

FILE COPY

CERTIFICATE OF INCORPORATION OF A PRIVATE LIMITED COMPANY

Company No. 7014880

The Registrar of Companies for England and Wales hereby certifies that

PERSIAN SEPHARDI SYNAGOGUE

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

Given at Companies House on 10th September 2009



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The Companies Acts 1985 and 2006 $\sqrt{-3.5}$ Company Limited by Guarantee and not having a Share Capital .

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Memorandum of Association of PERSIAN SEPHARDI SYNAGOGUE

- 1. The Company's name is PERSIAN SEPHARDI SYNAGOGUE (and in this document is called "the Charity").
- 2. The Charity's registered office is to be situated in England.
- 3. The Charity's objects ("the Objects") are for the public benefit and:
 - (a) To advance worship in the Sephardi tradition including through the organisation and administration of a Jewish Synagogue in such parts of London, the United Kingdom and the world as the Trustees may from time to time think fit;
 - (b) To provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life including but not by way of limitation for the Sephardic Jewish Community in such parts of London, the United Kingdom and the world as the Trustees may from time to time determine.
- 4. In furtherance of the Objects, but not otherwise, the Charity may exercise the following powers:
 - (a) to draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments, and to operate bank accounts in the name of the Charity;
 - (b) to raise funds and to invite and receive contributions from any persons whatsoever by way of loan, subscription, donation and otherwise: provided that in raising funds the Charity shall not undertake any substantial permanent trading activities and shall conform with any relevant statutory regulations;
 - (c) subject to such consents as may be required by law, to borrow and raise money without limit in such manner and on such security (if any) as the Trustees may from time to time think fit and to issue debentures and other securities;
 - (d) to purchase, lease, hire, exchange or otherwise acquire any land, buildings, furniture, equipment or other property or interest in property and to alter, improve, develop, redevelop and (subject to such consents as may be required by law) to sell, resell, let, underlet, charge, assign or otherwise dispose of or deal with the same;

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- (e) to hold property as tenants in common with another or others not being a Charity on such terms as shall be considered proper providing that the Charity shall at all times be entitled to receive the proportion of the net sale proceeds that reflect the funds provided by the Charity or the share, interest or entitlement of the Charity;
- (f) subject to Clause 5 below, to employ or otherwise engage the services of and remunerate such staff as are necessary for the proper pursuit of the Objects and to make all reasonable provision for the payment of pensions and superannuation to staff and their dependants;
- (g) to establish or support any trusts, associations, institutions or other bodies which exist to further all or any of the Objects;
- to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the Objects or similar charitable purposes and to exchange information and advice with them;
- (i) to pay out of the funds of the Charity the costs, charges and expenses of and incidental to the formation and registration of the Charity;
- to make donations to any worker not being a Trustee who is engaged in such work or activity which furthers the Objects or in assisting either directly or indirectly in the same;
- (k) to make donations or loans to other charities having the same or similar Objects as the Charity;
- (I) to acquire, merge with or enter into any partnership or joint venture arrangement with any other charity formed for any of the Objects;
- (m) to produce, sell or otherwise distribute literature, audio and visual aids, and other media of communication, but not so as to constitute permanent trading on the part of the Charity except where it is a direct means of furthering the Objects;
- (n) to appoint and constitute such advisory committees as the Trustees may think fit;
- (o) to promote and carry out or assist in promoting and carrying out research, surveys and investigations and to publish the useful results thereof;
- (p) to arrange and provide for or join in arranging and providing for the holding of meetings, lectures, seminars, conferences, and training courses for the furtherance of the Objects;
- (q) (i) to train, equip, commission and support or to assist in the training of any people who are concerned to achieve the Objects;
 - (ii) to make any grant, gift or payment for the purpose of or in connection with such training, equipping, commissioning and support;

- (iii) to make provision for the accommodation of individuals and groups of individuals in the areas in which it is desired to operate the Charity;
- (r) to insure any asset of the Charity on such terms as the Trustees may think fit and to pay the appropriate premiums and to use any insurance money received in any manner the Trustees think fit including whether to restore the asset or not;
- (s) to insure and arrange insurance cover for and to indemnify its members, servants and voluntary workers from and against all such risks incurred in the proper performance of their duties as may be thought fit;
- (t) to invest the moneys of the Charity not immediately required for the furtherance of the Objects in or upon such investments, securities or property as may be thought fit, subject to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law;
- (u) to set aside income as a reserve against future expenditure but only in accordance with a written reserves' policy;
- to undertake, facilitate or support the co-ordination and networking of other agencies fulfilling the same or similar objects with the aim of making the most strategic and effective use of resources including personnel, expertise and finance in the same or similar locations or projects;
- (w) to make regulations for the management of any property which may be acquired by the Charity;
- (x) to do all such other lawful things as are necessary for the achievement of the Objects.
- 5. The income and property of the Charity shall be applied solely towards the promotion of the Objects and no portion shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise by way of profit to members of the Charity and, save as provided for in Clause 6 hereof, no Trustee shall be appointed to any office of the Charity, paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Charity: Provided that nothing herein shall prevent any payment in good faith by the Charity:
 - (a) of the usual professional charges for business done by any Trustee who is a solicitor, accountant or other person engaged in a profession, or by any partner of his or hers, when instructed by the Charity to act in a professional capacity on its behalf in accordance with the provisions of Clause 6 subclauses (a) to (i) below;
 - (b) the Trustees shall have power to remunerate any Trust Corporation in which any investments land or buildings belonging to the Charity have been vested as a custodian or holding Trustee on such terms as may be agreed with the Trust Corporation provided that any such remuneration shall be reasonable;
 - (c) of reasonable and proper remuneration for any services rendered to the Charity by any member, officer or servant of the Charity who is not a Trustee;

