



**FILE COPY**

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

Company No. 8020588

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

**MM&S (5701) LIMITED**

is this day incorporated under the Companies Act 2006 as a private company, that the company is limited by shares, and the situation of its registered office is in England/Wales

Given at Companies House on **4th April 2012**



**\*N08020588I\***



*Companies House*  
— for the record —



THE OFFICIAL SEAL OF THE  
REGISTRAR OF COMPANIES

IN01

Application to register a company



148449-40

A fee is payable with this form.  
Please see 'How to pay' on the last page

✓ **What this form is for**  
You may use this form to register a  
private or public company

✗ **What this form is NOT for**  
You cannot use this form to register  
a limited liability partnership.  
If you wish to register this, please use form LL 12



A08

\*A15T3B1S\*

30/03/2012

#263

COMPANIES HOUSE

FRIDAY

## Part 1 Company details

→ **Filling in this form**  
Please complete in typescript or in  
bold black capitals  
  
All fields are mandatory unless  
specified or indicated by \*

### A1 Company details

Please show the proposed company name below

Proposed company  
name in full ①

MM&S (5701) LIMITED

For official use

--	--	--	--	--	--	--	--

① **Duplicate names**  
Duplicate names are not permitted. A  
list of registered names can be found  
on our website. There are various rules  
that may affect your choice of name.  
More information is available at  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

### A2 Company name restrictions ②

Please tick the box only if the proposed company name contains sensitive  
or restricted words or expressions that require you to seek comments of a  
government department or other specified body

☐ I confirm that the proposed company name contains sensitive or restricted  
words or expressions and that approval, where appropriate, has been  
sought of a government department or other specified body and I attach a  
copy of their response

② **Company name restrictions**  
A list of sensitive or restricted words  
or expressions that require consent  
can be found in guidance available  
on our website  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

### A3 Exemption from name ending with 'Limited' or 'Cyfyngedig' ③

Please tick the box if you wish to apply for exemption from the requirement to  
have the name ending with 'Limited', 'Cyfyngedig' or permitted alternative

☐ I confirm that the above proposed company meets the conditions for  
exemption from the requirement to have a name ending with 'Limited',  
'Cyfyngedig' or permitted alternative

③ **Name ending exemption**  
Only private companies that are  
limited by guarantee and meet other  
specific requirements are eligible to  
apply for this  
For more details, please go to our  
website  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

### A4 Company type ④

Please tick the box that describes the proposed company type and members'  
liability (only one box must be ticked)

☐ Public limited by shares  
☒ Private limited by shares  
☐ Private limited by guarantee  
☐ Private unlimited with share capital  
☐ Private unlimited without share capital

④ **Company type**  
If you are unsure of your company's  
type, please go to our website  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

**IN01**

Application to register a company

**A5****Situation of registered office ①**

Please tick the appropriate box below that describes the situation of the proposed registered office (only one box must be ticked)

- ☒ England and Wales  
☐ Wales  
☐ Scotland  
☐ Northern Ireland

**① Registered office**

Every company must have a registered office and this is the address to which the Registrar will send correspondence

For England and Wales companies, the address must be in England or Wales

For Welsh, Scottish or Northern Ireland companies, the address must be in Wales, Scotland or Northern Ireland respectively

**A6****Registered office address ②**

Please give the registered office address of your company

Building name/number	ONE
Street	LONDON WALL
Post town	LONDON
County/Region	
Postcode	E C 2 Y 5 A B

**② Registered office address**

You must ensure that the address shown in this section is consistent with the situation indicated in section A5

You must provide an address in England or Wales for companies to be registered in England and Wales

You must provide an address in Wales, Scotland or Northern Ireland for companies to be registered in Wales, Scotland or Northern Ireland respectively

**A7****Articles of association ③**

Please choose one option only and tick one box only

- |          |   |
|----------|---|
| Option 1 | <p>I wish to adopt one of the following model articles in its entirety Please tick only <b>one</b> box</p> <p><input type="checkbox"/> Private limited by shares<br/><input type="checkbox"/> Private limited by guarantee<br/><input type="checkbox"/> Public company</p>  |
| Option 2 | <p>I wish to adopt the following model articles with additional and/or amended provisions I attach a copy of the additional and/or amended provision(s) Please tick only <b>one</b> box</p> <p><input type="checkbox"/> Private limited by shares<br/><input type="checkbox"/> Private limited by guarantee<br/><input type="checkbox"/> Public company</p> |
| Option 3 | <p><input checked="" type="checkbox"/> I wish to adopt entirely bespoke articles I attach a copy of the bespoke articles to this application</p>  |

**③** For details of which company type can adopt which model articles, please go to our website [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

**A8****Restricted company articles ④**

Please tick the box below if the company's articles are restricted

☐**④ Restricted company articles**

Restricted company articles are those containing provision for entrenchment For more details, please go to our website [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

IN01

Application to register a company

**Part 2****Proposed officers**

For private companies the appointment of a secretary is optional, however, if you do decide to appoint a company secretary you must provide the relevant details. Public companies are required to appoint at least one secretary.

Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.

**For a secretary who is an individual, go to Section B1, For a corporate secretary, go to Section C1; For a director who is an individual, go to Section D1, For a corporate director, go to Section E1**

**Secretary****B1****Secretary appointments ①**

Please use this section to list all the secretary appointments taken on formation.  
**For a corporate secretary, complete Sections C1-C5**

Title *	
Full forename(s)	
Surname	
Former name(s) ②	

**① Corporate appointments**

For corporate secretary appointments, please complete section C1-C5 instead of section B.

**Additional appointments**

If you wish to appoint more than one secretary, please use the 'Secretary appointments' continuation page.

**② Former name(s)**

Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.

**B2****Secretary's service address ③**

Building name/number	
Street	
Post town	
County/Region	
Postcode	
Country	

**③ Service address**

This is the address that will appear on the public record. This does not have to be your usual residential address.

Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of secretaries as the company's registered office.

If you provide your residential address here it will appear on the public record.

**B3****Signature ④**

I consent to act as secretary of the proposed company named in **Section A1**.

Signature	Signature  
-----------	--

**④ Signature**

The person named above consents to act as secretary of the proposed company.

IN01

Application to register a company

## Corporate secretary

C1

## Corporate secretary appointments ①

Please use this section to list all the corporate secretary appointments taken on formation	
Name of corporate body/firm	MACLAY MURRAY & SPENS LLP
Building name/number	1
Street	GEORGE SQUARE
Post town	GLASGOW
County/Region	
Postcode	G 2 1 A L
Country	SCOTLAND

**① Additional appointments**  
If you wish to appoint more than one corporate secretary, please use the 'Corporate secretary appointments' continuation page

**Registered or principal address**  
This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number

C2

## Location of the registry of the corporate body or firm

Is the corporate secretary registered within the European Economic Area (EEA)?  
 → Yes Complete Section C3 only  
 → No Complete Section C4 only

C3

## EEA companies ②

Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register	
Where the company/firm is registered ③	
Registration number	

**② EEA**  
A full list of countries of the EEA can be found in our guidance [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

**③** This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)

C4


## Non-EEA companies

Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register	
Legal form of the corporate body or firm	LIMITED LIABILITY PARTNERSHIP
Governing law	LIMITED LIABILITY PARTNERSHIPS ACT 2000
If applicable, where the company/firm is registered ④	UNITED KINGDOM
Registration number	SO300744

**④ Non-EEA**  
Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register

C5

## Signature ⑤

I consent to act as secretary of the proposed company named in Section A1.	
Signature	Signature  FOR AND ON BEHALF OF MACLAY MURRAY & SPENS LLP

**⑤ Signature**  
The person named above consents to act as corporate secretary of the proposed company

IN01

Application to register a company

## Director

D1

## Director appointments ①

Please use this section to list all the director appointments taken on formation  
For a corporate director, complete Sections E1-E5.

