

No 07468014

The Companies Act 2006

Company Limited by Shares

ARTICLES OF ASSOCIATION

of

ALBA GROUP EUROPE PLC

(incorporated on 13 December 2010)

(as amended by special resolutions dated 6 November 2014 and 16 March 2015)

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INDEX TO THE ARTICLES

PART I INTERPRETATION AND LIMITATION OF LIABILITY	1
1 Defined terms	1
2 Liability of members	2
PART 2 DIRECTORS	2
DIRECTORS' POWERS AND RESPONSIBILITIES	2
3 Directors' general authority	2
4 Members' reserve power	3
5 Directors may delegate	3
6 Committees	3
DECISION-MAKING BY DIRECTORS	3
7 Directors to take decisions collectively	3
8 Calling a directors' meeting	3
9 Participation in directors' meetings	4
10 Quorum for directors' meetings	4
11 Meetings where total number of directors less than quorum	4
12 Chairing directors' meetings	5
13 Voting at directors' meetings general rules	5
14 Chairman's casting vote at directors' meetings	5
15 Alternates voting at directors' meetings	5
16 Conflicts of interest	6
17 Proposing directors' written resolutions	6
18 Adoption of directors' written resolutions	7
19 Directors' discretion to make further rules	7
APPOINTMENT OF DIRECTORS	7
20 Methods of appointing directors	7
21 Retirement of directors by rotation	7
22 Termination of director's appointment	8
23 Directors' remuneration	8

24	Directors' expenses	8
ALTERNATE DIRECTORS		9
25	Appointment and removal of alternates	9
26	Rights and responsibilities of alternate directors.. ..	9
27	Termination of alternate directorship	10
PART 3 DECISION-MAKING BY MEMBERS ORGANISATION OF GENERAL MEETINGS ..		10
28	Members can call general meeting if not enough directors	10
29	Attendance and speaking at general meetings	10
30	Quorum for general meetings	11
31	Chairing general meetings.... ..	11
32	Attendance and speaking by directors and non-members	11
33	Adjournment	11
VOTING AT GENERAL MEETINGS		12
34	Voting general	12
35	Errors and disputes	12
36	Demanding a poll	12
37	Procedure on a poll	13
38	Content of proxy notices	13
39	Delivery of proxy notices	14
40	Amendments to resolutions	14
RESTRICTIONS ON MEMBERS' RIGHTS		15
41	No voting of shares on which money owed to company	15
APPLICATION OF RULES TO CLASS MEETINGS		15
42	Class meetings..... ..	15
PART 4 SHARES AND DISTRIBUTIONS ISSUE OF SHARES		15
43	Powers to issue different classes of share	15
44	Payment of commissions on subscription for shares	15
INTERESTS IN SHARES		16
45	Company not bound by less than absolute interests	16

SHARE CERTIFICATES	16
46 Certificates to be issued except in certain cases...	16
47 Contents and execution of share certificates.....	16
48 Consolidated share certificates	16
49 Replacement share certificates .. .	17
SHARES NOT HELD IN CERTIFICATED FORM	17
50 Uncertificated shares	17
51 Share warrants	18
PARTLY PAID SHARES	19
52 Company's lien over partly paid shares .. .	19
53 Enforcement of the company's lien	20
54 Call notices	21
55 Liability to pay calls	21
56 When call notice need not be issued	21
57 Failure to comply with call notice, automatic consequences	22
58 Notice of intended forfeiture.....	22
59 Directors' power to forfeit shares	22
60 Effect of forfeiture .. .	23
61 Procedure following forfeiture	23
62 Surrender of shares	24
TRANSFER AND TRANSMISSION OF SHARES	24
63 Transfers of certificated shares	24
64 Transfer of uncertificated shares	25
65 Transmission of shares	25
66 Transmittees' rights	25
67 Exercise of transmittees' rights .. .	25
68 Transmittees bound by prior notices	26
69 Transfers to and from Secured Institutions	26
CONSOLIDATION OF SHARES .. .	26

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PART I

INTERPRETATION AND LIMITATION OF LIABILITY

1 Defined terms

In the articles , unless the context requires otherwise

"alternate" or **"alternate director"** has the meaning given in article 25,

"appointor" has the meaning given in article 25,

"articles" means the company's articles of association,

"bankruptcy" includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy,

"call" has the meaning given in article 54,

"call notice" has the meaning given in article 54,

"certificate" means a paper certificate (other than a share warrant) evidencing a person's title to specified shares or other securities,

"certificated" in relation to a share, means that it is not an uncertificated share or a share in respect of which a share warrant has been issued and is current,

"chairman" has the meaning given in article 12,

"chairman of the meeting" has the meaning given in article 31,

"Companies Acts" means the Companies Acts (as defined in section 2 of the Companies Act 2006), in so far as they apply to the company,

"company's lien" has the meaning given in article 52,

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

"distribution recipient" has the meaning given in article 72,

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

"electronic form" has the meaning given in section 1168 of the Companies Act 2006,

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

"hard copy form" has the meaning given in section 1168 of the Companies Act 2006,

"holder" in relation to shares means the person whose name is entered in the register of members as the holder of the shares, or, in the case of a share in respect of which a share warrant has been issued (and not cancelled), the person in possession of that warrant,

"instrument" means a document in hard copy form,

"lien enforcement notice" has the meaning given in article 53,

"member" has the meaning given in section 112 of the Companies Act 2006,

"ordinary resolution" has the meaning given in section 282 of the Companies Act 2006,

"paid" means paid or credited as paid,

"participate", in relation to a directors' meeting, has the meaning given in article 9,

"partly paid" in relation to a share means that part of that share's nominal value or any premium at which it was issued has not been paid to the company,

"proxy notice" has the meaning given in article 38,

"securities seal" has the meaning given in article 47,

"shares" means shares in the company,

"special resolution" has the meaning given in section 283 of the Companies Act 2006,

"subsidiary" has the meaning given in section 1159 of the Companies Act 2006,

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

"uncertificated" in relation to a share means that, by virtue of legislation (other than section 778 of the Companies Act 2006) permitting title to shares to be evidenced and transferred without a certificate, title to that share is evidenced and may be transferred without a certificate, and

"writing" means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise

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

2 Liability of members

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

PART 2 DIRECTORS

DIRECTORS' POWERS AND RESPONSIBILITIES

3 Directors' general authority

3.1 Subject to the articles, the directors are responsible for the management of the company's business, for which purpose they may exercise all the powers of the company

3.2 Subject to the provisions of the Companies Acts the directors or the members may appoint and authorise one or more of the directors in respect of a particular business transaction or generally to exercise all the powers of the company on its behalf. Unless so authorised by resolution, the company shall be managed and represented jointly by two directors

3.3 The directors are hereby expressly authorised to enter into contracts on behalf of the company with themselves acting on their own behalf or as agents on behalf of a third

person, subject to the provisions of the Companies Acts. The directors' obligations to declare their interests shall not be affected by this provision.

4 Members' reserve power

- 4.1** The members may, by special resolution, direct the directors to take, or refrain from taking, specified action.
- 4.2** No such special resolution invalidates anything which the directors have done before the passing of the resolution.

5 Directors may delegate

- 5.1** Subject to the articles, the directors may delegate any of the powers which are conferred on them under the articles:
 - 5.1.1** to such person or committee,
 - 5.1.2** by such means (including by power of attorney),
 - 5.1.3** to such an extent,
 - 5.1.4** in relation to such matters or territories, and
 - 5.1.5** on such terms and conditions,as they think fit.
- 5.2** If the directors so specify, any such delegation may authorise further delegation of the directors' powers by any person to whom they are delegated.
- 5.3** The directors may revoke any delegation in whole or part, or alter its terms and conditions.

