

**Company Number: 09270945**  
**THE COMPANIES ACT 2006**  
**PRIVATE COMPANY LIMITED BY SHARES**  
**WRITTEN RESOLUTION OF THE SHAREHOLDERS**  
**OF**  
**MINDFUL CHEF LTD (the "Company")**

**CIRCULATION DATE: 7 SEPTEMBER 2016**

Pursuant to Chapter 2 of Part 13 of the Companies Act 2006 (the **2006 Act**), the directors of the Company propose that the following resolutions are passed as special resolutions (together the **Resolutions**)

- 1 THAT the Directors be and they are hereby empowered under Section 570 of the Companies Act 2006 to allot equity securities (as defined in Section 560 of the said Act) for cash as if sub-section (1) of Section 561 of the said Act (or any other such pre-emption rights, however arising) did not apply to any such allotment
- 2 THAT the draft regulations attached to these written resolutions be adopted as the articles of association of the Company in substitution for, and to the exclusion of, the existing articles of association

**AGREEMENT**

Please read the notes at the end of this document before signifying your agreement to the Resolutions

The undersigned, being the eligible members of the Company entitled to vote on the Resolutions on the Circulation Date, hereby irrevocably agree to the Resolutions (including for the purposes of any class consent required, under the Act, the articles of association of the Company or otherwise)

Signed by **ROBERT GRIEG-GRAN**

Date

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*Robert Grieg-Gran*  
322F6684687A4F2  
7 SEPTEMBER 2016

Signed by **GILES HUMPHRIES**

Date

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*Giles Humphries*  
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7 SEPTEMBER 2016

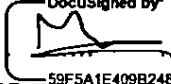
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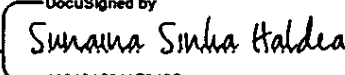
Signed by **MYLES HOPPER**

Date

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Signed by **SUNAINA SINHA HALDEA**

Date

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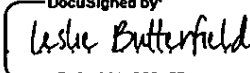
Signed by **ROHAN HALDEA**

Date

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Signed by **LESLIE BUTTERFIELD**

Date

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Signed by **EDWARD GRIEG-GRAN**

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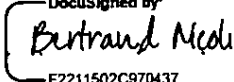
Signed by **GEOFF HUMPHRIES**

Date

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Signed by **BERTRAND NICOLI**

Date

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Signed by **GARETH OWEN**

Date

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*Gareth Owen*  
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7 SEPTEMBER 2016

Signed by **LOUISA MITCHELL**

Date

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*Louisa Mitchell*  
8055D90E75E049D  
7 SEPTEMBER 2016

## NOTES

1 You can choose to agree to all of the Resolutions or none of them, but you cannot agree to only some of the Resolutions. If you agree to all of the Resolutions, please indicate your agreement by signing and dating this document where indicated above and returning it to the Company using one of the following methods

- **By hand** delivering the signed copy to the registered office address of the Company at D05 Riverside Business Centre, Haldane Place, London SW18 4UQ
- **Post** returning the signed copy by post to the registered office address of the Company at D05 Riverside Business Centre, Haldane Place, London SW18 4UQ

If you do not agree to any of the Resolutions, you do not need to do anything you will not be deemed to agree if you fail to reply

2 Once you have indicated your agreement to the Resolutions, you may not revoke your agreement

3 Unless, by 28 days after the Circulation Date (including the Circulation Date), sufficient agreement has been received for the Resolutions to pass, they will lapse. If you agree to the Resolutions, please ensure that your agreement reaches us before or during this date

4 If you are signing this document on behalf of a person under a power of attorney or other authority please send a copy of the relevant power of attorney or authority when returning this document