Title *	
Full forename(s)	CHRISTINE
Surname	TRUESDALE
Former name(s) ②	
Country/State of residence ③	SCOTLAND
Nationality	BRITISH
Date of birth	d0 d7 m0 m2 y1 y9 y6 y0
Business occupation (if any) ④	LEGAL EXECUTIVE

## ① Appointments

Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.

## ② Former name(s)

Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.

## ③ Country/State of residence

This is in respect of your usual residential address as stated in section D4.

## ④ Business occupation

If you have a business occupation, please enter here. If you do not, please leave blank.

## Additional appointments

If you wish to appoint more than one director, please use the 'Director appointments' continuation page.

D2

## Director's service address ⑤

Please complete the service address below. You must also fill in the director's usual residential address in Section D4.

Building name/number	1
Street	GEORGE SQUARE
Post town	GLASGOW
County/Region	
Postcode	G 2 1 A L
Country	SCOTLAND

## ⑤ Service address

This is the address that will appear on the public record. This does not have to be your usual residential address.

Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as the company's registered office.

If you provide your residential address here it will appear on the public record.

D3

## Signature ⑥

I consent to act as director of the proposed company named in Section A1.

Signature	Signature X C. Truesdale X
-----------	-------------------------------

## ⑥ Signature

The person named above consents to act as director of the proposed company.

IN01

Application to register a company

## Director

D1

## Director appointments ①

Please use this section to list all the director appointments taken on formation  
For a corporate director, complete Sections E1-E5.

Title *										
Full forename(s)										
Surname										
Former name(s) ②										
Country/State of residence ③										
Nationality										
Date of birth	d	d		m	m		y	y	y	y
Business occupation (if any) ④										

- ① Appointments**  
Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.
- ② Former name(s)**  
Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.
- ③ Country/State of residence**  
This is in respect of your usual residential address as stated in Section D4.
- ④ Business occupation**  
If you have a business occupation, please enter here. If you do not, please leave blank.
- Additional appointments**  
If you wish to appoint more than one director, please use the 'Director appointments' continuation page.

D2

## Director's service address ⑤

Please complete the service address below. You must also fill in the director's usual residential address in Section D4.



Building name/number										
Street										
Post town										
County/Region										
Postcode										
Country										

- ⑤ Service address**  
This is the address that will appear on the public record. This does not have to be your usual residential address.
- Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as the company's registered office.
- If you provide your residential address here it will appear on the public record.

D3

## Signature ⑥

I consent to act as director of the proposed company named in Section A1.

Signature	Signature  									
-----------	--	--	--	--	--	--	--	--	--	--

- ⑥ Signature**  
The person named above consents to act as director of the proposed company.

**IN01**

Application to register a company

**Corporate director****E1****Corporate director appointments ①**

Please use this section to list all the corporate directors taken on formation

Name of corporate body or firm

VINDEX LIMITED

Building name/number

1

Street

GEORGE SQUARE

Post town

GLASGOW

County/Region

Postcode

G 2 1 A L

Country

SCOTLAND

**① Additional appointments**

If you wish to appoint more than one corporate director, please use the 'Corporate director appointments' continuation page

**Registered or principal address**

This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number

**E2****Location of the registry of the corporate body or firm**

Is the corporate director registered within the European Economic Area (EEA)?

→ Yes Complete **Section E3 only**→ No Complete **Section E4 only****E3****EEA companies ②**

Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register

Where the company/firm is registered ③

REGISTER OF COMPANIES INCORPORATED IN SCOTLAND

Registration number

SC078040

**② EEA**A full list of countries of the EEA can be found in our guidance [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)**③** This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)**E4****Non-EEA companies**

Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register

Legal form of the corporate body or firm

Governing law

If applicable, where the company/firm is registered ④

If applicable, the registration number

**④ Non-EEA**

Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register

**E5****Signature ⑤**I consent to act as director of the proposed company named in **Section A1**.

Signature

Signature

X *M. Kane*

X

**⑤ Signature**

The person named above consents to act as corporate director of the proposed company



# IN01 - continuation page

Application to register a company

## Corporate director

### E1 Corporate director appointments <sup>1</sup>

	Please use this section to list all the corporate directors of the company									
Name of corporate body or firm	VINDEX SERVICES LIMITED									
Building name/number	1									
Street	GEORGE SQUARE									
Post town	GLASGOW									
County/Region										
Postcode	G	2		1	A	L				
Country	SCOTLAND									

**<sup>1</sup> Registered or principal address**  
This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number.

### E2 Location of the registry of the corporate body or firm

Is the corporate director registered within the European Economic Area (EEA)?  
→ Yes Complete Section E3 only  
→ No Complete Section E4 only

### E3 EEA companies <sup>2</sup>

	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register									
Where the company/firm is registered <sup>3</sup>	REGISTER OF COMPANIES INCORPORATED IN SCOTLAND									
Registration number	SC078039									


**<sup>2</sup> EEA**  
A full list of countries of the EEA can be found in our guidance [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)  
**<sup>3</sup>** This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)

### E4 Non-EEA companies

	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register									
Legal form of the corporate body or firm										
Governing law										
If applicable, where the company/firm is registered <sup>4</sup>										
If applicable, registration number										

**<sup>4</sup> Non-EEA**  
Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register.

### E5 Signature <sup>5</sup>

	I consent to act as director of the proposed company named in Section A1.									
Signature	Signature  X									

**<sup>5</sup> Signature**  
The person named above consents to act as corporate director of the proposed company.

IN01

Application to register a company

**Part 3****Statement of capital**

Does your company have share capital?

→ **Yes** Complete the sections below→ **No** Go to **Part 4 (Statement of guarantee)****F1****Share capital in pound sterling (£)**

Please complete the table below to show each class of shares held in pound sterling

If all your issued capital is in sterling, only complete **Section F1** and then go to **Section F4**

Class of shares (E g Ordinary/Preference etc )	Amount paid up on each share ①	Amount (if any) unpaid on each share ①	Number of shares ②	Aggregate nominal value ③
ORDINARY	£0 00	£1 00	2	£ 2 00
				£
				£
				£
<b>Totals</b>			2	£ 2 00

**F2****Share capital in other currencies**

Please complete the table below to show any class of shares held in other currencies

Please complete a separate table for each currency

Currency				
Class of shares (E g Ordinary/Preference etc )	Amount paid up on each share ❶	Amount (if any) unpaid on each share ❶	Number of shares ❷	Aggregate nominal value ❸
Totals				

Currency				
Class of shares (E g Ordinary/Preference etc )	Amount paid up on each share ❶	Amount (if any) unpaid on each share ❶	Number of shares ❷	Aggregate nominal value ❸
Totals				

**F3****Totals**

Please give the total number of shares and total aggregate nominal value of issued share capital

Total number of shares	2
Total aggregate nominal value ④	£2 00

**④ Total aggregate nominal value**  
Please list total aggregate values in different currencies separately For example £100 + €100 + \$10 etc

① Including both the nominal value and any share premium

③ Number of shares issued multiplied by nominal value of each share

② Total number of issued shares in this class

**Continuation Pages**

Please use a Statement of Capital continuation page if necessary

# IN01

Application to register a company

F4

## Statement of capital (Prescribed particulars of rights attached to shares)

Please give the prescribed particulars of rights attached to shares for each class of share shown in the statement of capital share tables in **Sections F1 and F2**.