- (d) of interest on money lent by any member of the Charity or Trustee at a reasonable and proper rate per annum not exceeding 1 per cent less than the published base lending rate of a clearing bank to be selected by the Trustees;
- (e) of fees, remuneration or other benefit in money or money's worth to any public limited company of which a Trustee may also be a member holding not more than 1/100th part of the issued capital of that public limited company;
- (f) of any reasonable and proper rent for premises demised or let by any member of the Charity or a Trustee;
- (g) of any premium in respect of any indemnity insurance relating to liabilities of the Trustees (or any of them) as and to the extent permitted by sub-clause (h) below;
- (h) to provide indemnity insurance to cover the liability of the Trustees which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Charity PROVIDED that any such insurance shall not extend to:
 - any claim arising from any act or omission which the Trustees (or the Trustee in question) knew to be a breach of trust or breach of duty or which was committed by the Trustees (or by the Trustee in question) in reckless disregard of whether it was a breach of trust or breach of duty or not;
 - (ii) the costs of an unsuccessful defence to a criminal prosecution brought against the Trustees (or against the Trustee in question) in their capacity as Trustees of the Charity;
- (i) to any Trustee of reasonable out-of-pocket expenses.
- 6. SUBJECT to the provisions of this Clause, no Trustee shall acquire any interest in the property belonging to the Charity (otherwise than as a Trustee for the Charity) or receive remuneration or be interested (otherwise than as a Trustee) in any contract entered into by the Trustees except that a Trustee may be employed by the Charity provided that:
 - (a) his employment and its terms and conditions, including remuneration and benefits are authorised by resolution of the Trustees;
 - (b) the Trustees are satisfied that the individual is the most appropriate person for the proposed employment;
 - (c) that the Trustees are satisfied that the level of proposed remuneration or the nature and value of any such other benefits is reasonable and proper having regard to the nature and value of the work carried out or services undertaken by such Trustee and to the income of the Charity;
 - (d) that at no time shall a majority of the Trustees receive remuneration or other benefits for services rendered to the Charity;

- that any Trustee whom it is proposed to remunerate or confer other benefits upon should not be present during the formal deliberations and decision making relating to any such proposed remuneration benefits;
- (f) where a Trustee is a connected person to any employee of the Charity he must absent himself during the formal deliberations and decision making relating to their employment;
- (g) "connected person" means the Trustee's spouse, which includes someone living with someone else as their husband or wife; the Trustee's children, parents, grandchildren, grandparents, brothers and sisters and their spouses; business partners or firms or businesses (not including those which are wholly owned by one or more charities) in which the Trustee has a substantial interest;
- (h) that the decision to remunerate or confer such other benefits upon such Trustee and the level of that remuneration and nature and value of any such other benefits shall be taken and decided upon by not less than two thirds of all the remaining Trustees: and
- (i) a memorandum of such decision or resolution shall be entered into the records of the Charity and copies thereof and details of such contract agreement or arrangement shall be reasonably available for inspection by any person or body affected thereby or having an interest therein.
- 7. The liability of the members is limited.
- 8. Every member of the Charity undertakes to contribute such amount as may be required (not exceeding £1) to the Charity's assets if it should be wound up while he or she is a member or within one year after he or she ceases to be a member, for payment of the Charity's debts and liabilities contracted before he or she 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 among themselves.
- 9. If the Charity is wound up or dissolved and, after all its debts and liabilities have been satisfied, there remains any property it shall not be paid to or distributed among the members of the Charity, but shall be given or transferred to some other Charity or Charities having Objects similar to the Objects which prohibit the distribution of its or their income and property to an extent at least as great as is imposed on the Charity by Clause 5 above, chosen by the members of the Charity at or before the time of dissolution and if that cannot be done then to some other charitable object.

Signatures, Names and Addresses of Subscribers

Dated:

NAME: Address Address Address	ALEX BASSALIAN 26 Kingsgate Avenue Finchley London N3 3BH	Signature Aleffad
T Address N E S	_ /	CREEN
Address . Address Address WSignatu I Printed T Address N	London N3 3NL	
NAME: Address Address Address	MICHAEL HAKIMIAN 11 Fairholme Gardens Finchley London N3 3ED	Signature
T Address N E	Ire: JOSEPH CH s: JZ Q YEEN ANN LONDON WIG SHO tion: A.C.COUNTAN	2.E
Dated:	24/8/09	

The Companies Act 1985 and 2006 Company Limited by Guarantee and not having a Share Capital

Articles of Association of PERSIAN SEPHARDI SYNAGOGUE

INTERPRETATION

1. In these Articles:

"the Charity" means the company intended to be regulated by these Articles;

"the Act" means the Companies Act 1985 and 2006 including any statutory modification or re-enactment for the time being in force;

"the Acts" means the Companies Act as above and the Charities Act 1993 as amended;

"address" means a postal address or, for the purposes of electronic communication, a fax number, email or text message address in each case registered with the Charity;

"the Articles" means these Articles of Association of the Charity;

"clear days" in relation to the period of a notice means the period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is meant to take effect;

"executed" includes any mode of execution;

"the Memorandum" means the Memorandum of Association of the Charity;

"office" means the registered office of the Charity;

"the seal" means the common seal of the Charity if it has one;

"**secretary**" means the secretary of the Charity or any other person appointed to perform the duties of the secretary of the Charity, including a joint assistant or deputy secretary;

"the Trustees" means the Directors of the Charity (and "Trustee" has a corresponding meaning);

"the United Kingdom" means Great Britain and Northern Ireland; and

Words importing the masculine gender only shall include the feminine gender and words importing the singular number shall include the plural and vice versa where the context so permits and words importing persons shall include companies.