**THE COMPANIES ACT 2006  
COMPANY HAVING SHARE CAPITAL**

**ARTICLES OF ASSOCIATION  
of  
MINDFUL CHEF LTD**

**Company Number 09270945**

**ADOPTED BY A SPECIAL RESOLUTION DATED  
07 SEPTEMBER 2016**

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# PART 1

## INTERPRETATION AND LIMITATION OF LIABILITY

### Defined terms

1. In the articles, unless the context requires otherwise—

"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,
"chairman"	has the meaning given in article 12,
"chairman of the meeting"	has the meaning given in article 52,
"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,
"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 49,
"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,
"family trust"	means, in relation to a shareholder who is an individual, a trust or settlement set up wholly for the benefit of that individual shareholder (settlor) and/or the settlor's privileged relations,
"founder"	means the persons who were shareholders as at 11 December 2015,
"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,
"instrument"	means a document in hard copy form,
"joint minority shareholder"	means those two minority shareholders who held between 5 and 7 per cent of the issued shares in the company following the subscription made on 12 December 2015 (and so that where the term "joint

	minority shareholder" is used in these articles those minority shareholders are considered as a single minority shareholder (with their aggregate combined shareholding)),
"minority shareholder"	means each person who became a shareholder on 12 December 2015 and excluding the founders as at that date,
"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 10,
"permitted transfers"	Means (i) transfers by a shareholder of his shares to <ul style="list-style-type: none"> <li>a any of his privileged relations,</li> <li>b family trusts (or the trustees of those family trusts)</li> <li>c if the shareholder is a company, transferees that are undertakings (as defined in section 1161(1) of the Companies Act 2006) to any company which is from time to time a parent undertaking or a subsidiary undertaking of any such parent undertaking, and</li> </ul> (ii) any other transfer that may be agreed by the Company and all of the shareholders of the Company who were recorded as shareholders in the register of members as at the date on which such agreement is reached
"privileged relation"	means, the spouse, civil partner, widow or widower of a shareholder and the shareholder's children and grandchildren (including step and adopted children), and step and adopted children of the shareholder's children,
"proxy notice"	has the meaning given in article 63,
"shareholder"	means a person who is the holder of a share,
"shareholder agreement"	means any written agreement entered into by all of the shareholders that purports to be a shareholder agreement,
"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, 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

### **Liability of members**

2. 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**

#### **Directors' general authority**

3. 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

#### **shareholders' reserve power**

4. (1) The shareholders may, by special resolution, direct the directors to take, or refrain from taking, specified action  
(2) No such special resolution invalidates anything which the directors have done before the passing of the resolution

#### **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—
  - (a) to such person or committee,
  - (b) by such means (including by power of attorney),
  - (c) to such an extent,
  - (d) in relation to such matters or territories, and
  - (e) on such terms and conditions,
 as they think fit
  - (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
  - (3) The directors may revoke any delegation in whole or part, or alter its terms and conditions

## **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
- (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**

### **Directors to take decisions collectively**

7. (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 8
- (2) If—
  - (a) the company only has one director for the time being, and
  - (b) no provision of the articles requires it to have more than one director,

the general rule does not apply, and the director may (for so long as he remains sole director) take decisions without regard to any of the provisions of articles 8 to 15 (inclusive)

### **Unanimous decisions**

8. (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
- (2) Such a decision may take the form of a resolution in writing, where each eligible director has signed one or more copies of it, or to which each eligible director has otherwise indicated agreement in writing
- (3) References in this article to eligible directors are to directors who would have been entitled to vote on the matter had it been proposed as a resolution at a directors' meeting
- (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

### **Calling a directors' meeting**

9. (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
- (2) Notice of any directors' meeting must indicate—
  - (a) its proposed date and time,
  - (b) where it is to take place, and
  - (c) 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
- (3) Notice of a directors' meeting must be given to each director, but need not be in writing
- (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 not more than 7 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

### **Participation in directors' meetings**

10. (1) Subject to the articles, directors participate in a directors' meeting, or part of a directors' meeting, when—
- (a) the meeting has been called and takes place in accordance with the articles, and
  - (b) they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting
- (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
- (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

### **Quorum for directors' meetings**

11. (1) At a directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting
- (2) Unless otherwise stated in these articles, the quorum for directors' shall be any two directors of whom at least one shall be (for so long as there is a minority shareholder) a minority shareholder appointed director
- (3) If the total number of directors for the time being is less than the quorum required, the directors must not take any decision other than a decision—
- (a) to appoint further directors, or
  - (b) to call a general meeting so as to enable the shareholders to appoint further directors