Class of share

ORDINARY

Prescribed particulars

1

One vote for each share

Right to dividends

No special rights in relation to capital distributions

The shares are not redeemable

### 1 Prescribed particulars of rights attached to shares

The particulars are

- a particulars of any voting rights, including rights that arise only in certain circumstances,
- b particulars of any rights, as respects dividends, to participate in a distribution,
- c particulars of any rights, as respects capital, to participate in a distribution (including on winding up), and
- d whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder and any terms or conditions relating to redemption of these shares

A separate table must be used for each class of share

#### Continuation pages

Please use the next page or a 'Statement of Capital (Prescribed particulars of rights attached to shares)' continuation page if necessary

# IN01

## Application to register a company

Class of share		
Prescribed particulars 1		<p><b>1 Prescribed particulars of rights attached to shares</b></p> <p>The particulars are</p> <ul style="list-style-type: none"><li>a particulars of any voting rights, including rights that arise only in certain circumstances,</li><li>b particulars of any rights, as respects dividends, to participate in a distribution,</li><li>c particulars of any rights, as respects capital, to participate in a distribution (including on winding up), and</li><li>d whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder and any terms or conditions relating to redemption of these shares</li></ul> <p>A separate table must be used for each class of share</p> <p><b>Continuation pages</b> Please use a 'Statement of capital (Prescribed particulars of rights attached to shares)' continuation page if necessary</p>

# IN01

## Application to register a company

**F5**

### Initial shareholdings

This section should only be completed by companies incorporating with share capital

Please complete the details below for each subscriber

The addresses will appear on the public record. These do not need to be the subscribers' usual residential address

**Initial shareholdings**

Please list the company's subscribers in alphabetical order

Please use an 'Initial shareholdings' continuation page if necessary

Subscriber's details	Class of share	Number of shares	Currency	Nominal value of each share	Amount (if any) unpaid	Amount paid
Name VINDEX LIMITED	ORDINARY	1	£	1 00	1 00	0 00
Address 1 GEORGE SQUARE GLASGOW G2 1AL				0 00	0 00	0 00
				0 00	0 00	0 00
Name VINDEX SERVICES LIMITED	ORDINARY	1	£	1 00	1 00	0 00
Address 1 GEORGE SQUARE GLASGOW G2 1AL						
Name						
Address						
Name						
Address						
Name						
Address						

IN01

Application to register a company

**Part 4****Statement of guarantee**

Is your company limited by guarantee?

- **Yes** Complete the sections below  
 → **No** Go to **Part 5** (Statement of compliance)

**G1****Subscribers**

Please complete this section if you are a subscriber of a company limited by guarantee. The following statement is being made by each and every person named below

I confirm that if the company is wound up while I am a member, or within one year after I cease to be a member, I will contribute to the assets of the company by such amount as may be required for

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

**1 Name**

Please use capital letters

**2 Address**

The addresses in this section will appear on the public record. They do not have to be the subscribers' usual residential address

**3 Amount guaranteed**

Any valid currency is permitted

**Continuation pages**

Please use a 'Subscribers' continuation page if necessary

**Subscriber's details**Forename(s) **1**Surname **1**Address **2**

Postcode

Amount guaranteed **3****Subscriber's details**Forename(s) **1**Surname **1**Address **2**

Postcode

Amount guaranteed **3****Subscriber's details**Forename(s) **1**Surname **1**Address **2**

Postcode

Amount guaranteed **3**

# IN01

Application to register a company

## Subscriber's details

Forename(s) ①

Surname ①

Address ②

Postcode

Amount guaranteed ③

## Subscriber's details

Forename(s) ①

Surname ①

Address ②

Postcode

Amount guaranteed ③

## Subscriber's details

Forename(s) ①

Surname ①

Address ②

Postcode

Amount guaranteed ③

## Subscriber's details

Forename(s) ①

Surname ①

Address ②

Postcode

Amount guaranteed ③

## Subscriber's details

Forename(s) ①

Surname ①

Address ②

Postcode

Amount guaranteed ③

### ① Name

Please use capital letters

### ② Address

The addresses in this section will appear on the public record. They do not have to be the subscribers' usual residential address.

### ③ Amount guaranteed

Any valid currency is permitted

### Continuation pages

Please use a 'Subscribers' continuation page if necessary

IN01

Application to register a company

**Part 5**

**Statement of compliance**

This section must be completed by all companies

Is the application by an agent on behalf of all the subscribers?

- **No** Go to **Section H1** (Statement of compliance delivered by the subscribers)
- **Yes** Go to **Section H2** (Statement of compliance delivered by an agent)

**H1**

**Statement of compliance delivered by the subscribers ①**

Please complete this section if the application is not delivered by an agent for the subscribers of the memorandum of association

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

**① Statement of compliance delivered by the subscribers**  
Every subscriber to the memorandum of association must sign the statement of compliance

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

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Subscriber's signature

Signature

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X

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X



IN01

Application to register a company

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

**Continuation pages**

Please use a 'Statement of compliance delivered by the subscribers' continuation page if more subscribers need to sign

**H2****Statement of compliance delivered by an agent**

Please complete this section if this application is delivered by an agent for the subscribers to the memorandum of association

Agent's name

MACLAY MURRAY &amp; SPENS LLP

Building name/number

1

Street

GEORGE SQUARE

Post town

GLASGOW

County/Region

Postcode

G 2 1 A L

Country

SCOTLAND

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

Agent's signature

Signature

X Hilary Kane

FOR AND ON BEHALF OF  
MACLAY MURRAY & SPENS LLP

X

**IN01**

Application to register a company

**Presenter information**

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

Contact name

Company name

Maclay Murray &amp; Spens LLP

Address

Post town

County/Region

Postcode

G

2

5

N

J

Country

DX GW67 GLASGOW

Telephone 0141 248 5011

**Certificate**

We will send your certificate to the presenters address (shown above) or if indicated to another address shown below

- ☐ At the registered office address (Given in Section A6)  
☒ At the agents address (Given in Section H2)

**Checklist**

**We may return forms completed incorrectly or with information missing**

**Please make sure you have remembered the following.**

- ☐ You have checked that the proposed company name is available as well as the various rules that may affect your choice of name. More information can be found in guidance on our website
- ☐ If the name of the company is the same as one already on the register as permitted by The Company and Business Names (Miscellaneous Provisions) Regulations 2008, please attach consent
- ☐ You have used the correct appointment sections
- ☐ Any addresses given must be a physical location. They cannot be a PO Box number (unless part of a full service address), DX or LP (Legal Post in Scotland) number
- ☐ The document has been signed, where indicated
- ☐ All relevant attachments have been included
- ☐ You have enclosed the Memorandum of Association
- ☐ You have enclosed the correct fee

**Important information**

**Please note that all information on this form will appear on the public record, apart from information relating to usual residential addresses**

**How to pay**

**A fee is payable on this form.**

Make cheques or postal orders payable to 'Companies House'. For information on fees, go to [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

**Where to send**

**You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:**

**For companies registered in England and Wales**

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ  
DX 33050 Cardiff

**For companies registered in Scotland.**

The Registrar of Companies, Companies House,  
Fourth floor, Edinburgh Quay 2,  
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF  
DX ED235 Edinburgh 1  
or LP - 4 Edinburgh 2 (Legal Post)