6 Committees

- 6.1** Committees to which the directors delegate any of their powers must follow procedures which are based as far as they are applicable on those provisions of the articles which govern the taking of decisions by directors.
- 6.2** The directors may make rules of procedure for all or any committees, which prevail over rules derived from the articles if they are not consistent with them.

DECISION-MAKING BY DIRECTORS

7 Directors to take decisions collectively

Decisions of the directors may be taken

- 7.1** at a directors' meeting, or
- 7.2** in the form of a directors' written resolution.

8 Calling a directors' meeting

- 8.1** Any director may call a directors' meeting.
- 8.2** The company secretary must call a directors' meeting if a director so requests.

- 8.3** A directors' meeting is called by giving notice of the meeting to the directors
- 8.4** Notice of any directors' meeting must indicate
- 8.4.1** its proposed date and time,
 - 8.4.2** where it is to take place, and
 - 8.4.3** if it is anticipated that directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting
- 8.5** Notice of a directors' meeting must be given to each director, but need not be in writing
- 8.6** Notice of a directors' meeting need not be given to directors who waive their entitlement to notice of that meeting, by giving notice to that effect to the company not more than seven days after the date on which the meeting is held. Where such notice is given after the meeting has been held, that does not affect the validity of the meeting, or of any business conducted at it
- 9 Participation in directors' meetings**
- 9.1** Subject to the articles, directors participate in a directors' meeting, or part of a directors' meeting, when
- 9.1.1** the meeting has been called and takes place in accordance with the articles, and
 - 9.1.2** they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting
- 9.2** In determining whether directors are participating in a directors' meeting, it is irrelevant where any director is or how they communicate with each other
- 9.3** If all the directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is
- 10 Quorum for directors' meetings**
- 10.1** At a directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting
- 10.2** The quorum for directors' meetings may be fixed from time to time by a decision of the directors, but it must never be less than two, and unless otherwise fixed it is two
- 11 Meetings where total number of directors less than quorum**
- 11.1** This article applies where the total number of directors for the time being is less than the quorum for directors' meetings
- 11.2** If there is only one director, that director may appoint sufficient directors to make up a quorum or call a general meeting to do so
- 11.3** If there is more than one director
- 11.3.1** a directors' meeting may take place, if it is called in accordance with the articles and at least two directors participate in it, with a view to appointing sufficient directors to make up a quorum or calling a general meeting to do so, and

- 11 3 2 If a directors' meeting is called but only one director attends at the appointed date and time to participate in it, that director may appoint sufficient directors to make up a quorum or call a general meeting to do so

12 Chairing directors' meetings

- 12 1 The directors may appoint a director to chair their meetings
- 12 2 The person so appointed for the time being is known as the chairman
- 12 3 The directors may appoint other directors as deputy or assistant chairmen to chair directors' meetings in the chairman's absence
- 12 4 The directors may terminate the appointment of the chairman, deputy or assistant chairman at any time
- 12.5 If neither the chairman nor any director appointed generally to chair directors' meetings in the chairman's absence is participating in a meeting within ten minutes of the time at which it was to start, the participating directors must appoint one of themselves to chair it

13 Voting at directors' meetings: general rules

- 13.1 Subject to the articles, a decision is taken at a directors' meeting by a majority of the votes of the participating directors
- 13 2 Subject to the articles, each director participating in a directors' meeting has one vote
- 13.3 Subject to the articles, if a director has an interest in an actual or proposed transaction or arrangement with the company
- 13 3 1 that director and that director's alternate may not vote on any proposal relating to it, but
- 13 3 2 this does not preclude the alternate from voting in relation to that transaction or arrangement on behalf of another appointor who does not have such an interest

14 Chairman's casting vote at directors' meetings

- 14.1 If the numbers of votes for and against a proposal are equal, the chairman or other director chairing the meeting has a casting vote
- 14.2 But this does not apply if, in accordance with the articles, the chairman or other director is not to be counted as participating in the decision-making process for quorum or voting purposes

15 Alternates voting at directors' meetings

A director who is also an alternate director has an additional vote on behalf of each appointor who is

- 15.1 not participating in a directors' meeting, and
- 15 2 would have been entitled to vote if they were participating in it

16 Conflicts of interest

- 16.1** If a directors' meeting, or part of a directors' meeting, is concerned with an actual or proposed transaction or arrangement with the company in which a director is interested, that director is not to be counted as participating in that meeting, or part of a meeting, for quorum or voting purposes
- 16.2** But if paragraph 16.3 applies, a director who is interested in an actual or proposed transaction or arrangement with the company is to be counted as participating in a decision at a directors' meeting, or part of a directors' meeting, relating to it for quorum and voting purposes
- 16.3** This paragraph applies when
- 16.3.1** the company by ordinary resolution disapplies the provision of the articles which would otherwise prevent a director from being counted as participating in, or voting at, a directors' meeting,
 - 16.3.2** the director's interest cannot reasonably be regarded as likely to give rise to a conflict of interest, or
 - 16.3.3** the director's conflict of interest arises from a permitted cause
- 16.4** For the purposes of this article, the following are permitted causes
- 16.4.1** a guarantee given, or to be given, by or to a director in respect of an obligation incurred by or on behalf of the company or any of its subsidiaries,
 - 16.4.2** subscription, or an agreement to subscribe, for shares or other securities of the company or any of its subsidiaries, or to underwrite, sub-underwrite, or guarantee subscription for any such shares or securities, and
 - 16.4.3** arrangements pursuant to which benefits are made available to employees and directors or former employees and directors of the company or any of its subsidiaries which do not provide special benefits for directors or former directors
- 16.5** Subject to paragraph 16.6, if a question arises at a meeting of directors or of a committee of directors as to the right of a director to participate in the meeting (or part of the meeting) for voting or quorum purposes, the question may, before the conclusion of the meeting, be referred to the chairman whose ruling in relation to any director other than the chairman is to be final and conclusive
- 16.6** If any question as to the right to participate in the meeting (or part of the meeting) should arise in respect of the chairman, the question is to be decided by a decision of the directors at that meeting, for which purpose the chairman is not to be counted as participating in the meeting (or that part of the meeting) for voting or quorum purposes

17 Proposing directors' written resolutions

- 17.1** Any director may propose a directors' written resolution
- 17.2** The company secretary must propose a directors' written resolution if a director so requests
- 17.3** A directors' written resolution is proposed by giving notice of the proposed resolution to the directors

17.4 Notice of a proposed directors' written resolution must indicate

17.4.1 the proposed resolution, and

17.4.2 the time by which it is proposed that the directors should adopt it

17.5 Notice of a proposed directors' written resolution must be given in writing to each director

17.6 Any decision which a person giving notice of a proposed directors' written resolution takes regarding the process of adopting that resolution must be taken reasonably in good faith

18 Adoption of directors' written resolutions

18.1 A proposed directors' written resolution is adopted when all the directors who would have been entitled to vote on the resolution at a directors' meeting have signed one or more copies of it, provided that those directors would have formed a quorum at such a meeting

18.2 It is immaterial whether any director signs the resolution before or after the time by which the notice proposed that it should be adopted

18.3 Once a directors' written resolution has been adopted, it must be treated as if it had been a decision taken at a directors' meeting in accordance with the articles

18.4 The company secretary must ensure that the company keeps a record, in writing, of all directors' written resolutions for at least ten years from the date of their adoption

19 Directors' discretion to make further rules

Subject to the articles, the directors may make any rule which they think fit about how they take decisions, and about how such rules are to be recorded or communicated to directors