Subject as aforesaid, words or expressions contained in these Articles shall, unless the context requires otherwise, bear the same meaning as in the Act.

MEMBERS

- 2. (a) The subscribers to the Memorandum and such other persons as are admitted to membership in accordance with the Rules made under Article 69 shall be members of the Charity. No person shall be admitted a member of the Charity unless his application for membership is approved by the Trustees, he is aged 18 or over and he agrees to act in accordance with the Sephardic principles of the Charity.
 - (b) Any member of the Charity may retire on giving written notice to the secretary; provided that such retirement shall not reduce the number of members to less than two;
 - (c) Any person or other body who ceases to be a Trustee in accordance with Article 45 shall forthwith cease to be a member of the Charity. Membership shall not be transferable and shall cease on death.
 - (d) A retiring Trustee may be reappointed as a member further to the provisions of Article 69.
 - (e) If not less than two-thirds of the Trustees present at a meeting so resolve, the Trustees shall have the right for a good and sufficient reason to terminate the membership of any member provided that he shall have received 21 clear days notice in writing to his last known address notifying him of the intention to terminate his membership and the reasons therefore and that he shall have the right to be heard by the Board before any vote is taken.
 - (f) The Trustees must maintain a register of names and addresses of the members and a register of any Conflicts of Interest of the Trustees.

GENERAL MEETINGS

- 3. Unless the Charity has elected to dispense with the need to hold an Annual General Meeting by passing an elective resolution (and that elective resolution remains in effect), the Charity shall hold an Annual General Meeting each year in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it; and not more than fifteen months shall elapse between the date of one Annual General Meeting of the Charity and that of the next provided that so long as the Charity holds its first Annual General Meeting within eighteen months of its incorporation, it need not hold it in the year of its incorporation, or in the following year. The Annual General Meeting shall be held at such times and places as the Trustees shall appoint.
- 4. The Trustees may call General Meetings of the Charity to be held at such times and such places as they shall appoint.
- 5. On the requisition of 10% of the members having the right to vote at general meetings pursuant to the provisions of the Act, the Trustees must call a general meeting of the Charity.

NOTICE OF GENERAL MEETINGS

- 6. Notice of General Meetings shall normally be called by at least 14 clear days' notice, specifying the time and place of the meeting, whether it is an Annual General Meeting (when applicable), the general nature of the business to be transacted and any resolutions whether special or otherwise. Notice of an Annual General Meeting shall be given to all members, Trustees and auditors (if any) of the charity. The notice must also contain a statement setting out the right of members to appoint a proxy under section 324 of the Companies Act 2006.
- 7. Any General Meeting called for the passing of a special resolution shall be called by at least twenty one clear days' notice.
- 8. A General Meeting may be called by notice of less than fourteen clear days if it is so agreed by 90% of the members entitled to vote.
- 9. The Trustees must give notice of a General Meeting called by requisition of the members as provided for in Article 5 above:
 - (i) within 21 days from the date on which they become subject to the requirement;
 - (ii) the meeting must be held on a date not more than 28 days after the date of the notice calling the meeting;
 - (iii) if the requests received by the company identify a resolution intended to be moved at the meeting, the notice of the meeting must include notice of the resolution;
 - (iv) the business that may be dealt with at the meeting includes a resolution of which notice is given in accordance with section 303 of the Act.
- 10. The accidental omission to give notice of a meeting to or the non-receipt of notice of a meeting by any person entitled to receive notice shall not invalidate the proceedings at that meeting.

PROCEEDINGS AT GENERAL MEETINGS

- 11. No business shall be transacted at any meeting unless a quorum is present. Two persons entitled to vote upon the business to be transacted, each being a member present in person or by proxy, or one tenth of the total number of such persons for the time being, whichever is the greater, shall constitute a quorum. The authorised representative of a member organisation shall be counted in the quorum.
- 12. If a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting 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 time and place as the Trustees may determine. If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting the members present in person or by proxy at that time shall constitute the quorum for that meeting.

- 13. The chairman, if any, of the Trustees or in his absence some other Trustee nominated by the Trustees shall preside as chairman of the meeting, but if neither the chairman nor such other Trustee (if any) be present within fifteen minutes after the time appointed for holding the meeting and willing to act, the Trustees present shall elect one of their number to be chairman and, if there is only one Trustee present and willing to act, he shall be chairman.
- 14. If no Trustee is willing to act as chairman, or if no Trustee is present within fifteen minutes after the time appointed for holding the meeting, the members present in person or by proxy and entitled to vote shall choose one of their number to be chairman.
- 15. The chairman may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given, specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.
- 16. A resolution put to the vote of a meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the show of hands a poll is duly demanded. Subject to the provisions of the Act, a poll may be demanded:
 - (a) by the chairman; or
 - (b) by at least two members present in person or by proxy having the right to vote at the meeting; or
 - (c) by a member or members present in person or by proxy representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.
- 17. Unless a poll is duly demanded, a declaration by the chairman that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
- 18. The demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the chairman. The withdrawal of a demand for a poll shall not invalidate the result of a show of hands declared before the demand for the poll was made.
- 19. A poll shall be taken as the chairman directs and he may appoint scrutineers (who need not be members) and fix a time and place for declaring the results of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
- 20. A poll demanded on the election of chairman, or on a question of adjournment, shall be taken immediately. A poll demanded on any other question shall be taken either immediately or at such time and place as the chairman of the meeting directs, not being more than thirty days after the poll is demanded. The demand for a poll shall

not prevent continuance of the meeting for the transaction of any business other than the question on which t he poll is demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.