**For companies registered in Northern Ireland.**

The Registrar of Companies, Companies House,  
Second Floor, The Linenhall, 32-38 Linenhall Street,  
Belfast, Northern Ireland, BT2 8BG  
DX 481 N R Belfast 1

**Section 243 exemption**

If you are applying for, or have been granted a section 243 exemption, please post this whole form to the different postal address below  
The Registrar of Companies, PO Box 4082,  
Cardiff, CF14 3WE

**Further information**

For further information, please see the guidance notes on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) or email [enquires@companieshouse.gov.uk](mailto:enquires@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)**

**COMPANY HAVING A SHARE CAPITAL**

**MEMORANDUM OF ASSOCIATION**

**of**

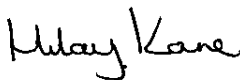
**MM&S (5701) Limited**

Each subscriber to this memorandum of association wishes to form a company under the Companies Act 2006 and agrees to become a member of the company and to take at least one share

Name of each subscriber

Authentication by each subscriber

Vindex Limited



Director

Vindex Services Limited



Director

Dated 28 March 2012

**ARTICLES OF ASSOCIATION  
OF  
MM&S (5701) LIMITED**

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Registered on Incorporation of the Company

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**1 GEORGE SQUARE, GLASGOW G2 1AL DX GW67 or LP 33 Glasgow-6**  
**Tel 0141 248 5011 Fax 0141 248 5819**  
**[www.mms.co.uk](http://www.mms.co.uk)**

**Ref**

## **TABLE OF CONTENTS**

<b>Clause</b>	<b>Page No.</b>
PART 1 - INTERPRETATION AND LIMITATION OF LIABILITY	1
1        DEFINED TERMS	1
2        LIABILITY OF SHAREHOLDERS	2
3        EXCLUSION OF PRESCRIBED ARTICLES	3
4        NAME OF COMPANY	3
PART 2 - DIRECTORS.	3
DIRECTORS' POWERS AND RESPONSIBILITIES	3
5        DIRECTORS' GENERAL AUTHORITY	3
6        BORROWING POWERS	3
7        EMPLOYEE BENEFITS	3
8        SHAREHOLDERS' RESERVE POWER	4
9        DIRECTORS MAY DELEGATE	4
10       COMMITTEES	4
DECISION-MAKING BY DIRECTORS	4
11       DIRECTORS TO TAKE DECISIONS COLLECTIVELY	4
12       UNANIMOUS DECISIONS	5
13       CALLING A DIRECTORS' MEETING	5
14       PARTICIPATION IN DIRECTORS' MEETINGS	5
15       QUORUM FOR DIRECTORS' MEETINGS	6
16       CHAIRING OF DIRECTORS' MEETINGS	6
17       CASTING VOTE	6
18       CONFLICTS OF INTEREST	6
19       RECORDS OF DECISIONS TO BE KEPT	7
20       DIRECTORS' DISCRETION TO MAKE FURTHER RULES	8
APPOINTMENT OF DIRECTORS	8
21       METHODS OF APPOINTING DIRECTORS	8

22	TERMINATION OF DIRECTOR'S APPOINTMENT	8
23	DIRECTORS' REMUNERATION	9
24	DIRECTORS' EXPENSES	9
	PART 3 - SHARES AND DISTRIBUTIONS	9
	SHARES	9
25	ALL SHARES TO BE FULLY PAID UP	9
26	CALL ON SUBSCRIBER SHARES	9
27	POWERS TO ISSUE DIFFERENT CLASSES OF SHARE	10
28	ALLOTMENT OF SHARES	10
29	TRUSTS MAY BE RECOGNISED	10
30	SHARE CERTIFICATES	10
31	REPLACEMENT SHARE CERTIFICATES	11
32	COMPANY'S LIEN OVER SHARES	11
33	ENFORCEMENT OF THE COMPANY'S LIEN	11
34	SHARE TRANSFERS	12
35	TRANSMISSION OF SHARES	13
36	EXERCISE OF TRANSMITTEES' RIGHTS	13
37	TRANSMITTEES BOUND BY PRIOR NOTICES	13
	DIVIDENDS AND OTHER DISTRIBUTIONS	13
38	PROCEDURE FOR DECLARING DIVIDENDS	13
39	PAYMENT OF DIVIDENDS AND OTHER DISTRIBUTIONS	14
40	NO INTEREST ON DISTRIBUTIONS	14
41	UNCLAIMED DISTRIBUTIONS	14
42	NON-CASH DISTRIBUTIONS	15
43	WAIVER OF DISTRIBUTIONS	15
	CAPITALISATION OF PROFITS	15
44	AUTHORITY TO CAPITALISE AND APPROPRIATION OF CAPITALISED SUMS	15
	PART 4 - DECISION-MAKING BY SHAREHOLDERS	16

ORGANISATION OF GENERAL MEETINGS	16
45 ATTENDANCE AND SPEAKING AT GENERAL MEETINGS	16
46 QUORUM FOR GENERAL MEETINGS	17
47 CHAIRING GENERAL MEETINGS	17
48 ATTENDANCE AND SPEAKING BY DIRECTORS AND NON-SHAREHOLDERS	17
49 ADJOURNMENT	17
VOTING AT GENERAL MEETINGS	18
50 VOTING GENERAL	18
51 ERRORS AND DISPUTES . . . . .	18
52 POLL VOTES	18
53 CONTENT OF PROXY NOTICES	18
54 DELIVERY OF PROXY NOTICES . .	19
55 AMENDMENTS TO RESOLUTIONS	19
PART 5 - ADMINISTRATIVE ARRANGEMENTS	20
56 MEANS OF COMMUNICATION TO BE USED	20
57 COMPANY SEAL	20
58 RIGHT TO INSPECT ACCOUNTS AND OTHER RECORDS	20
59 PROVISION FOR EMPLOYEES ON CESSATION OF BUSINESS	21
DIRECTORS' INDEMNITY AND INSURANCE	21
60 INDEMNITY	21
61 INSURANCE	21

**THE COMPANIES ACT 2006**  
**PRIVATE COMPANY LIMITED BY SHARES**  
**ARTICLES OF ASSOCIATION**

**of**

**MM&S (5701) LIMITED**

(Registered on Incorporation of the Company)

**PART 1**

**INTERPRETATION AND LIMITATION OF LIABILITY**

**1 DEFINED TERMS**

1 1 In these articles, unless the context requires otherwise

<b>“Act”</b>	means the Companies Act 2006,
<b>“articles”</b>	means these articles of association,
<b>“bankruptcy”</b>	includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy, such as sequestration proceedings in Scotland,
<b>“call”</b>	has the meaning given in article 26,
<b>“call notice”</b>	has the meaning given in article 26,
<b>“chairman”</b>	has the meaning given in article 16,
<b>“chairman of the meeting”</b>	has the meaning given in article 47 3,
<b>“Companies Acts”</b>	means the Companies Acts (as defined in section 2 of the Act ), in so far as they apply to the company,
<b>“company’s lien”</b>	has the meaning given in article 32,
<b>“director”</b>	means a director of the company, and includes any person occupying the position of director, by whatever name called,
<b>“distribution recipient”</b>	has the meaning given in article 39,
<b>“document”</b>	includes, unless otherwise specified, any document sent or supplied in electronic form,
<b>“electronic form”</b>	has the meaning given in section 1168 of the Act,
<b>“fully paid”</b>	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,
<b>“hard copy form”</b>	has the meaning given in section 1168 of the Act,



