATES

7. (a) The Board shall have power to admit Associates who shall be individuals, non-profit making or charitable bodies, commercial or other organisations who wish to be associated with the Company and who in the opinion of the Board should be admitted as Associates.
- (b) Associates shall not be Members of the Company.
- (c) Associates may attend General Meetings of the Company but may not vote at such meetings.
- (d) Associates shall not be eligible for election as Directors.

NOTICE OF GENERAL MEETINGS

8. In Regulation 38 of Table A:-

- (a) in the first sentence the words "or a resolution appointing a person as a director" shall be omitted;
- (b) in paragraph (b) the words "of the total voting rights at the meeting of all the members" shall be substituted for "in nominal value of the shares giving that right"; and

- (c) the words "The notice shall be given to all the members and to the Directors and auditors" shall be substituted for the last sentence.

PROCEEDINGS AT GENERAL MEETING

9. All business shall be deemed special that is transacted at an Extraordinary General Meeting and also that is transacted at any Annual General Meeting with the exception of the consideration of the Audited Accounts and Annual Report, the election of Directors, and the appointment of the Auditors.
10. No business shall be transacted at any general meeting unless a quorum is present. During any period while the Company has amongst its membership three or more Nominated Members a quorum shall not be present unless a majority of all the Nominated Members are present in person. During any period while the Company has less than three Nominated Members two Members shall form a quorum. A corporation, firm or unincorporated association being a Member shall be deemed to be present if represented by its representative.
11. If such a quorum is not present within half an hour from the time appointed for the meeting, the meeting if convened on the requisition of Members shall be dissolved. In any other case or if during a meeting such a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such other time and place as the Board determine. If at the adjourned meeting a quorum is not present within half an hour of the time appointed the meeting shall proceed to business.
12. The words "and at any separate meeting of the holders of any class of shares in the Company" shall be omitted from Regulation 44 of Table A.
13. Paragraph (d) of Regulation 46 of Table A shall be omitted.

VOTES OF MEMBERS

14. On a show of hands every Member who is entitled to vote and who, being an individual is present in person, or being a corporation, firm or other unincorporated association is present by a duly authorised representative shall have one vote and on a poll every Member shall have one vote.

DIRECTORS' EXPENSES

15. The words "of any class of shares or" shall be omitted from Regulation 83 of Table A.

PROCEEDINGS OF DIRECTORS

16. The business of the Company shall be managed by the Board who may pay all such expenses of and preliminary and incidental to, the promotion, formation, establishment and registration of the Company as it thinks fit and may exercise all such powers of the Company and do on behalf of the Company all such acts as may be exercised and done by the Company and as are not by Statute or by these presents required to be exercised or done by the Company in general meeting subject nevertheless to any regulations of these Articles, the provisions of the Statutes for the time being in force and affecting the Company and to such regulation or provisions as may be prescribed by the Company in general meeting but no regulation made by the Company in general meeting shall invalidate any prior act of the Board which would have been valid if such regulation had not been made.
17. The Board may exercise all the powers of the Company to borrow money and to mortgage or charge its undertaking and property or any part thereof and to issue debentures, debenture stock and other securities whether outright or as security for any debt, liability or obligation of the Company or of any third party.

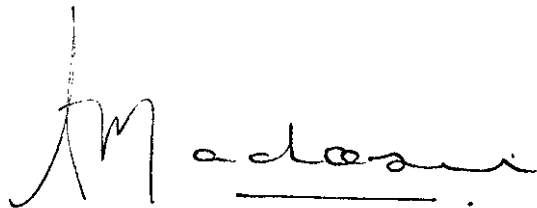
18. In paragraph (c) of Regulation 94 of Table A the word "debentures" shall be substituted for the words "shares, debentures or other securities" in both places whey they occur.
19. The words "of the holders of any class of shares in the Company" shall be omitted from Regulation 100 of Table A.

NOTICES

20. The second sentence of Regulation 112 of Table A shall be omitted.
21. The words "or of the holders of any class of shares in the Company" shall be omitted from Regulation 113 of Table A.