- 21. No notice need be given of a poll not taken immediately if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In other cases at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
- 22. A resolution in writing agreed by a simple majority of the members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective provided that a copy of the proposed resolution has been sent to every eligible member and a simple majority of members has signified its agreement to the resolution in an authenticated document which has been received at the registered office within the period of 28 days beginning with the circulation date. A resolution in writing may comprise several copies to which one or more members have signified their agreement. In the case of a member that is an organisation, its authorised representative may signify its agreement.
- 23. A written Special Resolution must be passed by a 75% majority of the members present and voting including by proxy; a written Ordinary Resolution may be passed by a simple majority (more than 50%) of those members present and voting including by proxy.

VOTES OF MEMBERS

- 24. Every member shall have one vote.
- 25. Votes may be cast in a poll either personally or by proxy. A member of the charity may appoint a proxy to attend General Meetings in his place and to vote both on a show of hands and in a poll.
- 26. The instrument appointing a proxy shall be in writing under the hand of the appointor or his attorney duly authorised in writing.
- 27. No member shall be entitled to vote at any General Meeting unless all monies then payable by him to the charity have been paid.
- 28. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chairman whose decision shall be final and conclusive.

APPOINTMENT OF PROXIES AND VOTING

- 29. Any member is entitled to appoint another person as a proxy to exercise all or any of the member's rights to attend and to speak and to vote at a general meeting of the charity.
- 30. The appointment of a proxy shall be executed by or on behalf of the appointor and shall be in the following form (or in a form as near thereto as circumstances allow or in any other form which is usual or which the Trustees may approve):

		I/We, of
		Signed on: 20"
31.	act, th theret	e it is desired to afford members an opportunity of instructing the proxy how to be appointment of a proxy shall be in the following form (or in a form as near to as circumstances allow or in any other form which is usual or which the fors may approve):
•		"charity name
		I/We, of, being a member/members of the above named charity, hereby appoint of, or failing him/her, of, as my/our proxy to vote in my/our name[s] and on my/our behalf at the general meeting of the charity to be held on 20, and at any adjournment thereof.
		Signed on:
		This form is to be used in respect of the resolutions mentioned below as follows:
		Resolution No. 1 *for *against Resolution No. 2 *for *against
		*delete whichever is not required
		Unless otherwise instructed, the proxy may vote as he thinks fit or abstain from voting.
		Signed this day of 20
32.	of suc	opointment of a proxy and any authority under which it is executed (or a copy h authority certified by a notary or in some other way approved by the ors) may be lodged with the charity as follows:
	(a)	in the case of an instrument in writing: be deposited at the office or at such other place within the United Kingdom as is specified in the notice convening the meeting or in any instrument of proxy sent out by the charity in relation to the meeting not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or

in the case of an appointment contained in an electronic communication: where an address has been specified for the purpose of receiving electronic

"charity name

(b)

communications:

- (i) in the notice convening the meeting, or
- (ii) in any instrument of proxy sent out by the charity in relation to the meeting, or
- (iii) in any invitation contained in an electronic communication to appoint a proxy issued by the charity in relation to the meeting

It must be received at such address not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the appointment proposes to vote;

- (c) in the case of a poll taken more than 48 hours after it is demanded, be deposited or received as aforesaid after the poll has been demanded and not less than 24 hours before the time appointed for the taking of the poll; or
- (d) where the poll is not taken forthwith but is taken not more than 48 hours after it was demanded, be delivered at the meeting at which the poll was demanded to the person chairing the meeting or to the secretary or to any director.
- 33. An appointment of proxy which is not deposited, delivered or received in a manner described in Article 31 above shall be invalid.
- 34. A vote given or poll demanded by proxy or by the duly authorised representative of a member which is an organisation shall be valid even if the authority of the person voting or demanding a poll has been terminated unless notice of the termination was received by the charity at:
 - (a) its registered office;
 - (b) at such other place at which the instrument of proxy was duly deposited;
 - (c) (where the appointment of the proxy was contained in an electronic communication) at the address at which such appointment was duly received

before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

TRUSTEES

- 35. The number of Trustees shall be not less than three and, unless otherwise determined by ordinary resolution, shall not be subject to any maximum.
- 36. The first Trustees shall be those persons notified to Companies House as the first directors of the charity. Future Trustees shall be appointed as provided subsequently in the Articles.

POWERS OF TRUSTEES

- 37. Subject to the provisions of the Act, the Memorandum and the Articles and to any directions given by special resolution at a general meeting of the members, the business of the charity shall be managed by the Trustees who may exercise all the powers of the charity. No alteration of the Memorandum or the Articles and no such direction shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this Article shall not be limited by any special power given to the Trustees by the Articles and a meeting of the Trustees at which a quorum is present may exercise all the powers exercisable by the Trustees.
- 38. In addition to all powers hereby expressly conferred upon them and without detracting from the generality of their powers under the Articles the Board shall have the following powers, namely:
 - (a) to expend the funds of the Charity in such manner as they shall consider most beneficial for the achievement of the Objects and to invest in the name of the charity such part of the funds as they may see fit and to direct the sale or transposition of any such investments and to expend the proceeds of any such sale in furtherance of the Objects of the charity;
 - (b) to enter into contracts on behalf of the charity;
 - (c) to appoint one or more of their number as a Director of a wholly-owned subsidiary company provided that:
 - (i) the wholly-owned subsidiary company is acting solely for the benefit of the Charity;
 - (ii) that such appointment is in the best interests of the Charity;
 - (iii) that such appointment is a minority of the current Trustees;
 - (iv) that no Trustee so appointed stands to gain personally whether financially or otherwise from such appointment; and
 - (v) that appropriate professional advice has been taken.