APPOINTMENT OF DIRECTORS

20 Methods of appointing directors

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

20.1 by ordinary resolution, or

20.2 by a decision of the directors

21 Retirement of directors by rotation

21.1 At the first annual general meeting all the directors must retire from office

21.2 At every subsequent annual general meeting any directors

21.2.1 who have been appointed by the directors since the last annual general meeting, or

21.2.2 who were not appointed or reappointed at one of the preceding two annual general meetings,

must retire from office and may offer themselves for reappointment by the members

22 Termination of director's appointment

A person ceases to be a director as soon as

- 22.1** that person ceases to be a director by virtue of any provision of the Companies Act 2006 or is prohibited from being a director by law,
- 22.2** a bankruptcy order is made against that person,
- 22.3** a composition is made with that person's creditors generally in satisfaction of that person's debts,
- 22.4** a registered medical practitioner who is treating that person gives a written opinion to the company stating that that person has become physically or mentally incapable of acting as a director and may remain so for more than three months,
- 22.5** by reason of that person's mental health, a court makes an order which wholly or partly prevents that person from personally exercising any powers or rights which that person would otherwise have,
- 22.6** notification is received by the company from the director that the director is resigning from office as director, and such resignation has taken effect in accordance with its terms

23 Directors' remuneration

- 23.1** Directors may undertake any services for the company that the directors decide
- 23.2** Directors are entitled to such remuneration as the directors determine
 - 23.2.1** for their services to the company as directors, and
 - 23.2.2** for any other service which they undertake for the company
- 23.3** Subject to the articles, a director's remuneration may
 - 23.3.1** take any form, and
 - 23.3.2** include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director
- 23.4** Unless the directors decide otherwise, directors' remuneration accrues from day to day
- 23.5** Unless the directors decide otherwise, directors are not accountable to the company for any remuneration which they receive as directors or other officers or employees of the company's subsidiaries or of any other body corporate in which the company is interested

24 Directors' expenses

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

- 24.1** meetings of directors or committees of directors,
- 24.2** general meetings, or
- 24.3** separate meetings of the holders of any class of shares or of debentures of the company,

or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the company

ALTERNATE DIRECTORS

25 Appointment and removal of alternates

25 1 Any director (the “**appointor**”) may appoint as an alternate any other director, or any other person approved by resolution of the directors, to

25 1 1 exercise that director's powers, and

25 1 2 carry out that director's responsibilities,

in relation to the taking of decisions by the directors in the absence of the alternate's appointor

25 2 Any appointment or removal of an alternate must be effected by notice in writing to the company signed by the appointor, or in any other manner approved by the directors

25 3 The notice must

25 3 1 identify the proposed alternate, and

25 3 2 in the case of a notice of appointment, contain a statement signed by the proposed alternate that the proposed alternate is willing to act as the alternate of the director giving the notice

26 Rights and responsibilities of alternate directors

26 1 An alternate director has the same rights, in relation to any directors' meeting or directors' written resolution, as the alternate's appointor

26.2 Except as the articles specify otherwise, alternate directors

26 2 1 are deemed for all purposes to be directors,

26 2 2 are liable for their own acts and omissions,

26 2 3 are subject to the same restrictions as their appointors, and

26 2 4 are not deemed to be agents of or for their appointors

26 3 A person who is an alternate director but not a director

26 3 1 may be counted as participating for the purposes of determining whether a quorum is participating (but only if that person's appointor is not participating), and

26 3 2 may sign a written resolution (but only if it is not signed or to be signed by that person's appointor)

No alternate may be counted as more than one director for such purposes

26 4 An alternate director is not entitled to receive any remuneration from the company for serving as an alternate director except such part of the alternate's appointor's remuneration as the appointor may direct by notice in writing made to the company

27 Termination of alternate directorship

An alternate director's appointment as an alternate terminates

- 27.1** when the alternate's appointor revokes the appointment by notice to the company in writing specifying when it is to terminate,
- 27.2** on the occurrence in relation to the alternate of any event which, if it occurred in relation to the alternate's appointor, would result in the termination of the appointor's appointment as a director,
- 27.3** on the death of the alternate's appointor, or
- 27.4** when the alternate's appointor's appointment as a director terminates, except that an alternate's appointment as an alternate does not terminate when the appointor retires by rotation at a general meeting and is then re-appointed as a director at the same general meeting

PART 3

DECISION-MAKING BY MEMBERS ORGANISATION OF GENERAL MEETINGS

28 Members can call general meeting if not enough directors

28.1 If

- 28.1.1** the company has fewer than two directors, and
- 28.1.2** the director (if any) is unable or unwilling to appoint sufficient directors to make up a quorum or to call a general meeting to do so, then two or more members may call a general meeting (or instruct the company secretary to do so) for the purpose of appointing one or more directors

29 Attendance and speaking at general meetings

- 29.1** A person is able to exercise the right to speak at a general meeting when that person is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions which that person has on the business of the meeting
- 29.2** A person is able to exercise the right to vote at a general meeting when
 - 29.2.1** that person is able to vote, during the meeting, on resolutions put to the vote at the meeting, and
 - 29.2.2** that person's vote can be taken into account in determining whether or not such resolutions are passed at the same time as the votes of all the other persons attending the meeting
- 29.3** The directors may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it
- 29.4** In determining attendance at a general meeting, it is immaterial whether any two or more members attending it are in the same place as each other
- 29.5** Two or more persons who are not in the same place as each other attend a general meeting if their circumstances are such that if they have (or were to have) rights to speak and vote at that meeting, they are (or would be) able to exercise them

30 Quorum for general meetings

No business other than the appointment of the chairman of the meeting is to be transacted at a general meeting if the persons attending it do not constitute a quorum

31 Chairing general meetings

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

31.2 If the directors have not appointed a chairman, or if the chairman is unwilling to chair the meeting or is not present within ten minutes of the time at which a meeting was due to start

31.2.1 the directors present, or

31.2.2 (if no directors are present), the meeting, must appoint a director or member to chair the meeting, and the appointment of the chairman of the meeting must be the first business of the meeting

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

32 Attendance and speaking by directors and non-members

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

32.2 The chairman of the meeting may permit other persons who are not

32.2.1 members of the company, or

32.2.2 otherwise entitled to exercise the rights of members in relation to general meetings, to attend and speak at a general meeting

33 Adjournment

33.1 If the persons attending a general meeting within half an hour of the time at which the meeting was due to start do not constitute a quorum, or if during a meeting a quorum ceases to be present, the chairman of the meeting must adjourn it

33.2 The chairman of the meeting may adjourn a general meeting at which a quorum is present if

33.2.1 the meeting consents to an adjournment, or

33.2.2 it appears to the chairman of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner

33.3 The chairman of the meeting must adjourn a general meeting if directed to do so by the meeting

33.4 When adjourning a general meeting, the chairman of the meeting must

33.4.1 either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the directors, and

33.4.2 have regard to any directions as to the time and place of any adjournment which have been given by the meeting

33.5 If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the company must give at least 7 clear days' notice of it (that is, excluding the day of the adjourned meeting and the day on which the notice is given)

33.5.1 to the same persons to whom notice of the company's general meetings is required to be given, and

33.5.2 containing the same information which such notice is required to contain

33.6 No business may be transacted at an adjourned general meeting which could not properly have been transacted at the meeting if the adjournment had not taken place

VOTING AT GENERAL MEETINGS

34 Voting: general

A resolution put to the vote of a general meeting must be decided on a show of hands unless a poll is duly demanded in accordance with the articles

35 Errors and disputes

35.1 No objection may be raised to the qualification of any person voting at a general meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid

35.2 Any such objection must be referred to the chairman of the meeting whose decision is final

36 Demanding a poll

36.1 A poll on a resolution may be demanded

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

36.1.2 at a general meeting, either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared

36.2 A poll may be demanded by

36.2.1 the chairman of the meeting,

36.2.2 the directors,

36.2.3 two or more persons having the right to vote on the resolution, or

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

36.3 A demand for a poll may be withdrawn if

36.3.1 the poll has not yet been taken, and

36.3.2 the chairman of the meeting consents to the withdrawal

37 Procedure on a poll

- 37 1** Subject to the articles, polls at general meetings must be taken when, where and in such manner as the chairman of the meeting directs
- 37 2** The chairman of the meeting may appoint scrutineers (who need not be members) and decide how and when the result of the poll is to be declared
- 37.3** The result of a poll shall be the decision of the meeting in respect of the resolution on which the poll was demanded
- 37 4** A poll on
- 37 4 1** the election of the chairman of the meeting, or
 - 37 4 2** a question of adjournment,
- must be taken immediately
- 37 5** Other polls must be taken within 30 days of their being demanded
- 37 6** A demand for a poll does not prevent a general meeting from continuing, except as regards the question on which the poll was demanded
- 37 7** 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
- 37 8** In any other case, at least 7 days' notice must be given specifying the time and place at which the poll is to be taken

38 Content of proxy notices

- 38.1** Proxies may only validly be appointed by a notice in writing (a "**proxy notice**") which
- 38 1 1** states the name and address of the member appointing the proxy,
 - 38 1 2** identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed,
 - 38 1 3** is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine, and
 - 38 1 4** is delivered to the company in accordance with the articles and any instructions contained in the notice of the general meeting to which they relate
- 38 2** The company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes
- 38 3** Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions
- 38.4** Unless a proxy notice indicates otherwise, it must be treated as
- 38 4 1** allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting, and
 - 38 4 2** appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself

39 Delivery of proxy notices

- 39 1** Any notice of a general meeting must specify the address or addresses ("**proxy notification address**") at which the company or its agents will receive proxy notices relating to that meeting, or any adjournment of it, delivered in hard copy or electronic form
- 39.2** A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the company by or on behalf of that person
- 39.3** Subject to paragraphs 39 4 and 39 5, a proxy notice must be delivered to a proxy notification address not less than 48 hours before the general meeting or adjourned meeting to which it relates
- 39 4** In the case of a poll taken more than 48 hours after it is demanded, the notice must be delivered to a proxy notification address not less than 24 hours before the time appointed for the taking of the poll
- 39 5** In the case of a poll not taken during the meeting but taken not more than 48 hours after it was demanded, the proxy notice must be delivered
- 39 5 1** in accordance with paragraph 39 3, or
- 39 5 2** at the meeting at which the poll was demanded to the chairman, secretary or any director
- 39 6** An appointment under a proxy notice may be revoked by delivering a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given to a proxy notification address
- 39 7** A notice revoking a proxy appointment only takes effect if it is delivered before
- 39 7 1** the start of the meeting or adjourned meeting to which it relates, or
- 39 7 2** (in the case of a poll not taken on the same day as the meeting or adjourned meeting) the time appointed for taking the poll to which it relates
- 39 8** If a proxy notice is not signed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf

40 Amendments to resolutions

- 40 1** An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if
- 40 1 1** notice of the proposed amendment is given to the company secretary in writing by a person entitled to vote at the general meeting at which it is to be proposed not less than 48 hours before the meeting is to take place (or such later time as the chairman of the meeting may determine), and
- 40 1 2** the proposed amendment does not, in the reasonable opinion of the chairman of the meeting, materially alter the scope of the resolution
- 40 2** A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if

40 2 1 the chairman of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed, and

40 2 2 the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution

40.3 If the chairman of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chairman's error does not invalidate the vote on that resolution

RESTRICTIONS ON MEMBERS' RIGHTS

41 No voting of shares on which money owed to company

No voting rights attached to a share may be exercised at any general meeting, at any adjournment of it, or on any poll called at or in relation to it, unless all amounts payable to the company in respect of that share have been paid

APPLICATION OF RULES TO CLASS MEETINGS

42 Class meetings

The provisions of the articles relating to general meetings apply, with any necessary modifications, to meetings of the holders of any class of shares

PART 4

SHARES AND DISTRIBUTIONS ISSUE OF SHARES

43 Powers to issue different classes of share

43 1 Subject to the articles, but without prejudice to the rights attached to any existing share, the company may issue shares with such rights or restrictions as may be determined by ordinary resolution

43.2 The company may issue shares which are to be redeemed, or are liable to be redeemed at the option of the company or the holder, and the directors may determine the terms, conditions and manner of redemption of any such shares

44 Payment of commissions on subscription for shares

44 1 The company may pay any person a commission in consideration for that person

44 1 1 subscribing, or agreeing to subscribe, for shares, or

44 1 2 procuring, or agreeing to procure, subscriptions for shares

44.2 Any such commission may be paid

44 2 1 in cash, or in fully paid or partly paid shares or other securities, or partly in one way and partly in the other, and

44 2 2 in respect of a conditional or an absolute subscription

INTERESTS IN SHARES

45 Company not bound by less than absolute interests

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

SHARE CERTIFICATES

46 Certificates to be issued except in certain cases

46.1 The company must issue each member with one or more certificates in respect of the shares which that member holds

46.2 This article does not apply to

46.2.1 uncertificated shares,

46.2.2 shares in respect of which a share warrant has been issued, or

46.2.3 shares in respect of which the Companies Acts permit the company not to issue a certificate

46.3 Except as otherwise specified in the articles, all certificates must be issued free of charge

46.4 No certificate may be issued in respect of shares of more than one class

46.5 If more than one person holds a share, only one certificate may be issued in respect of it

47 Contents and execution of share certificates

47.1 Every certificate must specify

47.1.1 in respect of how many shares, of what class, it is issued,

47.1.2 the nominal value of those shares,

47.1.3 the amount paid up on them, and

47.1.4 any distinguishing numbers assigned to them

47.2 Certificates must

47.2.1 have affixed to them the company's common seal or an official seal which is a facsimile of the company's common seal with the addition on its face of the word "**Securities**" (a "**securities seal**"), or

47.2.2 be otherwise executed in accordance with the Companies Acts

48 Consolidated share certificates

48.1 When a member's holding of shares of a particular class increases, the company may issue that member with

48.1.1 a single, consolidated certificate in respect of all the shares of a particular class which that member holds, or

- 48.1.2 a separate certificate in respect of only those shares by which that member's holding has increased
- 48.2 When a member's holding of shares of a particular class is reduced, the company must ensure that the member is issued with one or more certificates in respect of the number of shares held by the member after that reduction. But the company need not (in the absence of a request from the member) issue any new certificate if
- 48.2.1 all the shares which the member no longer holds as a result of the reduction, and
- 48.2.2 none of the shares which the member retains following the reduction, were, immediately before the reduction, represented by the same certificate
- 48.3 A member may request the company, in writing, to replace
- 48.3.1 the member's separate certificates with a consolidated certificate, or
- 48.3.2 the member's consolidated certificate with two or more separate certificates representing such proportion of the shares as the member may specify
- 48.4 When the company complies with such a request it may charge such reasonable fee as the directors may decide for doing so
- 48.5 A consolidated certificate must not be issued unless any certificates which it is to replace have first been returned to the company for cancellation