### **Chairing of directors' meetings**

12. (1) The chairman of the board from time to time will chair their meetings
- (2) If the chairman is not participating in a directors' meeting within ten minutes of the time at which it was to start, the minority shareholder appointed directors participating in the meeting must appoint one of themselves to chair it

### **Casting vote**

13. If the numbers of votes for and against a proposal are equal, the chairman or other director chairing the meeting does not have a casting vote

### **Interests in existing or proposed transactions or arrangements with the company**

14. (1) Subject to disclosure in accordance with sections 177 and 182 of the Companies Act 2006, a director shall be entitled to count in the quorum and vote at a meeting of directors or of a committee of directors or in any decision-making process howsoever held on any resolution concerning a proposed or existing transaction or arrangement in which he has a direct or indirect interest
- (2) Subject to the provisions of the Companies Act 2006, and provided that he has disclosed to the directors the nature and extent of any direct or indirect interest he has in a proposed or existing transaction or arrangement with the company, a director shall not, by reason of his office, be accountable to the company for any benefit which he derives from any such transaction or arrangement and no such transaction or

arrangement shall be liable to be avoided on the grounds of any such interest or benefit

### **Directors' discretion to make further rules**

15. 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

### **Records of meetings to be kept**

16. The directors must cause minutes of all proceedings at meetings of directors to be recorded in writing and kept for at least 10 years from the date of the meeting recorded. In the case of a company having only one director, such director must cause all resolutions made by him to be recorded in writing and kept for at least 10 years from the date of the resolution recorded.

## **APPOINTMENT OF DIRECTORS**

### **Methods of appointing directors**

17. (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—
- (a) by ordinary resolution,
  - (b) by a decision of the directors, or
  - (c) by a minority shareholder in accordance with article 18 below
- (2) In any case where, as a result of death, the company has no shareholders and no directors, the personal representatives of the last shareholder to have died have the right, by notice in writing, to appoint a person to be a director
- (3) For the purposes of paragraph (2), 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

### **Minority shareholder right to directorship**

18. (1) The minority shareholders who held at least 3% of the shares in the company immediately following the share subscription on 12 December 2015 shall each have the right to a position on the board as a director of the company for as long as they retain ownership of at least 3% of the shares in the company carrying the right to vote at a general meeting of the company. For these purposes, the joint minority shareholders shall be considered as a single minority shareholder and will only be entitled to appoint one director between them for the purposes of this article 18(1). For the avoidance of doubt, this article 18 does not give any rights to a minority shareholder who does not own at least 3% of the shares immediately following the share subscription on 12 December 2015 (even if they subsequently increase their holding to 3% or higher).

### **Termination of director's appointment**

19. A person ceases to be a director as soon as—
- (a) 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,

- (b) a bankruptcy order is made against that person,
- (c) a composition is made with that person's creditors generally in satisfaction of that person's debts,
- (d) 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,
- (e) 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,
- (f) 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,
- (g) that person receives notice signed by all the other directors or following a special resolution of the company being passed, stating that that person should cease to be a director.

### **Directors' remuneration**

- 20.** (1) Directors (and alternate directors) may undertake any services for the company that the directors decide
- (2) Directors (and alternate directors) are entitled to such remuneration as the directors determine—
- (a) for their services to the company as directors, and
  - (b) for any other service which they undertake for the company
- (3) Subject to the articles, a director's (or alternate director's) remuneration may—
- (a) take any form, and
  - (b) 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
- (4) Unless the directors decide otherwise, directors' (and alternate directors') remuneration accrues from day to day
- (5) Unless the directors decide otherwise, directors (and alternate directors) are not accountable to the company for any remuneration which they receive as directors (or alternate directors) or other officers or employees of the company's subsidiaries or of any other body corporate in which the company is interested

### **Directors' expenses**

- 21.** The company shall pay any reasonable expenses which the directors (including alternate directors) properly incur in connection with their attendance at—
- (a) meetings of directors or committees of directors,
  - (b) general meetings, or
  - (c) 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**

### **Appointment and removal of alternates**

- 22.** (1) Any director (the "appointor") may appoint as an alternate any other director, or any

other person approved by resolution of the directors, to—

- (a) exercise that director's powers, and
  - (b) carry out that director's responsibilities,
- in relation to the taking of decisions by the directors in the absence of the alternate's appointor

(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.