DUTY OF CARE AND EXTENT OF LIABILITY

39. When exercising any power (whether contained in the Memorandum and Articles of Association or provided by statute or any rule of law) to administer or manage the charity, each of the Trustees must use the level of care and skill that is reasonable in the circumstances, taking into account any special knowledge or experience that he has or claims to have (the "duty of care"). No Trustee and no-one exercising powers or responsibilities that have been delegated by the Trustees shall be liable for any act or failure to act unless, in acting or failing to act, he has failed to discharge the duty of care.

APPOINTMENT AND RETIREMENT OF TRUSTEES

40. The Trustees shall not be subject to retirement by rotation. Unless otherwise determined by the charity in general meeting, the term of office of a Trustee shall

continue until he retires or is removed in accordance with the relevant provisions of the Articles. There shall be no less than 3 Trustees and shall not be subject to any maximum unless otherwise determined by ordinary resolution.

- 41. No person may be appointed as a Trustee at any general meeting:
 - (a) unless he has attained the age of 18 years;
 - (b) in circumstances such that, had he already been a Trustee, he would have been disqualified from acting under the provisions of Article 45;
 - (c) he has agreed to act in accordance with the Sephardic principles of the Charity;
 - (d) he has signed in the Minute book on the first and on each subsequent appointment a declaration of acceptance and willingness to act in accordance with the trusts of the charity and completed the statutory forms of appointment.
- 42. The following provisions shall apply in relation to the appointment of Trustees:
 - (a) in addition to the statutory powers of appointment, a new Trustee may be appointed by a resolution of the Trustees passed by a majority of the Trustees for the time being (and not just a simple majority present at a meeting when the resolution is considered) and such resolution shall be recorded in the minutes and signed by the new Trustee and by the chairman of the meeting and such records shall be conclusive evidence of his appointment;
 - (b) in selecting individuals for appointment as Trustees, the Trustees must have regard to the skills, knowledge and experience required for the effective administration of the charity;
 - (c) a technical defect in the appointment of a Trustee of which the Trustees are unaware at the time does not invalidate the decisions taken by the Trustees.
- 43. Not less than seven nor more than twenty-eight clear days before the date appointed for holding a general meeting, notice shall be given to all persons who are entitled to receive notice of the meeting, of any person in respect of whom notice has been duly given to the charity of the intention to propose him at the meeting for appointment as a Trustee. The notice shall give the particulars of that person which would, if he were so appointed, be required to be included in the charity's register of Trustees (directors).
- 44. Subject as aforesaid, the members of the charity may by ordinary resolution appoint a person who is willing to act to be a Trustee either to fill a vacancy or as an additional Trustee.
- 45. A Trustee shall cease to hold office if:
 - (a) he ceases to be a Trustee by virtue of any provision in the Act or is disqualified from acting as a Trustee by virtue of Section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);

- (b) he becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs;
- (c) he resigns his office by notice to the charity (but only if at least two Trustees will remain in office when the notice of resignation is to take effect);
- (d) he acts contrary to the Sephardic principles of the Charity or acts in such a way as to bring the Charity into disrepute;
- (e) he is absent without the permission of the Trustees from all their meetings held within a period of six months and the Trustees resolve that his office be vacated; or
- (f) the members of the charity in general meeting decide by ordinary resolution for a good and sufficient reason to terminate his appointment provided that he shall have received 14 clear days' notice in writing to his last known address notifying him of the intention to terminate his appointment and the reasons therefore and that he shall have the right to be heard by the members at such general meeting before any vote is taken.

TRUSTEES' EXPENSES

- 46. The Trustees may be paid all reasonable travelling, hotel and other expenses properly incurred by them in connection with their attendance at meetings of Trustees or committees of Trustees or general meetings or in pursuance of the Objects of the charity or otherwise in connection with the discharge of their duties, but shall otherwise be paid no remuneration, except to the extent permitted by Clauses 5 and 6 of the Memorandum.
- 47. Subject to the provisions of the Act and to Clauses 5 and 6 of the Memorandum, the Trustees may appoint one or more of their number to the unremunerated office of managing director or to any other executive office under the charity.
- 48. Except to the extent permitted by Clauses 5 and 6 of the Memorandum, no Trustee shall take or hold any interest in property belonging to the charity or receive remuneration or be interested otherwise than as a Trustee in any other contract to which the charity is a party.

PROCEEDINGS OF TRUSTEES

- 49. Subject to the provisions of the Articles, the Trustees may regulate their proceedings as they think fit. A Trustee may, and the secretary (if any) at the request of a Trustee shall, call a meeting of the Trustees. It shall not be necessary to give notice of a meeting to a Trustee who is absent from the United Kingdom. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes the chairman shall not be entitled to a casting vote. If a resolution fails to secure a majority vote in favour it shall be lost.
- 50. The quorum for the transaction of the business of the Trustees shall be at least one third of the Trustees or 3 Trustees whichever is greater.