<b>“holder”</b>	in relation to shares means the person whose name is entered in the register of members as the holder of the shares,
<b>“instrument”</b>	means a document in hard copy form,
<b>“lien enforcement notice”</b>	has the meaning given in article 33,
<b>“ordinary resolution”</b>	has the meaning given in section 282 of the Act,
<b>“paid”</b>	means paid or credited as paid,
<b>“participate”</b>	in relation to a directors’ meeting, has the meaning given in article 14,
<b>“proxy notice”</b>	has the meaning given in article 53,
<b>“shareholder”</b>	means a person who is the holder of a share,
<b>“shares”</b>	means shares in the company,
<b>“special resolution”</b>	has the meaning given in section 283 of the Act,
<b>“subscriber share”</b>	means a share taken on the formation of the company by a subscriber of the company’s memorandum,
<b>“subsidiary”</b>	has the meaning given in section 1159 of the Act,
<b>“transmittee”</b>	means a person entitled to a share by reason of the death or bankruptcy of a shareholder or otherwise by operation of law, and
<b>“writing”</b>	means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise

1 2 Unless the context otherwise requires, other words or expressions contained in these articles bear the same meaning as in the Act as in force on the date when these articles become binding on the company

1 3 Headings in these articles are used for convenience only and shall not affect the construction or interpretation of these articles

1 4 A reference in these articles to an **“article”** is a reference to the relevant article of these articles unless expressly provided otherwise

1 5 Unless expressly provided otherwise, a reference to a statute, statutory provision or subordinate legislation is a reference to it as it is in force from time to time, taking account of any subordinate legislation from time to time made under it and any amendment or re-enactment, and includes any statute, statutory provision or subordinate legislation which it amends or re-enacts

1 6 Any phrase introduced by the terms **“including”**, **“include”**, **“in particular”** or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms

## 2 **LIABILITY OF SHAREHOLDERS**

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

### 3 **EXCLUSION OF PRESCRIBED ARTICLES**

No regulations or articles prescribed by regulations under any statute concerning companies shall form part of the articles of the Company and all such regulations and articles are hereby excluded

### 4 **NAME OF COMPANY**

For the purposes of section 77 of the Act, the directors may change the name of the company by a decision taken in accordance with article 11

## **PART 2**

### **DIRECTORS**

#### **DIRECTORS' POWERS AND RESPONSIBILITIES**

### 5 **DIRECTORS' GENERAL AUTHORITY**

Subject to these 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. The specific powers referred to in articles 6 and 7 below are without prejudice to the generality of this article

### 6 **BORROWING POWERS**

The directors may exercise all the powers of the company to borrow or raise money without limit as to amount and upon such terms and in such manner as they think fit and to mortgage or charge the whole or any part of its undertaking and property, and to issue debentures, debenture stock and other securities, whether outright or as collateral security for any debt, liability or obligation of the company or of any third party

### 7 **EMPLOYEE BENEFITS**

7 1 The directors may establish or concur or join with any relevant undertakings in establishing and making contributions out of the company's moneys to any relevant scheme

7 2 The directors may pay, enter into agreements to pay or make grants (revocable or irrevocable and either subject or not subject to any terms and conditions) of pensions or other benefits to employees and ex-employees and their dependents, or to any of such persons, including pensions or benefits additional to those, if any, to which such employees or ex-employees or their dependents are or may become entitled under any relevant scheme. Any such pension or benefit may, as the directors consider desirable, be granted to an employee either before and in anticipation of, or upon or at any time after, his actual retirement

7 3 In this article

7 3 1 **"employees"** includes any director who may hold or have held any executive office or other office or place of profit, or have been appointed to exercise special powers or authorities,

7 3 2 **"relevant scheme"** means any scheme or fund for providing pensions, sickness or compassionate allowances, life assurance or other benefits for employees and ex-employees of the company (and any other participating undertaking) and their dependents, or any class or classes of such persons, and

7 3 3 **"relevant undertaking"** means the parent undertaking of the company or subsidiary undertakings of such parent undertaking or undertakings with which the company is associated in business

## **8 SHAREHOLDERS' RESERVE POWER**

8 1 The shareholders may, by special resolution, direct the directors to take, or refrain from taking, specified action

8 2 No such special resolution invalidates anything which the directors have done before the passing of the resolution

## **9 DIRECTORS MAY DELEGATE**

9 1 Subject to these articles, the directors may delegate any of the powers which are conferred on them under these articles

9 1 1 to such person or committee,

9 1 2 by such means (including by power of attorney),

9 1 3 to such an extent,

9 1 4 in relation to such matters or territories, and

9 1 5 on such terms and conditions,

as they think fit

9 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

9 3 The directors may revoke any delegation in whole or part, or alter its terms and conditions

## **10 COMMITTEES**

10 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 these articles which govern the taking of decisions by directors

10 2 The directors may make rules of procedure for all or any committees, which prevail over rules derived from these articles if they are not consistent with them

## **DECISION-MAKING BY DIRECTORS**

### **11 DIRECTORS TO TAKE DECISIONS COLLECTIVELY**

11 1 The general rule about decision-making by directors is that any decision of the directors must be either a majority decision at a meeting or a decision taken in accordance with article 12

11 2 If

11 2 1 the company only has one director in office, and

11 2 2 no provision of these articles requires it to have more than one director,

11 2 3 the general rule does not apply, and the director may (for so long as he remains the sole director) take decisions without regard to any of the provisions of these articles relating to directors' decision-making

## 12 UNANIMOUS DECISIONS

- 12 1 A decision of the directors is taken in accordance with this article when all eligible directors indicate to each other by any means that they share a common view on a matter
- 12 2 Such a decision may take the form of a resolution in writing, to which each eligible director has indicated agreement in writing, whether by signing a copy of the resolution or otherwise
- 12 3 References in this article to eligible directors are to directors who would have been entitled to vote on the matter, and whose vote would be counted under these articles, had it been proposed as a resolution at a directors' meeting
- 12 4 A decision may not be taken in accordance with this article if the eligible directors would not have formed a quorum at such a meeting

## 13 CALLING A DIRECTORS' MEETING

- 13 1 Any director may call a directors' meeting by giving notice of the meeting to the directors or by authorising the company secretary (if any) to give such notice
- 13 2 Notice of any directors' meeting must indicate
  - 13 2 1 its proposed date and time,
  - 13 2 2 where it is to take place, and
  - 13 2 3 if it is anticipated that directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting
- 13 3 Notice of a directors' meeting must be given to each director, but need not be in writing
- 13 4 Notice of a directors' meeting need not be given to directors who waive their entitlement to notice of that meeting, by giving notice to that effect to the company. 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

## 14 PARTICIPATION IN DIRECTORS' MEETINGS

- 14 1 Subject to these articles, directors "**participate**" in a directors' meeting, or part of a directors' meeting, when
  - 14 1 1 the meeting has been called and takes place in accordance with these articles, and
  - 14 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
- 14 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
- 14 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

## 15 QUORUM FOR DIRECTORS' MEETINGS

- 15 1 At a directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting
- 15 2 Subject to article 15 3, the quorum for directors' meetings may be fixed from time to time by a decision of the directors, but it must never be less than two, and unless otherwise fixed, it is two
- 15 3 For the purposes of any meeting (or part of a meeting) held to consider or decide on any matter in which one or more directors have an interest, if there is only one director in office who would, if present, be counted in the quorum at that meeting (or part of a meeting), the quorum is one
- 15 4 If the total number of directors for the time being in office is less than the quorum required, the directors must not take any decision other than a decision
- 15 4 1 to appoint further directors, or
- 15 4 2 to call a general meeting so as to enable the shareholders to appoint further directors