(3) The notice must—

- (a) identify the proposed alternate, and
- (b) 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

### **Rights and responsibilities of alternate directors**

23. (1) An alternate director may act as an alternate director to more than one director and has the same rights, in relation to any decision of the directors, as the alternate's appointor

(2) Except as the articles specify otherwise, alternate directors—

- (a) are deemed for all purposes to be directors,
  - (b) are liable for their own acts and omissions,
  - (c) are subject to the same restrictions as their appointors, and
  - (d) are not deemed to be agents of or for their appointors
- and, in particular (without limitation), each alternate director shall be entitled to receive notice of all meetings of directors and of all meetings of committees of directors of which his appointor is a member

(3) A person who is an alternate director but not a director—

- (a) 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),
- (b) may participate in an unanimous decision of the directors (but only if his appointor is an eligible director in relation to that decision), and
- (c) may not be counted as more than one director for the purposes of articles 23(3)(a) and (b)

(4) A director who is also an alternate director is entitled, in the absence of his appointor, to a separate vote on behalf of his appointor, in addition to his own vote on any decision of the directors (provided that his appointor is an eligible director in relation to that decision)

(5) 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

### **Termination of alternate directorship**

24. An alternate director's appointment as an alternate terminates—

- (a) when the alternate's appointor revokes the appointment by notice to the company in writing specifying when it is to terminate,
- (b) 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,
- (c) on the death of the alternate's appointor, or
- (d) when the alternate's appointor's appointment as a director terminates

**PART 3**  
**SHARES AND DISTRIBUTIONS**  
**SHARES**

**Company's lien over partly paid shares**

- 25.** (1) The company has a lien ("the company's lien") over every share which is partly paid for any part of—
- (a) that share's nominal value, and
  - (b) 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
- (2) The company's lien over a share—
- (a) takes priority over any third party's interest in that share, and
  - (b) 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.
- (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

**Enforcement of the company's lien**

- 26.** (1) Subject to the provisions of this article, if—
- (a) a lien enforcement notice has been given in respect of a share, and
  - (b) 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
- (2) A lien enforcement notice—
- (a) 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,
  - (b) must specify the share concerned,
  - (c) must require payment of the sum payable within 14 days of the notice,
  - (d) 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
  - (e) must state the company's intention to sell the share if the notice is not complied with
- (3) Where shares are sold under this article—
- (a) 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
  - (b) 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
- (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—
- (a) 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,
  - (b) 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

(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—

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

## **Call notices**

27. (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

(2) A call notice—

- (a) 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),
  - (b) must state when and how any call to which it relates it is to be paid, and
  - (c) may permit or require the call to be paid by instalments
- (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
- (4) Before the company has received any call due under a call notice the directors may—
- (a) revoke it wholly or in part, or
  - (b) 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

## **Liability to pay calls**

28. (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

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

(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—

- (a) to pay calls which are not the same, or
- (b) to pay calls at different times

## **When call notice need not be issued**

29. (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)—

- (a) on allotment,
- (b) on the occurrence of a particular event, or
- (c) on a date fixed by or in accordance with the terms of issue



(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

### **Failure to comply with call notice: automatic consequences**

30. (1) If a person is liable to pay a call and fails to do so by the call payment date—
- (a) the directors may issue a notice of intended forfeiture to that person, and
  - (b) until the call is paid, that person must pay the company interest on the call from the call payment date at the relevant rate
- (2) For the purposes of this article—
- (a) 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,
  - (b) 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
- (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)
- (4) The directors may waive any obligation to pay interest on a call wholly or in part

### **Notice of intended forfeiture**

30. A notice of intended forfeiture—
- (a) may be sent in respect of any share in respect of which a call has not been paid as required by a call notice,
  - (b) 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,
  - (c) 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,
  - (d) must state how the payment is to be made, and
  - (e) 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