- 51. The Trustees may act notwithstanding any vacancies in their number but, if the number of Trustees is less than three, the continuing Trustees or Trustee may act only for the purpose of:
 - (a) calling a general meeting for the appointment of new Trustees;
 - (b) protecting the assets of the charity;
 - (c) executing decisions made by the Trustees before their number fell below three;
- 52. The Trustees may appoint one of their number to be the chairman of their meetings and may at any time remove him from that office. Unless he is unwilling to do so, the Trustee so appointed shall preside at every meeting of the Trustees at which he is present. But if there is no Trustee holding that office, or if the Trustee is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Trustees present may appoint one of their number to be chairman of the meeting.
- 53. A meeting of the Trustees may be held either in person or by suitable electronic means agreed by the Trustees in which all participants can see (whether through some form of video link or otherwise) and may communicate with all the other participants.
- 54. The Trustees may appoint one or more committees which may consist of Trustees and such other persons as the Trustees may think fit for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Trustees would be more conveniently undertaken or carried out by a committee provided that:-
 - (a) all acts and proceedings of any such committees shall be fully and promptly reported to the Trustees;
 - (b) any such committee shall conform to any regulations that may be imposed upon it by the Trustees;
 - (c) any such committee shall not incur expenditure other than in accordance with a budget approved by the Trustees or with the specific prior approval of the Trustees.
- 55. All acts done by a meeting of the Trustees, or a committee of Trustees, shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any Trustee or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a Trustee and had been entitled to vote.
- 56. A resolution in writing, signed by all the Trustees entitled to receive notice of a meeting of Trustees or of a committee of Trustees, shall be as valid and effective as if it had been passed at a meeting of Trustees or (as the case may be) a committee of Trustees duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more of the Trustees.

57. Any bank account in which any part of the assets of the charity is deposited shall indicate the name of the charity. All cheques and orders for the payment of money from such account and all promissory notes, drafts, bills of exchange and other negotiable instruments shall be signed by at least two signatories who shall be Trustees or persons duly authorised by the Trustees. Such electronic payments as may be required may be made and received subject to effective controls being in place and regularly monitored by the Trustees.

CONFLICT OF INTEREST

58. A Trustee should make it known from the outset of any interest he may have in a particular topic of discussion. Where the potential conflict of interest is not of personal or financial benefit to the Trustee in question, the remaining Trustees may resolve that such Trustee be counted in the quorum for that part of the meeting, take part in the topic of discussion and vote in relation to the topic. Where the potential conflict of interest is of personal or financial benefit to the Trustee in question, he must immediately remove himself from that part of the meeting where the potential conflict of interest may arise or be deemed to arise.

SECRETARY

- 59. (a) Subject to the provisions of the Acts, the secretary shall be appointed by the Trustees for such term, at such remuneration and upon such conditions as they may think fit, and they may remove any secretary so appointed.
 - (b) Subject to the provisions of the Acts, the Trustees may decide not to appoint a Secretary. In this case the Trustees must appoint an appropriate person to carry out the duties of the Secretary.

MINUTES

- 60. The Trustees shall keep minutes in books or in other written or electronic media kept for the purpose:
 - (a) of all appointments of officers made by the Trustees;
 - (b) of all proceedings at meetings of the charity and of the Trustees and of committees of Trustees including the names of the Trustees present at each such meeting.

EXECUTING OR SEALING DOCUMENTS

- 61. (a) The charity need not have a company seal. If it does, the seal shall only be used by the authority of the Trustees. The Trustees may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a Trustee and by the secretary or a second Trustee.
 - (b) If the charity does not have a seal, instruments may be executed on the authority of the Trustees on the signature of a Trustee and of the secretary or by a second Trustee. Appropriate wording which may be used is: "Executed as a deed and delivered by []".

ACCOUNTS

- 62. (a) The Trustees must prepare for each financial year accounts as required by the 2006 Act. The accounts must be prepared to show a true and fair view and follow accounting standards issued or adopted by the Accounting Standards Board or its successors and adhere to the recommendations of applicable Statements of Recommended Practice.
 - (b) The Trustees must keep accounting records as required by the 2006 Act.

ANNUAL REPORT RETURN AND REGISTER OF CHARITIES

- 63. (a) The Trustees must comply with the requirements of the Charities Act 1993 with regard to:
 - (i) the transmission of the statements of account to the Charity Commission;
 - (ii) the preparation of an Annual Report and its transmission to the Commission;
 - (iii) the preparation of an Annual Return and its transmission to the Commission.

NOTICES

- 64. Any notice to be given to or by any person pursuant to the Articles must either be given in writing or by electronic communication except that a notice calling a meeting of the Trustees need not be in writing.
- 65. The charity may give any notice to a member either personally or by sending it by post in a prepaid envelope addressed to the member at his registered address or by leaving it at that address by electronic communication or by publishing it on the charity's website provided that the member concerned has provided written consent for this. A member whose address is not within the United Kingdom and who gives to the charity an address within the United Kingdom at which notices may be given to him shall be entitled to have notices given to him at that address, but otherwise no such member shall be entitled to receive any notice from the charity.
- 66. A member present in person or by proxy at any meeting of the charity shall be deemed to have received notice of the meeting and, where necessary, of the purposes for which it was called.
- 67. Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given or sent or sent by electronic communication as registered with the charity. A notice shall be deemed to have been given at the expiration of 48 hours after the envelope containing it was posted or sent by electronic communication.