## 16 CHAIRING OF DIRECTORS' MEETINGS

- 16 1 The directors may appoint a director to chair their meetings.
- 16 2 The person so appointed for the time being is known as the "**chairman**"
- 16 3 The directors may terminate the chairman's appointment at any time
- 16 4 If there is no chairman, or if the chairman is not participating in a directors' meeting within ten minutes of the time at which it was to start, or if he is unwilling to chair the meeting, the participating directors must appoint one of themselves to chair it

## 17 CASTING VOTE

- 17 1 If the numbers of votes for and against a proposal are equal, the chairman, or other director chairing the relevant meeting, has a casting vote
- 17 2 But this does not apply if, in accordance with these articles, the chairman or other director is not to be counted as participating in the decision-making process for quorum or voting purposes

## 18 CONFLICTS OF INTEREST

- 18 1 Provided that the matter has been authorised by the directors in accordance with section 175 of the Act or by resolution of the shareholders, a director may be in any situation in which he has, or can have, a direct or indirect interest that conflicts, or possibly may conflict, with the interests of the company and which he would otherwise be under a duty to avoid pursuant to section 175 of the Act ("**authorised conflict situation**") For this purpose, a conflict of interest includes a conflict of interest and duty and a conflict of duties
- 18 2 A director shall not be accountable to the company for any profit, remuneration or benefit realised by or accruing to him in consequence of any authorised conflict situation, and no transaction or arrangement shall be liable to be avoided, by reason of his office or of the fiduciary relationship thereby established
- 18 3 Any authorisation pursuant to article 18 1 shall be for such duration and subject to such terms and conditions as the directors or shareholders (as the case may be) shall determine and may be varied or terminated at any time In particular, but without limitation, any such authorisation may (but need not) provide that

- 18 3 1 if the director has obtained any information in relation to the matter which has been authorised, otherwise than as a director of the company, in respect of which he owes a duty of confidentiality to another person, the director is under no obligation to disclose such information to the company or to use or apply such information in performing his duties as a director of the company where to do so would be a breach of that duty of confidentiality, and/or
- 18 3 2 the director shall not be given any information relating to the matter which has been authorised, and/or
- 18 3 3 if a proposed decision of the directors is concerned with the matter which has been authorised, the director is not to be counted as participating in the decision-making process for quorum or voting purposes
- 18 4 A director is not to be counted as participating in the decision-making process for quorum or voting purposes
  - 18 4 1 in respect of any decision of the directors to authorise a matter in accordance with section 175 of the Act pursuant to article 18 1, or
  - 18 4 2 in respect of any decision relating to an authorised conflict situation where the terms of the authorisation do not permit this, or
  - 18 4 3 in respect of any decision, other than a decision of the directors to authorise a matter in accordance with section 175 of the Act or which relates to an authorised conflict situation, in which he has an interest unless
    - (a) his interest cannot reasonably be regarded as likely to give rise to a conflict of interest, or
    - (b) he has disclosed the nature and extent of his interest to the other directors (to the extent that they are not already aware of it)
- 18 5 For the purposes of this article, references to proposed decisions and decision-making processes include any directors' meeting or part of a directors' meeting
- 18 6 Subject to article 18 7, if a question arises in relation to a proposed decision of the directors or of a committee of directors as to the right of a director to participate in the decision-making process for voting or quorum purposes, the question may be referred to the chairman (or other director chairing the relevant meeting) whose ruling in relation to any director other than himself is to be final and conclusive
- 18 7 If a question arises in relation to a proposed decision of the directors or of a committee of directors as to the right of the chairman (or other director chairing the relevant meeting) to participate in the decision-making process for voting or quorum purposes, the question is to be decided by a decision of the directors excluding the chairman or such other director (as the case may be)
- 19 **RECORDS OF DECISIONS TO BE KEPT**

The directors must ensure that the company keeps a record, in accordance with section 1135 of the Act, for at least ten years from the date of the decision recorded, of every decision taken by the directors, whether at a meeting or otherwise

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

Subject to these 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**

### 21 **METHODS OF APPOINTING DIRECTORS**

21 1 Any person who is willing to act as a director, and is permitted by law to do so, may be appointed to be a director

21 1 1 by ordinary resolution, or

21 1 2 by a decision of the directors

21 2 In any case where the company has no directors, then any shareholder may call a general meeting (or instruct the company secretary, if any, to do so) for the purpose of appointing one or more directors

21 3 In any case where, as a result of death or bankruptcy, the company has no shareholders and no directors, the transmittee(s) of the last shareholder to have died or to have a bankruptcy order made against him (as the case may be) have the right, by notice in writing, to appoint a person who is willing to act and is permitted by law to do so to be a director

21 4 For the purposes of article 21 3, where two or more shareholders die in circumstances rendering it uncertain who was the last to die, a younger shareholder is deemed to have survived an older shareholder

### 22 **TERMINATION OF DIRECTOR'S APPOINTMENT**

22 1 A person ceases to be a director as soon as

22 1 1 that person ceases to be a director by virtue of any provision of the Act or is prohibited from being a director by law,

22 1 2 a bankruptcy order is made against that person,

22 1 3 a composition is made with that person's creditors generally in satisfaction of that person's debts,

22 1 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 1 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 1 6 the director shall for more than six consecutive months have been absent without permission of the directors from meetings of the directors held during the period and the directors resolve that his office be vacated,

22 1 7 notification is received by the company from the director that the director is resigning from office, and such resignation has taken effect in accordance with its terms

## 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 these 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**

24 1 The company may pay any reasonable expenses which the directors, and the company secretary (if any), properly incur in connection with their attendance at

24 1 1 meetings of directors or committees of directors,

24 1 2 general meetings, or

24 1 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

## **PART 3**

### **SHARES AND DISTRIBUTIONS**

#### **SHARES**

#### 25 **ALL SHARES TO BE FULLY PAID UP**

25 1 No share is to be issued for less than the aggregate of its nominal value and any premium to be paid to the company in consideration for its issue

25 2 This does not apply to the subscriber shares

#### 26 **CALL ON SUBSCRIBER SHARES**

26 1 Subject to these articles, the directors may send a notice (a "call notice") to a holder of a subscriber share which is not fully paid requiring the holder to pay the company the nominal value of that share (a "call")

26 2 A call notice must state when and how the call to which it relates it is to be paid



26 3 A shareholder must comply with the requirements of a call notice, but no shareholder is obliged to pay any call before 14 days have passed since the notice was sent

26 4 Liability to pay a call is not extinguished or transferred by transferring the shares in respect of which it is required to be paid

26 5 Joint holders of a share are jointly and severally liable to pay any call in respect of that share

26 6 The company may accept from any holder of a subscriber share the amount unpaid on that share, even if that amount has not been called up

## 27 **POWERS TO ISSUE DIFFERENT CLASSES OF SHARE**

27 1 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 the directors

27 2 In particular and without limitation, 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

## 28 **ALLOTMENT OF SHARES**

28 1 Subject to the Companies Acts, the directors may allot, grant options over or otherwise dispose of shares to such persons at such times and generally on such terms and conditions as they think fit

28 2 Section 561 of the Act, or any statutory modification or re-enactment thereof for the time being in force, shall not apply to an allotment of any equity security by the company