49 Replacement share certificates

- 49.1 If a certificate issued in respect of a member's shares is
- 49.1.1 damaged or defaced, or
- 49.1.2 said to be lost, stolen or destroyed,
- that member is entitled to be issued with a replacement certificate in respect of the same shares
- 49.2 A member exercising the right to be issued with such a replacement certificate
- 49.2.1 may at the same time exercise the right to be issued with a single certificate or separate certificates,
- 49.2.2 must return the certificate which is to be replaced to the company if it is damaged or defaced, and
- 49.2.3 must comply with such conditions as to evidence, indemnity and the payment of a reasonable fee as the directors decide

SHARES NOT HELD IN CERTIFICATED FORM

50 Uncertificated shares

- 50.1 In this article, "**the relevant rules**" means
- 50.1.1 any applicable provision of the Companies Acts about the holding, evidencing of title to, or transfer of shares other than in certificated form, and
- 50.1.2 any applicable legislation, rules or other arrangements made under or by virtue of such provision

- 50 2** The provisions of this article have effect subject to the relevant rules
- 50 3** Any provision of the articles which is inconsistent with the relevant rules must be disregarded, to the extent that it is inconsistent, whenever the relevant rules apply
- 50.4** Any share or class of shares of the company may be issued or held on such terms, or in such a way, that
- 50 4 1** title to it or them is not, or must not be, evidenced by a certificate, or
- 50 4 2** it or they may or must be transferred wholly or partly without a certificate
- 50 5** The directors have power to take such steps as they think fit in relation to
- 50 5 1** the evidencing of and transfer of title to uncertificated shares (including in connection with the issue of such shares),
- 50 5 2** any records relating to the holding of uncertificated shares,
- 50 5 3** the conversion of certificated shares into uncertificated shares, or
- 50 5 4** the conversion of uncertificated shares into certificated shares
- 50 6** The company may by notice to the holder of a share require that share
- 50 6 1** if it is uncertificated, to be converted into certificated form, and
- 50 6 2** if it is certificated, to be converted into uncertificated form, to enable it to be dealt with in accordance with the articles
- 50.7** If
- 50 7 1** the articles give the directors power to take action, or require other persons to take action, in order to sell, transfer or otherwise dispose of shares, and
- 50 7 2** uncertificated shares are subject to that power, but the power is expressed in terms which assume the use of a certificate or other written instrument, the directors may take such action as is necessary or expedient to achieve the same results when exercising that power in relation to uncertificated shares
- 50 8** In particular, the directors may take such action as they consider appropriate to achieve the sale, transfer, disposal, forfeiture, re-allotment or surrender of an uncertificated share or otherwise to enforce a lien in respect of it
- 50.9** Unless the directors otherwise determine, shares which a member holds in uncertificated form must be treated as separate holdings from any shares which that member holds in certificated form
- 50 10** A class of shares must not be treated as two classes simply because some shares of that class are held in certificated form and others are held in uncertificated form

51 Share warrants

- 51.1** The directors may issue a share warrant in respect of any fully paid share
- 51.2** Share warrants must be
- 51 2 1** issued in such form, and
- 51 2 2** executed in such manner,

as the directors decide

- 51.3** A share represented by a share warrant may be transferred by delivery of the warrant representing it
- 51.4** The directors may make provision for the payment of dividends in respect of any share represented by a share warrant
- 51.5** Subject to the articles, the directors may decide the conditions on which any share warrant is issued. In particular, they may
- 51.5.1** decide the conditions on which new warrants are to be issued in place of warrants which are damaged or defaced, or said to have been lost, stolen or destroyed,
 - 51.5.2** decide the conditions on which bearers of warrants are entitled to attend and vote at general meetings,
 - 51.5.3** decide the conditions subject to which bearers of warrants may surrender their warrant so as to hold their shares in certificated or uncertificated form instead, and
 - 51.5.4** vary the conditions of issue of any warrant from time to time,
- and the bearer of a warrant is subject to the conditions and procedures in force in relation to it, whether or not they were decided or specified before the warrant was issued
- 51.6** Subject to the conditions on which the warrants are issued from time to time, bearers of share warrants have the same rights and privileges as they would if their names had been included in the register as holders of the shares represented by their warrants
- 51.7** The company must not in any way be bound by or recognise any interest in a share represented by a share warrant other than the absolute right of the bearer of that warrant to that warrant

PARTLY PAID SHARES

52 Company's lien over partly paid shares

- 52.1** The company has a lien ("**the company's lien**") over every share which is partly paid for any part of
- 52.1.1** that share's nominal value, and
 - 52.1.2** any premium at which it was issued,
- which has not been paid to the company, and which is payable immediately or at some time in the future, whether or not a call notice has been sent in respect of it
- 52.2** The company's lien over a share
- 52.2.1** takes priority over any third party's interest in that share, and
 - 52.2.2** extends to any dividend or other money payable by the company in respect of that share and (if the lien is enforced and the share is sold by the company) the proceeds of sale of that share
- 52.3** The directors may at any time decide that a share which is or would otherwise be subject to the company's lien shall not be subject to it, either wholly or in part

53 Enforcement of the company's lien

53 1 Subject to the provisions of this article, if

53 1 1 a lien enforcement notice has been given in respect of a share, and

53 1 2 the person to whom the notice was given has failed to comply with it,
the company may sell that share in such manner as the directors decide

53.2 A lien enforcement notice

53 2 1 may only be given in respect of a share which is subject to the company's lien, in respect of which a sum is payable and the due date for payment of that sum has passed,

53 2 2 must specify the share concerned,

53 2 3 must require payment of the sum payable within 14 days of the notice,

53 2 4 must be addressed either to the holder of the share or to a person entitled to it by reason of the holder's death, bankruptcy or otherwise, and

53 2 5 must state the company's intention to sell the share if the notice is not complied with

53 3 Where shares are sold under this article

53 3 1 the directors may authorise any person to execute an instrument of transfer of the shares to the purchaser or a person nominated by the purchaser, and

53 3 2 the transferee is not bound to see to the application of the consideration, and the transferee's title is not affected by any irregularity in or invalidity of the process leading to the sale

53 4 The net proceeds of any such sale (after payment of the costs of sale and any other costs of enforcing the lien) must be applied

53 4 1 first, in payment of so much of the sum for which the lien exists as was payable at the date of the lien enforcement notice,

53 4 2 second, to the person entitled to the shares at the date of the sale, but only after the certificate for the shares sold has been surrendered to the company for cancellation or a suitable indemnity has been given for any lost certificates, and subject to a lien equivalent to the company's lien over the shares before the sale for any money payable in respect of the shares after the date of the lien enforcement notice

53 5 A statutory declaration by a director or the company secretary that the declarant is a director or the company secretary and that a share has been sold to satisfy the company's lien on a specified date

53 5 1 is conclusive evidence of the facts stated in it as against all persons claiming to be entitled to the share, and

53 5 2 subject to compliance with any other formalities of transfer required by the articles or by law, constitutes a good title to the share

54 Call notices

54 1 Subject to the articles and the terms on which shares are allotted, the directors may send a notice (a "**call notice**") to a member requiring the member to pay the company a specified sum of money (a "**call**") which is payable in respect of shares which that member holds at the date when the directors decide to send the call notice

54 2 A call notice

54 2 1 may not require a member to pay a call which exceeds the total sum unpaid on that member's shares (whether as to the share's nominal value or any amount payable to the company by way of premium),

54 2 2 must state when and how any call to which it relates it is to be paid, and

54 2 3 may permit or require the call to be paid by instalments

54.3 A member must comply with the requirements of a call notice, but no member is obliged to pay any call before 14 days have passed since the notice was sent

54.4 Before the company has received any call due under a call notice the directors may

54 4 1 revoke it wholly or in part, or

54 4 2 specify a later time for payment than is specified in the notice, by a further notice in writing to the member in respect of whose shares the call is made