INDEMNITY

68. (a) Subject to the provisions of the Act, every Trustee or other officer or auditor of the charity shall be indemnified out of the assets of the charity against any

liability incurred by him in that capacity in defending any proceedings, whether civil or criminal, in which judgement is given in his favour or in which he is acquitted or in connection with any application in which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the charity.

(b) A retiring Trustee is entitled to an indemnity from the continuing Trustees at the expense of the charity in respect of any liabilities incurred during his Trusteeship.

RULES

- 69. (a) The Trustees may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the charity.
 - (b) The bye laws may regulate the following matters but are not restricted to them:
 - the admission of members of the charity (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;
 - (ii) the conduct of members of the charity in relation to one another, and to the charity's employees and volunteers;
 - (iii) the setting aside of the whole or any part or parts of the charity's premises at any particular time or times or for any particular purpose or purposes;
 - (iv) the procedure at general meetings and meetings of the Trustees in so far as such procedure is not regulated by the Act or by these Articles;
 - (v) generally, all such matters as are commonly the subject matter of company rules.
 - (c) The charity in general meeting has the power to alter, add to or repeal the rules or bye laws.
 - (d) The Trustees must adopt such means as they think sufficient to bring the rules and bye laws to the notice of members of the charity.
 - (e) The rules or bye laws shall be binding on all members of the charity. No rule or bye law shall be inconsistent with or shall affect or repeal anything contained in the Memorandum or the Articles.

Signatures, Names and Addresses of Subscribers

NAME: Address Address Address	ALEX BASSALIAN 26 Kingsgate Avenue Finchley London N3 3BH	Signature Ale Baut
T Address N	re: Shi name: STEVEN KATZIN S: 47 BARNSTON GRE GREAT PUNMON ESSEX CM6 194 tion: SALES	
NAME: Address Address Address	SAMUEL GORJIAN 9 Orchard Avenue Finchley London N3 3NL	Signature
WSignatu I Printed T Address N E S Occupa	name: ##1 VINH N S (1041) VIIIAS LONDON E6 35W	
NAME: Address Address	MICHAEL HAKIMIAN 11 Fairholme Gardens Finchley	
Address	London N3 3ED	Signature
N E		NE ST
Dated:	24/8/09	



Companies House

- for the record -

Please complete in typescript, or in bold black capitals.			
CHWP000			
Company Name in full	PERSIAN SEPHARDI SYNAGOGUE		
I,	LOUISE CROUCH		
of	IEL MANAGEMENT SERVICES LTD		
† Please delete as appropriate.	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	Larisa Cranel		
Declared at	OLD MARKET HOUSE, CHICHESTER		
On	Day Month Year 0 9 0 9 2 0 9		
• Please print name. before me	BERNADETTE LOUISE KELLY		
Signed	Date 09/09/09		
	† A Commissioner for Oaths o r Notary Public or Justice of the Peace or Solici tor		
You do not have to give any contac information in the box opposite but if you do, it will help Companies	Mrs. L. Crouch, Sovereign Management Services, Sovereign Centre,		
House to contact you if there is a query on the form. The contact	Poplars, Yapton Lane, Walberton, Arundel, West Sussex		
information that you give will be	BN18 0AS Tel 01243 555611		
visible to searchers of the public record.	DX number N/A DX exchange N/A		
Companies House receipt date barcode This form has been provided free of charge	When you have completed and signed the form please send it to the Registrar of Companies at: Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff		
by Companies House.	for companies registered in England and Wates		

Form revised 10/03

for companies registered in England and Wates

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

or LP - 4 Edinburgh 2



Please complete in typescript, or in bold black capitals.
CHWPOOD

Form revised June 1998

30(5)(a)

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

CHWPUUU			
Company Name in full	PERSIAN SEPHARDI SYNAGOGUE		
I,	LOUISE CROUCH		
of	IEL MANAGEMENT SERVICES LTD		
Ç.			
† Please delete as appropriate.	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.		
	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	Levisa crand		
Declared at	OLD MARKET HOUSE, CHICHESTER		
	Day Month Year		
on	0 9 0 9 2 0 0 9		
• Please print name. before me	BERNADETTE LOUISE KELLY		
	\mathcal{O}		
Signed	Date 09/09/2009		
	A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor		
Please give the name, address, telephone number and, if available,	Mrs. L. Crouch, Sovereign Management Services, Sovereign Centre,		
a DX number and Exchange of the person Companies House should	Poplars, Yapton Lane, Walberton, Arundel, West Sussex		
contact if there is any query.	BN18 0AS Tel 01243 555611		
	DX number N/A DX exchange N/A		
Companies House receipt date barcode When you have completed and signed the form please send it to the Registrar of Companies at: Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiffor companies registered in England and Wales			

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

DX 235 Edinburgh or LP - 4 Edinburgh 2

for companies registered in Scotland

ОГ



Companies House

- for the record -

Please complete in typescript, or in bold black capitals.