Names and Addresses of Subscribers:

Anne Mackenzie
51 Upper Bayble
Point
Isle of Lewis
HS2 0QH

A handwritten signature in cursive script, appearing to read 'A Mackenzie', with a horizontal line under the surname.

Derek Mackenzie
1 Bayhead Gardens
Stornoway
Isle of Lewis
HS1 2DJ

A handwritten signature in cursive script, appearing to read 'Derek Mackenzie'.

Dated: 10 March 1997

Witness to the above signatures:

Michael Ian Ferris
12 Springfield Road
Stornoway
Isle of Lewis
HS1 2PT

A handwritten signature in cursive script, appearing to read 'M. I. Ferris'.



COMPANIES HOUSE

Please complete in typescript,
or in bold black capitals.

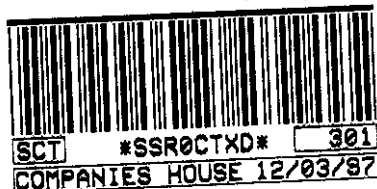
30(5)(a)

Declaration on application for registration of a company exempt from the requirement to use the word "limited" or "cyfyngedig"

173554.

Company Name in full

THE HARRIS TWEED AUTHORITY EDUCATIONAL TRUST



I, SIMON ANDREW FRASER

of Old Bank of Scotland Buildings, Stornoway, Isle of Lewis

a [Solicitor engaged in the formation of the company] ~~person named as director or secretary of the company in the statement delivered under section 10 of the Companies Act 1985~~† do solemnly and sincerely declare that the company complies with the requirements of section 30(3) of the Companies Act 1985.

† Please delete as appropriate.

And I make this solemn Declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1835.

Declarant's signature

Declared at STORNOWAY

the Tenth day of March

One thousand nine hundred and ninety Seven

• Please print name.

before me • JOHN CHARLES YOUNG

Signed

Date 10/3/97

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor

Please give the name, address, telephone number and, if available, a DX number and Exchange of the person Companies House should contact if there is any query.

MR M. FERRIS

ANDERSON, MACARTHUR & CO.
Old Bank of Scotland Buildings
Stornoway, Isle of Lewis HS1 2BG
Telephone: 01851 703356
Fax: 01851 702766

Tel

DX number

DX exchange

When you have completed and signed the form please send it to the Registrar of Companies at:

Companies House, Crown Way, Cardiff, CF4 3UZ DX 33050 Cardiff
for companies registered in England and Wales

or
Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB

for companies registered in Scotland

DX 235 Edinburgh



COMPANIES HOUSE

10

Please complete in typescript,
or in bold black capitals.

**First directors and secretary and intended situation of
registered office**

Notes on completion appear on final page

Company Name in full



SCT *SSR0ETXF* 303
COMPANIES HOUSE 12/03/97

THE HARRIS TWEED AUTHORITY EDUCATIONAL TRUST

Proposed Registered Office

(PO Box numbers only, are not acceptable)

OLD BANK OF SCOTLAND BUILDINGS

Post town

STORNOWAY

County / Region

ISLE OF LEWIS

Postcode

HS1 2BG

If the memorandum is delivered by an agent
for the subscriber(s) of the memorandum
mark the box opposite and give the agent's
name and address.

X

Agent's Name

ANDERSON, MACARTHUR & CO.

Address

OLD BANK OF SCOTLAND BUILDINGS

Post town

STORNOWAY

County / Region

ISLE OF LEWIS

Postcode

HS1 2BG

Number of continuation sheets attached

Please give the name, address,
telephone number and, if available,
a DX number and Exchange of
the person Companies House should
contact if there is any query.

MR M FERRIS

ANDERSON, MACARTHUR & CO.
Old Bank of Scotland Buildings
Stornoway, Isle of Lewis HS1 2BG
Telephone: 01851 703356
Fax: 01851 702766

Tel

DX number

DX exchange

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for companies registered in England and Wales

or
Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB
for companies registered in Scotland **DX 235 Edinburgh**

Company Secretary (see notes 1-5)

Company name

THE HARRIS TWEED AUTHORITY EDUCATIONAL TRUST

NAME *Style / Title

MR.