55 Liability to pay calls

55 1 Liability to pay a call is not extinguished or transferred by transferring the shares in respect of which it is required to be paid

55 2 Joint holders of a share are jointly and severally liable to pay all calls in respect of that share

55 3 Subject to the terms on which shares are allotted, the directors may, when issuing shares, provide that call notices sent to the holders of those shares may require them

55 3 1 to pay calls which are not the same, or

55 3 2 to pay calls at different times

56 When call notice need not be issued

56.1 A call notice need not be issued in respect of sums which are specified, in the terms on which a share is issued, as being payable to the company in respect of that share (whether in respect of nominal value or premium)

56 1 1 on allotment,

56 1 2 on the occurrence of a particular event, or

56 1 3 on a date fixed by or in accordance with the terms of issue

56 2 But if the due date for payment of such a sum has passed and it has not been paid, the holder of the share concerned is treated in all respects as having failed to comply with a call notice in respect of that sum, and is liable to the same consequences as regards the payment of interest and forfeiture

57 Failure to comply with call notice. automatic consequences

57 1 If a person is liable to pay a call and fails to do so by the call payment date

57 1 1 the directors may issue a notice of intended forfeiture to that person, and

57 1 2 until the call is paid, that person must pay the company interest on the call from the call payment date at the relevant rate

57 2 For the purposes of this article

57 2 1 the "**call payment date**" is the time when the call notice states that a call is payable, unless the directors give a notice specifying a later date, in which case the "**call payment date**" is that later date,

57 2 2 the "**relevant rate**" is

- (i) the rate fixed by the terms on which the share in respect of which the call is due was allotted,
- (ii) such other rate as was fixed in the call notice which required payment of the call, or has otherwise been determined by the directors, or
- (iii) if no rate is fixed in either of these ways, 5 per cent per annum

57.3 The relevant rate must not exceed by more than 5 percentage points the base lending rate most recently set by the Monetary Policy Committee of the Bank of England in connection with its responsibilities under Part 2 of the Bank of England Act 1998(a)

57 4 The directors may waive any obligation to pay interest on a call wholly or in part

58 Notice of intended forfeiture

A notice of intended forfeiture

58 1 may be sent in respect of any share in respect of which a call has not been paid as required by a call notice,

58 2 must be sent to the holder of that share or to a person entitled to it by reason of the holder's death, bankruptcy or otherwise,

58 3 must require payment of the call and any accrued interest by a date which is not less than 14 days after the date of the notice,

58 4 must state how the payment is to be made, and

58 5 must state that if the notice is not complied with, the shares in respect of which the call is payable will be liable to be forfeited

59 Directors' power to forfeit shares

If a notice of intended forfeiture is not complied with before the date by which payment of the call is required in the notice of intended forfeiture, the directors may decide that any share in respect of which it was given is forfeited, and the forfeiture is to include all dividends or other moneys payable in respect of the forfeited shares and not paid before the forfeiture

60 Effect of forfeiture

60.1 Subject to the articles, the forfeiture of a share extinguishes

- 60 1 1** all interests in that share, and all claims and demands against the company in respect of it, and
- 60 1 2** all other rights and liabilities incidental to the share as between the person whose share it was prior to the forfeiture and the company

60.2 Any share which is forfeited in accordance with the articles

- 60 2 1** is deemed to have been forfeited when the directors decide that it is forfeited,
- 60 2 2** is deemed to be the property of the company, and
- 60 2 3** may be sold, re-allotted or otherwise disposed of as the directors think fit

60 3 If a person's shares have been forfeited

- 60 3 1** the company must send that person notice that forfeiture has occurred and record it in the register of members,
- 60 3 2** that person ceases to be a member in respect of those shares,
- 60 3 3** that person must surrender the certificate for the shares forfeited to the company for cancellation,
- 60 3 4** that person remains liable to the company for all sums payable by that person under the articles at the date of forfeiture in respect of those shares, including any interest (whether accrued before or after the date of forfeiture), and
- 60 3 5** the directors may waive payment of such sums wholly or in part or enforce payment without any allowance for the value of the shares at the time of forfeiture or for any consideration received on their disposal

60 4 At any time before the company disposes of a forfeited share, the directors may decide to cancel the forfeiture on payment of all calls and interest due in respect of it and on such other terms as they think fit

61 Procedure following forfeiture

61 1 If a forfeited share is to be disposed of by being transferred, the company may receive the consideration for the transfer and the directors may authorise any person to execute the instrument of transfer

61.2 A statutory declaration by a director or the company secretary that the declarant is a director or the company secretary and that a share has been forfeited on a specified date

- 61 2 1** is conclusive evidence of the facts stated in it as against all persons claiming to be entitled to the share, and
- 61 2 2** subject to compliance with any other formalities of transfer required by the articles or by law, constitutes a good title to the share

61.3 A person to whom a forfeited share is transferred is not bound to see to the application of the consideration (if any) nor is that person's title to the share affected by any irregularity in or invalidity of the process leading to the forfeiture or transfer of the share

61.4 If the company sells a forfeited share, the person who held it prior to its forfeiture is entitled to receive from the company the proceeds of such sale, net of any commission, and excluding any amount which

61.4.1 was, or would have become, payable, and

61.4.2 had not, when that share was forfeited, been paid by that person in respect of that share,

but no interest is payable to such a person in respect of such proceeds and the company is not required to account for any money earned on them

62 Surrender of shares

62.1 A member may surrender any share

62.1.1 in respect of which the directors may issue a notice of intended forfeiture,

62.1.2 which the directors may forfeit, or

62.1.3 which has been forfeited

62.2 The directors may accept the surrender of any such share

62.3 The effect of surrender on a share is the same as the effect of forfeiture on that share

62.4 A share which has been surrendered may be dealt with in the same way as a share which has been forfeited

TRANSFER AND TRANSMISSION OF SHARES

63 Transfers of certificated shares

63.1 Certificated shares may be transferred by means of an instrument of transfer in any usual form or any other form approved by the directors, which is executed by or on behalf of

63.1.1 the transferor, and

63.1.2 (if any of the shares is partly paid) the transferee

63.2 No fee may be charged for registering any instrument of transfer or other document relating to or affecting the title to any share

63.3 The company may retain any instrument of transfer which is registered

63.4 The transferor remains the holder of a certificated share until the transferee's name is entered in the register of members as holder of it

63.5 The directors may refuse to register the transfer of a certificated share if

63.5.1 the share is not fully paid,

63.5.2 the transfer is not lodged at the company's registered office or such other place as the directors have appointed,

63.5.3 the transfer is not accompanied by the certificate for the shares to which it relates, or such other evidence as the directors may reasonably require to show the transferor's right to make the transfer, or evidence of the right of someone other than the transferor to make the transfer on the transferor's behalf,

63 5 4 the transfer is in respect of more than one class of share, or

63 5 5 the transfer is in favour of more than four transferees

- 63.6** If the directors refuse to register the transfer of a share, the instrument of transfer must be returned to the transferee with the notice of refusal unless they suspect that the proposed transfer may be fraudulent

64 Transfer of uncertificated shares

A transfer of an uncertificated share must not be registered if it is in favour of more than four transferees

65 Transmission of shares

- 65 1** If title to a share passes to a transmittee, the company may only recognise the transmittee as having any title to that share

- 65 2** Nothing in these articles releases the estate of a deceased member from any liability in respect of a share solely or jointly held by that member

66 Transmittees' rights

- 66 1** A transmittee who produces such evidence of entitlement to shares as the directors may properly require

66 1 1 may, subject to the articles, choose either to become the holder of those shares or to have them transferred to another person, and

66 1 2 subject to the articles, and pending any transfer of the shares to another person, has the same rights as the holder had