## 29 **TRUSTS MAY BE RECOGNISED**

29 1 The company shall be entitled to recognise in such manner and to such extent as it may think fit any trust in respect of any shares. However, the company shall not be bound to recognise any such trust, even if it has express notice of it, except as required by the Companies Acts

29 2 Notwithstanding any such recognition, the company shall not be bound to see to the execution, administration or observance of any trust, whether expressed, implied or constructive, in respect of any shares, and shall be entitled to recognise and give effect to the acts and deeds of the holder of such shares as if they were the absolute owners thereof

29 3 For the purposes of this article, "trust" includes any right or interest (whether equitable, contingent, future, partial or otherwise) in respect of any share, or any fractional part of a share, other than an absolute right of the holder to the entirety of the same

## 30 **SHARE CERTIFICATES**

30 1 The company must issue each shareholder, free of charge, with one or more certificates in respect of the shares which that shareholder holds

30 2 Every certificate must specify

30 2 1 in respect of how many shares, of what class, it is issued,

30 2 2 the nominal value of those shares,

30 2 3 that the shares are fully paid (or, in the case of the subscriber shares, the amount paid up on them), and

30 2 4 any distinguishing numbers assigned to them

30 3 No certificate may be issued in respect of shares of more than one class

30 4 If more than one person holds a share, only one certificate may be issued in respect of it

30 5 Certificates must be executed in accordance with the Companies Acts

### 31 **REPLACEMENT SHARE CERTIFICATES**

31 1 If a certificate issued in respect of a shareholder's shares is

31 1 1 damaged or defaced, or

31 1 2 said to be lost, stolen or destroyed,

that shareholder is entitled to be issued with a replacement certificate in respect of the same shares

31 2 A shareholder exercising the right to be issued with such a replacement certificate

31 2 1 may at the same time exercise the right to be issued with a single certificate or separate certificates,

31 2 2 must return the certificate which is to be replaced to the company if it is damaged or defaced, and

31 2 3 must comply with such conditions as to evidence, indemnity and the payment of a reasonable fee as the directors decide

### 32 **COMPANY'S LIEN OVER SHARES**

32 1 The company has a lien (the "company's lien") over every share, whether or not fully paid, which is registered in the name of any person indebted or under any liability to the company, whether he is the sole registered holder or one of several joint holders, for all monies payable by him (either alone or jointly with any other person) to the company, whether payable immediately or at some time in the future

32 2 The company's lien over a share

32 2 1 takes priority over any third party's interest in that share, and

32 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

32 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

### 33 **ENFORCEMENT OF THE COMPANY'S LIEN**

33 1 Subject to the provisions of this article, if

33 1 1 a lien enforcement notice has been given in respect of a share, and

33 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

### 33 2 A "lien enforcement notice"

- 33 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,
- 33 2 2 must specify the share concerned,
- 33 2 3 must require payment of the sum payable within 14 clear days of the notice (that is, excluding the date on which the notice is given and the date on which that 14 day period expires),
- 33 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
- 33 2 5 must state the company's intention to sell the share if the notice is not complied with

### 33 3 Where shares are sold under this article

- 33 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
- 33 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

### 33 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

- 33 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,
- 33 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 an indemnity in a form reasonably satisfactory to the directors 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 monies payable by him (either alone or jointly with any other person) to the company after the date of the lien enforcement notice

### 33 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

- 33 5 1 is conclusive evidence of the facts stated in it as against all persons claiming to be entitled to the share, and
- 33 5 2 subject to compliance with any other formalities of transfer required by these articles or by law, constitutes a good title to the share

## 34 SHARE TRANSFERS

### 34 1 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 the transferor

### 34 2 No fee may be charged for registering any instrument of transfer or other document relating to or affecting the title to any share

### 34 3 The company may retain any instrument of transfer which is registered

34 4 The transferor remains the holder of a share until the transferee's name is entered in the register of members as holder of it

34 5 The directors may, in their absolute discretion, refuse to register the transfer of a share, and if they do so, 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

### 35 **TRANSMISSION OF SHARES**

35 1 If title to a share passes to a transmittee, the company may only recognise the transmittee as having any title to that share

35 2 A transmittee who produces such evidence of entitlement to shares as the directors may properly require

35 2 1 may, subject to these articles, choose either to become the holder of those shares or to have them transferred to another person, and

35 2 2 subject to these articles, and pending any transfer of the shares to another person, has the same rights as the holder had

35 3 But transmittees do not have the right to attend or vote at a general meeting, or agree to a proposed written resolution, 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

### 36 **EXERCISE OF TRANSMITTEES' RIGHTS**

36 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

36 2 If the transmittee wishes to have a share transferred to another person, the transmittee must execute an instrument of transfer in respect of it

36 3 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

### 37 **TRANSMITTEES BOUND BY PRIOR NOTICES**

If a notice is given to a shareholder 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 shareholder before the transmittee's name, or the name of any person to whom the transmittee transfers those shares, has been entered in the register of members

## **DIVIDENDS AND OTHER DISTRIBUTIONS**

### 38 **PROCEDURE FOR DECLARING DIVIDENDS**

38 1 The company may by ordinary resolution declare dividends, and the directors may decide to pay interim dividends

38 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

38 3 No dividend may be declared or paid unless it is in accordance with shareholders' respective rights

- 38 4 Unless the shareholders' 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 shareholder's holding of shares on the date of the resolution or decision to declare or pay it
- 38 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
- 38 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
- 38 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

### 39 PAYMENT OF DIVIDENDS AND OTHER DISTRIBUTIONS

- 39 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
- 39 1 1 transfer to a bank or building society account specified by the distribution recipient in writing,
  - 39 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 in writing,
  - 39 1 3 sending a cheque made payable to such person by post to such person at such address as the distribution recipient has specified in writing, or
  - 39 1 4 any other means of payment as the directors agree with the distribution recipient in writing
- 39 2 In these articles, the "**distribution recipient**" means, in respect of a share in respect of which a dividend or other sum is payable
- 39 2 1 the holder of the share, or
  - 39 2 2 if the share has two or more joint holders, whichever of them is named first in the register of members, or
  - 39 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

### 40 NO INTEREST ON DISTRIBUTIONS

- 40 1 The company may not pay interest on any dividend or other sum payable in respect of a share unless otherwise provided by
- 40 1 1 the terms on which the share was issued, or
  - 40 1 2 the provisions of another agreement between the holder of that share and the company

### 41 UNCLAIMED DISTRIBUTIONS

- 41 1 All dividends or other sums which are

41 1 1 payable in respect of shares, and

41 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

41 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

41 3 If

41 3 1 twelve years have passed from the date on which a dividend or other sum became due for payment, and

41 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

## 42 NON-CASH DISTRIBUTIONS

42 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)

42 2 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

42 2 1 fixing the value of any assets,

42 2 2 paying cash to any distribution recipient on the basis of that value in order to adjust the rights of recipients, and

42 2 3 vesting any assets in trustees

## 43 WAIVER OF DISTRIBUTIONS

43 1 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

43 1 1 the share has more than one holder, or

43 1 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

### 44 AUTHORITY TO CAPITALISE AND APPROPRIATION OF CAPITALISED SUMS

44 1 Subject to these articles, the directors may, if they are so authorised by an ordinary resolution