*Honours etc

* Voluntary details

Forename(s)

MICHAEL IAN

Surname

FERRIS

Previous forename(s)

Previous surname(s)

Address

12 SPRINGFIELD ROAD

Usual residential address

For a corporation, give the registered or principal office address.

Post town

STORNOWAY

County / Region

ISLE OF LEWIS

Postcode

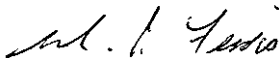
HS1 2PT

Country

SCOTLAND

I consent to act as secretary of the company named on page 1

Consent signature



Date

10/3/97

Directors (see notes 1-5)

Please list directors in alphabetical order

NAME *Style / Title

MISS

*Honours etc

Forename(s)

ANNE

Surname

MACKENZIE

Previous forename(s)

Previous surname(s)

Address

51 UPPER BAYBLE

Usual residential address

For a corporation, give the registered or principal office address.

Post town

POINT

County / Region

ISLE OF LEWIS

Postcode

HS2 0QH

Country

SCOTLAND

Day Month Year

Date of birth

16

03

69

Nationality

SCOTTISH

Business occupation

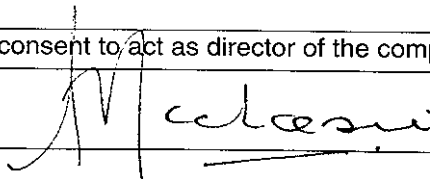
SOLICITOR

Other directorships

NONE

I consent to act as director of the company named on page 1

Consent signature



Date

10/3/97

Directors (continued) (see notes 1-5)

* Voluntary details	NAME	*Style / Title	MR.	*Honours etc	
		Forename(s)	DEREK		
		Surname	MACKENZIE		
		Previous forename(s)			
		Previous surname(s)			
	Address	1 BAYHEAD GARDENS			
Usual residential address					
For a corporation, give the registered or principal office address.		Post town	STORNOWAY		
	County / Region	ISLE OF LEWIS	Postcode	HS1 2DJ	
	Country	SCOTLAND			
		Day	Month	Year	
	Date of birth	30	12	65	Nationality SCOTTISH
	Business occupation	LEGAL ASSISTANT			
	Other directorships	ISLE OF EIGG HERITAGE TRUST			
		SUIL AIR STEORNABHAGH			
		I consent to act as director of the company named on page 1			
	Consent signature	Derek Mackenzie		Date	10/3/97

This section must be signed by**Either**an agent on behalf
of all subscribers

Signed

Date

10/3/97

Or the subscribers(i.e those who signed
as members on the
memorandum of
association).

Signed

Date

Signed

Date

Signed

Date

Signed

Date

Signed

Date

Signed

Date

Notes

1. Show for an individual the full forename(s) NOT INITIALS and surname together with any previous forename(s) or surname(s).

If the director or secretary is a corporation or Scottish firm - show the corporate or firm name on the surname line.

Give previous forename(s) or surname(s) except that:

- for a married woman, the name by which she was known before marriage need not be given,
- names not used since the age of 18 or for at least 20 years need not be given.

A peer, or an individual known by a title, may state the title instead of or in addition to the forename(s) and surname and need not give the name by which that person was known before he or she adopted the title or succeeded to it.

Address:

Give the usual residential address.

In the case of a corporation or Scottish firm give the registered or principal office.

Subscribers:

The form must be signed personally either by the subscriber(s) or by a person or persons authorised to sign on behalf of the subscriber(s).

2. Directors known by another description:

- A director includes any person who occupies that position even if called by a different name, for example, governor, member of council.

3. Directors details:

- Show for each individual director the director's date of birth, business occupation and nationality.

The date of birth must be given for every individual director.

4. Other directorships:

- Give the name of every company of which the person concerned is a director or has been a director at any time in the past 5 years. You may exclude a company which either **is** or at **all times during the past 5 years**, when the person was a director, **was**:

- dormant,
- a parent company which wholly owned the company making the return,
- a wholly owned subsidiary of the company making the return, or
- another wholly owned subsidiary of the same parent company.

If there is insufficient space on the form for other directorships you may use a separate sheet of paper, which should include the company's number and the full name of the director.

5. Use Form 10 continuation sheets or photocopies of page 2 to provide details of joint secretaries or additional directors and include the company's number.