- 66.2** But transmittees do not have the right to attend or vote at a general meeting in respect of shares to which they are entitled, by reason of the holder's death or bankruptcy or otherwise, unless they become the holders of those shares

67 Exercise of transmittees' rights

- 67.1** Transmittees who wish to become the holders of shares to which they have become entitled must notify the company in writing of that wish

- 67.2** If the share is a certificated share and a transmittee wishes to have it transferred to another person, the transmittee must execute an instrument of transfer in respect of it

- 67 3** If the share is an uncertificated share and the transmittee wishes to have it transferred to another person, the transmittee must

67 3 1 procure that all appropriate instructions are given to effect the transfer, or

67 3 2 procure that the uncertificated share is changed into certificated form and then execute an instrument of transfer in respect of it

- 67.4** Any transfer made or executed under this article is to be treated as if it were made or executed by the person from whom the transmittee has derived rights in respect of the share, and as if the event which gave rise to the transmission had not occurred

68 Transmittees bound by prior notices

If a notice is given to a member in respect of shares and a transmittee is entitled to those shares, the transmittee is bound by the notice if it was given to the member before the transmittee's name has been entered in the register of members

69 Transfers to and from Secured Institutions

69.1 Notwithstanding anything contained in these articles, the directors shall promptly register any transfer of shares and may not refuse to register the transfer of a share, whether or not fully paid, where such transfer

69.1.1 is to the bank or institution or any other person to which such shares have been charged by way of security or mortgaged (or any other security interest has been created, including as a part of assets subject to security created by debenture), whether as agent or security trustee for a group of banks or institutions or otherwise, or to any nominee or any transferee of such a bank or institution or any other person (a "**Secured Institution**"), or

69.1.2 is delivered to the company for registration by any duly authorised representative of a Secured Institution or its nominee in order to perfect its security over the shares, or

69.1.3 is executed by a Secured Institution or its nominee pursuant to the power of sale or other power under such security,

and furthermore notwithstanding anything to the contrary contained in these articles no transferor of any shares in the company or proposed transferor of such shares to a Secured Institution or its nominee and no Secured Institution or its nominee shall be required to offer the shares which are or are to be the subject of any transfer aforesaid to the shareholders for the time being of the company or any of them, and no such shareholder shall have any right under the articles or otherwise howsoever to require such shares to be transferred to them whether for consideration or not. Any lien on shares which the company may have shall not apply in respect of any shares which have been charged by way of security or mortgaged (or any other security interest has been created, including as a part of assets subject to security created by debenture) to a Secured Institution

CONSOLIDATION OF SHARES

70 Procedure for disposing of fractions of shares

70.1 This article applies where

70.1.1 there has been a consolidation or division of shares, and

70.1.2 as a result, members are entitled to fractions of shares

70.2 The directors may

70.2.1 sell the shares representing the fractions to any person including the company for the best price reasonably obtainable,

70.2.2 in the case of a certificated share, authorise any person to execute an instrument of transfer of the shares to the purchaser or a person nominated by the purchaser, and

70.2.3 distribute the net proceeds of sale in due proportion among the holders of the shares

70.3 Where any holder's entitlement to a portion of the proceeds of sale amounts to less than a minimum figure determined by the directors, that member's portion may be distributed to an organisation which is a charity for the purposes of the law of England and Wales, Scotland or Northern Ireland

70.4 The person to whom the shares are transferred is not obliged to ensure that any purchase money is received by the person entitled to the relevant fractions

70.5 The transferee's title to the shares is not affected by any irregularity in or invalidity of the process leading to their sale

DISTRIBUTIONS

71 Procedure for declaring dividends

71.1 The company may by ordinary resolution declare dividends, and the directors may decide to pay interim dividends

71.2 A dividend must not be declared unless the directors have made a recommendation as to its amount. Such a dividend must not exceed the amount recommended by the directors

71.3 No dividend may be declared or paid unless it is in accordance with members' respective rights

71.4 Unless the members' resolution to declare or directors' decision to pay a dividend, or the terms on which shares are issued, specify otherwise, it must be paid by reference to each member's holding of shares on the date of the resolution or decision to declare or pay it

71.5 If the company's share capital is divided into different classes, no interim dividend may be paid on shares carrying deferred or non-preferred rights if, at the time of payment, any preferential dividend is in arrear

71.6 The directors may pay at intervals any dividend payable at a fixed rate if it appears to them that the profits available for distribution justify the payment

71.7 If the directors act in good faith, they do not incur any liability to the holders of shares conferring preferred rights for any loss they may suffer by the lawful payment of an interim dividend on shares with deferred or non-preferred rights

72 Calculation of dividends

72.1 Except as otherwise provided by the articles or the rights attached to shares, all dividends must be

72.1.1 declared and paid according to the amounts paid up on the shares on which the dividend is paid, and

72.1.2 apportioned and paid proportionately to the amounts paid up on the shares during any portion or portions of the period in respect of which the dividend is paid

72.2 If any share is issued on terms providing that it ranks for dividend as from a particular date, that share ranks for dividend accordingly

- 72 3** For the purposes of calculating dividends, no account is to be taken of any amount which has been paid up on a share in advance of the due date for payment of that amount

73 Payment of dividends and other distributions

- 73 1** Where a dividend or other sum which is a distribution is payable in respect of a share, it must be paid by one or more of the following means

73 1 1 transfer to a bank or building society account specified by the distribution recipient either in writing or as the directors may otherwise decide,

73 1 2 sending a cheque made payable to the distribution recipient by post to the distribution recipient at the distribution recipient's registered address (if the distribution recipient is a holder of the share), or (in any other case) to an address specified by the distribution recipient either in writing or as the directors may otherwise decide,

73 1 3 sending a cheque made payable to such person by post to such person at such address as the distribution recipient has specified either in writing or as the directors may otherwise decide, or

73 1 4 any other means of payment as the directors agree with the distribution recipient either in writing or by such other means as the directors decide

- 73 2** In the articles, "**the distribution recipient**" means, in respect of a share in respect of which a dividend or other sum is payable

73 2 1 the holder of the share, or

73 2 2 if the share has two or more joint holders, whichever of them is named first in the register of members, or

73 2 3 if the holder is no longer entitled to the share by reason of death or bankruptcy, or otherwise by operation of law, the transmittee

74 Deductions from distributions in respect of sums owed to the company

- 74 1** If

74 1 1 a share is subject to the company's lien, and

74 1 2 the directors are entitled to issue a lien enforcement notice in respect of it,

they may, instead of issuing a lien enforcement notice, deduct from any dividend or other sum payable in respect of the share any sum of money which is payable to the company in respect of that share to the extent that they are entitled to require payment under a lien enforcement notice

- 74 2** Money so deducted must be used to pay any of the sums payable in respect of that share

- 74 3** The company must notify the distribution recipient in writing of

74 3 1 the fact and amount of any such deduction,

74 3 2 any non-payment of a dividend or other sum payable in respect of a share resulting from any such deduction, and

74 3 3 how the money deducted has been applied

75 No interest on distributions

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

75 1 the terms on which the share was issued, or

75.2 the provisions of another agreement between the holder of that share and the company

76 Unclaimed distributions

76 1 All dividends or other sums which are

76 1 1 payable in respect of shares, and

76 1 2 unclaimed after having been declared or become payable,

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

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

76 3 If

76 3 1 twelve years have passed from the date on which a dividend or other sum became due for payment, and

76 3 2 the distribution recipient has not claimed it,

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

77 Non-cash distributions

77 1 Subject to the terms of issue of the share in question, the company may, by ordinary resolution on the recommendation of the directors, decide to pay all or part of a dividend or other distribution payable in respect of a share by transferring non-cash assets of equivalent value (including, without limitation, shares or other securities in any company)