First directors a	nd secretary and	intended	situation	of
registered office	}			

CHWP000				
Notes on completion appear on final page				
Company Name in full	PERSIAN SEPHARDI SYNAGOGUE			
Proposed Registered Office	26 KINGSGATE AVENUE			
(PO Box numbers only, are not acceptable)	FINCHLEY			
Post town	LONDON			
County / Region		Postcode	N3 3BH	
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. Agent's Name	Mrs. L. Crouch			
Address	Sovereign Management Services,			
	Sovereign Centre, Poplars, Yapton Lane, Walberton ARUNDEL			
Post town				
County / Region	West Sussex	Postcode	BN18 0AS	
Number of continuation sheets attached				

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Companies House receipt date barcode This form has been provided free of charge by Companies House

Mrs. L. Crouch, Sovereign Management Services, Sovereign Centre, Poplars, Yapton Lane, Walberton, ARUNDEL, West Sussex

BN18 0AS Tel 01243 555611

DX exchange N/A DX number N/A

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

Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff for companies registered in England and Wales

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

v 10/03

Company Se	cretary	(see notes 1-5)			
Company name			PERSIAN SEPHARDI SYNAGOGUE		
ı	NAME	*Style / Title	MR	*Honours etc	
* Voluntary details		Forename(s)	ALEX		
		Surname	BASSALIAN		
	Previou	s forename(s)			
^{††} Tick this box if the	Previou	us surname(s)		-	
address shown is a service address for the beneficiary of a	Addre	ess ^{††}	26 KINGSGATE AVENUE		
Confidentiality Order granted under section 723B of the			FINCHLEY		
Companies Act 1985 otherwise, give your		Post town	LONDON		
usual residential address. In the case of a corporation or	Co	ounty / Region		Postcode	N3 3BH
Scottish firm, give the registered or principal office address.		Country	UNITED KINGDOM		
onice address.			I consent to act as secretary of the company named on page 1		
		t signature	y Alexant	Date	× 24.8.2009 ×
Directors (see no Please list directors in		ool order			
	NAME	*Style / Title	MR	*Honours etc	
	Previous forename(s) Previous surname(s) Address #		ALEX		- 100
			BASSALIAN		
44 701-1 45.5- 6 7045					
†† Tick this box if the address shown is a service address for the			26 KINGSGATE AVENUE		
beneficiary of a Confidentiality Order granted under section			FINCHLEY		
723B of the Companies Act 1985 otherwise,		Post town	LONDON		
give your usual residential address. In the case of a	Co	ounty / Region		Postcode	N3 3BH
corporation or Scottish firm, give the registered or principal	Country		UNITED KINGDOM		
office address.	Date of birth Business occupation Other directorships		Day Month Year		- 10
l			2 8 1 0 1 9 6 2	Nationality BRI	TISH
1			COMPANY DIRECTOR		
•			\sim \sim	\sim	
			I consent to act as director of the	e company named	on page 1

Consent signature > Apel Bax

γ Date × 24.8.209 ×

Company Secretary (see notes 1-5)

Form 10 Continuation Sheet

CHWP000	Company	Name	PERSIAN SEPHARDI SYNAGOGUE				
	NAME *Style / Title			*Honou	urs etc		
* Voluntary details		Forename(s)					
	Surname		IEL MANAGEMENT SERVICES	S LTD			
	Previous forename(s)						
† Tick this box if the	Previou	us surname(s)					
address shown is a service address for the beneficiary of a	Address †		SOVEREIGN CENTRE				
Confidentiality Order granted under section 723B of the			POPLARS, YAPTON LANE, W.	/ALBER	RTON		
Companies Act 1985 otherwise, give your		Post town	ARUNDEL				
usual residential address. In the case of a corporation or	Co	ounty / Region	WEST SUSSEX		Postcode	BN18 0AS	
Scottish firm, give the registered or principa office address		Country	UNITED KINGDOM				
		I	I consent to act as secretary of t		ipany name	d on page 1	
	Consen	t signature		mel Gnc	Date	01.9.09	
Directors (see r		cal order					
	NAME	*Style / Title	MR	*Honou	urs etc		
		Forename(s)	SAMUEL				
		Surname	GORJIAN				
† Tick this box if the							
address shown is a service address for the beneficiary of a			9 ORCHARD AVENUE				
Confidentiality Order granted under section			FINCHLEY				
723B of the Companies Act 1985 otherwise, give your	Post town		LONDON				
usual residential address. In the case of a corporation or	Co	ounty / Region			Postcode	N3 3NL	
Scottish firm, give the registered or principal			UNITED KINGDOM				
office address			Day Month Year				
	Date of birth Business occupation Other directorships		1 0 1 2 1 9 7 5	Natio	nality BRI	TISH	
			COMPANY DIRECTOR				
			RAMA CARPETS LTD				
	Consent signature		I consent to act as director of the company named on page 1				
			¥6.6	×	Date	×1.9.09>	

Directors (see notes 1-5) Please list directors in alphabetical order *Honours etc NAME *Style / Title MR Forename(s) MICHAEL * Voluntary details Surname HAKIMIAN Previous forename(s) Previous surname(s) †† Tick this box if the Address ** address shown is a 11, FAIRHOLME GARDENS service address for the beneficiary of a **FINCHLEY** Confidentiality Order granted under section 723B of the Companies LONDON Post town Act 1985 otherwise, give your usual residential address. In County / Region Postcode N3 3ED the case of a corporation or Scottish UNITED KINGDOM Country firm, give the registered or principal office address. Day Month Year Date of birth BRITISH **Nationality** 0 9,5 **Business occupation MERCHANT** MTAKARA TRADING LTD. INFINITY DIAMONDS Other directorships EURO-PEARLS LTD (DORMANT), YOKO LONDON (DIEMANT) I consent to act as director of the company named on page 1 Consent signature **Date** × 24.8.09 This section must be 07/09/09 Signed Date signed by either an agent on behalf of all **Signed Date** subscribers or the subscribers (i.e those who signed Signed **Date** as members on the memorandum of Signed Date association). Signed **Date** Signed Date Signed **Date**

Notes

 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).

- 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.

 Use Form 10 continuation sheets or photocopies of page 2 to provide details of joint secretaries or additional directors.