44 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

- 44 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
- 44 2 Capitalised sums must be applied
  - 44 2 1 on behalf of the persons entitled, and
  - 44 2 2 in the same proportions as a dividend would have been distributed to them
- 44 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
- 44 4 A capitalised sum which was appropriated from profits available for distribution may be applied 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
- 44 5 Subject to these articles the directors may
  - 44 5 1 apply capitalised sums in accordance with articles 44 3 and 44 4 partly in one way and partly in another,
  - 44 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
  - 44 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 4**

### **DECISION-MAKING BY SHAREHOLDERS**

#### **ORGANISATION OF GENERAL MEETINGS**

##### **45 ATTENDANCE AND SPEAKING AT GENERAL MEETINGS**

- 45 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
- 45 2 A person is able to exercise the right to vote at a general meeting when
  - 45 2 1 that person is able to vote, during the meeting, on resolutions put to the vote at the meeting, and
  - 45 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
- 45 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

45 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

45 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

#### 46 **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

#### 47 **CHAIRING GENERAL MEETINGS**

47 1 If the directors have appointed a chairman, the chairman shall chair general meetings if present and willing to do so

47 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

47 2 1 the directors present, or

47 2 2 (if no directors are present), the meeting,

must appoint a director or shareholder to chair the meeting, and the appointment of the chairman of the meeting must be the first business of the meeting

47 3 The person chairing a meeting in accordance with this article is referred to as the “**chairman of the meeting**”

#### 48 **ATTENDANCE AND SPEAKING BY DIRECTORS AND NON-SHAREHOLDERS**

48 1 Directors may attend and speak at general meetings, whether or not they are shareholders

48 2 The chairman of the meeting may permit other persons who are not

48 2 1 shareholders of the company, or

48 2 2 otherwise entitled to exercise the rights of shareholders in relation to general meetings, to attend and speak at a general meeting

#### 49 **ADJOURNMENT**

49 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

49 2 The chairman of the meeting may adjourn a general meeting at which a quorum is present if

49 2 1 the meeting consents to an adjournment, or

49 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

49 3 The chairman of the meeting must adjourn a general meeting if directed to do so by the meeting

49 4 When adjourning a general meeting, the chairman of the meeting must



- 49 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
- 49 4 2 have regard to any directions as to the time and place of any adjournment which have been given by the meeting
- 49 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)
  - 49 5 1 to the same persons to whom notice of the company's general meetings is required to be given, and
  - 49 5 2 containing the same information which such notice is required to contain
- 49 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**

### **50 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 these articles

### **51 ERRORS AND DISPUTES**

- 51 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
- 51 2 Any such objection must be referred to the chairman of the meeting, whose decision is final

### **52 POLL VOTES**

- 52 1 A poll on a resolution may be demanded
  - 52 1 1 in advance of the general meeting where it is to be put to the vote, or
  - 52 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
- 52 2 A poll may be demanded by any person having the right to vote on the resolution
- 52 3 A demand for a poll may be withdrawn if
  - 52 3 1 the poll has not yet been taken, and
  - 52 3 2 the chairman of the meeting consents to the withdrawal

- 52 4 Polls must be taken immediately and in such manner as the chairman of the meeting directs

### **53 CONTENT OF PROXY NOTICES**

- 53 1 Proxies may only validly be appointed by a notice in writing (a "proxy notice") which
  - 53 1 1 states the name and address of the shareholder appointing the proxy,

- 53 1 2 identifies the person appointed to be that shareholder's proxy and the general meeting in relation to which that person is appointed,
- 53 1 3 is signed by or on behalf of the shareholder appointing the proxy, or is authenticated in such manner as the directors may determine, and
- 53 1 4 is delivered to the company in accordance with these articles and any instructions contained in the notice of the general meeting to which they relate
- 53 2 The company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes
- 53 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
- 53 4 Unless a proxy notice indicates otherwise, it must be treated as
  - 53 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
  - 53 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

#### 54 **DELIVERY OF PROXY NOTICES**

- 54 1 A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the company by or on behalf of that person
- 54 2 A proxy notice shall be invalid unless it is received (together with such evidence as the directors may require in relation to any authority under which it is executed) by the company before the commencement of the meeting or adjourned meeting which the proxy is to attend or the time appointed for taking the poll at which the proxy is to vote
- 54 3 An appointment under a proxy notice may be revoked by delivering to the company a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given
- 54 4 A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates or, in the case of a poll, the time appointed for taking the poll
- 54 5 If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf

#### 55 **AMENDMENTS TO RESOLUTIONS**

- 55 1 An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if
  - 55 1 1 notice of the proposed amendment is given to the company in writing by a person entitled to vote at the general meeting at which it is to be proposed not less than 48 hours before the meeting is to take place (or such later time as the chairman of the meeting may determine), and
  - 55 1 2 the proposed amendment does not, in the reasonable opinion of the chairman of the meeting, materially alter the scope of the resolution

- 55 2 A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if
- 55 2 1 the chairman of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed, and
- 55 2 2 the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution
- 55 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

## PART 5

### ADMINISTRATIVE ARRANGEMENTS

#### 56 MEANS OF COMMUNICATION TO BE USED

- 56 1 Subject to these articles, anything sent or supplied by or to the company under these articles may be sent or supplied in any way in which the Act provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the company
- 56 2 This article applies to anything sent or supplied by the company to any shareholder or by any shareholder to the company
- 56 2 1 Where it is sent by post (whether in hard copy or electronic form) [to an address in the United Kingdom] and the sender or supplier is able to show that it was properly addressed, prepaid and posted, it is deemed to have been received by the proposed recipient [24 hours after posting to an address in the United Kingdom or [5 days] after posting to an address outside the United Kingdom
- 56 2 2 Where it is sent or supplied by electronic means and the sender or supplier is able to show that it was properly addressed, it is deemed to have been received by the proposed recipient at the time it was sent
- 56 3 Every person who becomes entitled to a share shall be bound by any notice in respect of that share which, before his name is entered in the register of members, has been duly given to a person from whom he derives his title
- 56 4 Subject to these articles, any notice or document to be sent or supplied to a director in connection with the taking of decisions by directors may also be sent or supplied by the means by which that director has asked to be sent or supplied with such notices or documents for the time being.
- 56 5 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

#### 57 COMPANY SEAL

The company shall not have a common seal

#### 58 RIGHT TO INSPECT ACCOUNTS AND OTHER RECORDS

Every shareholder is entitled to inspect any of the company's accounting or other records or documents

## 59 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

### 60 INDEMNITY

60 1 Subject to article 60 2, but without prejudice to any indemnity to which a relevant officer is otherwise entitled, each relevant officer of the company shall be indemnified out of the company's assets against all losses or liabilities which he may sustain or incur

60 1 1 in or about the execution of the duties of his office or otherwise in relation thereto,

60 1 2 in connection with any negligence, default, breach of duty or breach of trust in relation to the company or an associated company,

60 1 3 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 Act )

60 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

60 3 In this article

60 3 1 companies are "associated" if one is a subsidiary of the other or both are subsidiaries of the same body corporate, and

60 3 2 a "relevant officer" means any director or secretary, or former director or secretary, of the company or an associated company

### 61 INSURANCE

61 1 The directors may decide to purchase and maintain insurance, at the expense of the company, for the benefit of any relevant officer or employee in respect of any relevant loss

61 2 In this article

61 2 1 a "relevant officer or employee" means any director, secretary or employee, or former director, secretary or employee, of the company or an associated company,

61 2 2 a "relevant loss" means any loss or liability which has been or may be incurred by a relevant officer or employee in connection with that officer's or employee'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

61 2 3 companies are "associated" if one is a subsidiary of the other or both are subsidiaries of the same body corporate