77.2 If the shares in respect of which such a non-cash distribution is paid are uncertificated, any shares in the company which are issued as a non-cash distribution in respect of them must be uncertificated

77 3 For the purposes of paying a non-cash distribution, the directors may make whatever arrangements they think fit, including, where any difficulty arises regarding the distribution

77 3 1 fixing the value of any assets,

77 3 2 paying cash to any distribution recipient on the basis of that value in order to adjust the rights of recipients, and

77 3 3 vesting any assets in trustees

78 Waiver of distributions

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

78.1 the share has more than one holder, or

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

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

CAPITALISATION OF PROFITS

79 Authority to capitalise and appropriation of capitalised sums

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

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

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

79.2 Capitalised sums must be applied

79.2.1 on behalf of the persons entitled, and

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

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

79.4 A capitalised sum which was appropriated from profits available for distribution may be applied

79.4.1 in or towards paying up any amounts unpaid on existing shares held by the persons entitled, or

79.4.2 in paying up new debentures of the company which are then allotted credited as fully paid to the persons entitled or as they may direct

79.5 Subject to the articles the directors may

79.5.1 apply capitalised sums in accordance with paragraphs 78.3 and 78.4 partly in one way and partly in another,

79.5.2 make such arrangements as they think fit to deal with shares or debentures becoming distributable in fractions under this article (including the issuing of fractional certificates or the making of cash payments), and

79.5.3 authorise any person to enter into an agreement with the company on behalf of all the persons entitled which is binding on them in respect of the allotment of shares and debentures to them under this article

PART 5
MISCELLANEOUS PROVISIONS
COMMUNICATIONS

80 Means of communication to be used

- 80.1** Subject to the articles, anything sent or supplied by or to the company under the articles may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the company
- 80.2** Subject to the articles, any notice or document to be sent or supplied to a director in connection with the taking of decisions by directors may also be sent or supplied by the means by which that director has asked to be sent or supplied with such notices or documents for the time being
- 80.3** A director may agree with the company that notices or documents sent to that director in a particular way are to be deemed to have been received within a specified time of their being sent, and for the specified time to be less than 48 hours

81 Failure to notify contact details

81.1 If

81.1.1 the company sends two consecutive documents to a member over a period of at least 12 months, and

81.1.2 each of those documents is returned undelivered, or the company receives notification that it has not been delivered,

that member ceases to be entitled to receive notices from the company

- 81.2** A member who has ceased to be entitled to receive notices from the company becomes entitled to receive such notices again by sending the company

81.2.1 a new address to be recorded in the register of members, or

81.2.2 if the member has agreed that the company should use a means of communication other than sending things to such an address, the information that the company needs to use that means of communication effectively

ADMINISTRATIVE ARRANGEMENTS

82 Company seals

- 82.1** Any common seal may only be used by the authority of the directors

- 82.2** The directors may decide by what means and in what form any common seal or securities seal is to be used

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

- 82.4** For the purposes of this article, an authorised person is

82.4.1 any director of the company,

82.4.2 the company secretary, or

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

82.5 If the company has an official seal for use abroad, it may only be affixed to a document if its use on that document, or documents of a class to which it belongs, has been authorised by a decision of the directors

82.6 If the company has a securities seal, it may only be affixed to securities by the company secretary or a person authorised to apply it to securities by the company secretary

82.7 For the purposes of the articles, references to the securities seal being affixed to any document include the reproduction of the image of that seal on or in a document by any mechanical or electronic means which has been approved by the directors in relation to that document or documents of a class to which it belongs

83 Destruction of documents

83.1 The company is entitled to destroy

83.1.1 all instruments of transfer of shares which have been registered, and all other documents on the basis of which any entries are made in the register of members, from six years after the date of registration,

83.1.2 all dividend mandates, variations or cancellations of dividend mandates, and notifications of change of address, from two years after they have been recorded,

83.1.3 all share certificates which have been cancelled from one year after the date of the cancellation,

83.1.4 all paid dividend warrants and cheques from one year after the date of actual payment, and

83.1.5 all proxy notices from one year after the end of the meeting to which the proxy notice relates

83.2 If the company destroys a document in good faith, in accordance with the articles, and without notice of any claim to which that document may be relevant, it is conclusively presumed in favour of the company that

83.2.1 entries in the register purporting to have been made on the basis of an instrument of transfer or other document so destroyed were duly and properly made,

83.2.2 any instrument of transfer so destroyed was a valid and effective instrument duly and properly registered,

83.2.3 any share certificate so destroyed was a valid and effective certificate duly and properly cancelled, and

83.2.4 any other document so destroyed was a valid and effective document in accordance with its recorded particulars in the books or records of the company

83.3 This article does not impose on the company any liability which it would not otherwise have if it destroys any document before the time at which this article permits it to do so

- 83.4** In this article, references to the destruction of any document include a reference to its being disposed of in any manner

84 No right to inspect accounts and other records

Except as provided by law or authorised by the directors or an ordinary resolution of the company, no person is entitled to inspect any of the company's accounting or other records or documents merely by virtue of being a member

85 Provision for employees on cessation of business

The directors may decide to make provision for the benefit of persons employed or formerly employed by the company or any of its subsidiaries (other than a director or former director or shadow director) in connection with the cessation or transfer to any person of the whole or part of the undertaking of the company or that subsidiary

DIRECTORS' INDEMNITY AND INSURANCE

86 Indemnity

- 86.1** Subject to paragraph 85.2, a relevant director of the company or an associated company may be indemnified out of the company's assets against

- 86.1.1** any liability incurred by that director in connection with any negligence, default, breach of duty or breach of trust in relation to the company or an associated company,
- 86.1.2** any liability incurred by that director in connection with the activities of the company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006),
- 86.1.3** any other liability incurred by that director as an officer of the company or an associated company

- 86.2** This article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law

- 86.3** In this article

- 86.3.1** companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate, and
- 86.3.2** a "**relevant director**" means any director or former director of the company or an associated company

87 Insurance

- 87.1** The directors may decide to purchase and maintain insurance, at the expense of the company, for the benefit of any relevant director in respect of any relevant loss

- 87.2** In this article

- 87.2.1** a "**relevant director**" means any director or former director of the company or an associated company,

87 2 2 a "**relevant loss**" means any loss or liability which has been or may be incurred by a relevant director in connection with that director's duties or powers in relation to the company, any associated company or any pension fund or employees' share scheme of the company or associated company, and

87 2 3 companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate

OVERRIDING PROVISIONS

88 Any member holding, or any members together holding, shares carrying not less than 90 per cent of the votes which may for the time being be cast at a general meeting of the Company may at any time and from time to time -

88.1 appoint any person to be a Director (whether to fill a vacancy or as an additional Director),

88.2 remove from office any Director howsoever appointed but so that if he holds an appointment to an executive office which thereby automatically determines such removal shall be deemed an act of the Company and shall have effect without prejudice to any claim for damages for breach of any contract of service between him and the Company,

Any such appointment, removal, consent or notice shall be in writing served on the Company and signed by the member or members. No person dealing with the Company shall be concerned to see or enquire as to whether the powers of the Directors have been in any way restricted hereunder or as to whether any requisite consent of such member or members has been obtained and no obligation incurred or security given or transaction effected by the Company to or with any third party shall be invalid or ineffectual unless the third party had at the time express notice that the incurring of such obligation or the giving of such security or the effecting of such transaction was in excess of the powers of the Directors

To the extent of any inconsistency this Article shall have overriding effects as against all other provisions of these Articles "