### **Directors' power to forfeit shares**

32. 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

### **Effect of forfeiture**

33. (1) Subject to the articles, the forfeiture of a share extinguishes—
- (a) all interests in that share, and all claims and demands against the company in

- respect of it, and
- (b) all other rights and liabilities incidental to the share as between the person whose share it was prior to the forfeiture and the company
- (2) Any share which is forfeited in accordance with the articles—
  - (a) is deemed to have been forfeited when the directors decide that it is forfeited,
  - (b) is deemed to be the property of the company, and
  - (c) may be sold, re-allotted or otherwise disposed of as the directors think fit.
- (3) If a person's shares have been forfeited—
  - (a) the company must send that person notice that forfeiture has occurred and record it in the register of members,
  - (b) that person ceases to be a member in respect of those shares,
  - (c) that person must surrender the certificate for the shares forfeited to the company for cancellation,
  - (d) 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
  - (e) 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
- (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

### **Procedure following forfeiture**

34. (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
- (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—
- (a) is conclusive evidence of the facts stated in it as against all persons claiming to be entitled to the share, and
  - (b) subject to compliance with any other formalities of transfer required by the articles or by law, constitutes a good title to the share
- (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
- (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—
- (a) was, or would have become, payable, and
  - (b) 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

### **Surrender of shares**

35. (1) A member may surrender any share—
- (a) in respect of which the directors may issue a notice of intended forfeiture,

- (b) which the directors may forfeit, or
- (c) which has been forfeited
- (2) The directors may accept the surrender of any such share.
- (3) The effect of surrender on a share is the same as the effect of forfeiture on that share
- (4) A share which has been surrendered may be dealt with in the same way as a share which has been forfeited.

### **Powers to issue different classes of share**

36. (1) Subject to the articles and to the Companies Act 2006, but without prejudice to the rights attached to any existing share, the directors of the company may issue shares with such rights or restrictions as they may determine
- (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

### **Company not bound by less than absolute interests**

37. 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**

38. (1) The company must issue each shareholder, free of charge, with one or more certificates in respect of the shares which that shareholder holds
- (2) Every certificate must specify—
- (a) in respect of how many shares, of what class, it is issued,
  - (b) the nominal value of those shares, and
  - (c) any distinguishing numbers assigned to them
- (3) No certificate may be issued in respect of shares of more than one class.
- (4) If more than one person holds a share, only one certificate may be issued in respect of it
- (5) Certificates must—
- (a) have affixed to them the company's common seal, or
  - (b) be otherwise executed in accordance with the Companies Acts

### **Replacement share certificates**

39. (1) If a certificate issued in respect of a shareholder's shares is—
- (a) damaged or defaced, or
  - (b) said to be lost, stolen or destroyed,
- that shareholder is entitled to be issued with a replacement certificate in respect of the same shares
- (2) A shareholder exercising the right to be issued with such a replacement certificate—
- (a) may at the same time exercise the right to be issued with a single certificate or separate certificates,
  - (b) must return the certificate which is to be replaced to the company if it is damaged or defaced, and

- (c) must comply with such conditions as to evidence, indemnity and the payment of a reasonable fee as the directors decide

### **Share transfers**

40. (1) shares may be transferred only in accordance with the provisions of articles 26(3) and 44 to 47, any other transfer shall be void  
(2) 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  
(3) No fee may be charged for registering any instrument of transfer or other document relating to or affecting the title to any share  
(4) The company may retain any instrument of transfer which is registered  
(5) The transferor remains the holder of a share until the transferee's name is entered in the register of members as holder of it  
(6) The directors may refuse to register the transfer of a share, and if they do so, they must give the transferee notice of their refusal together with their reasons for the refusal. If registration is refused, 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

### **Transmission of shares**

41. (1) If title to a share passes to a transmittee, the company may only recognise the transmittee as having any title to that share  
(2) A transmittee who produces such evidence of entitlement to shares as the directors may properly require—  
(a) may, subject to the articles, choose either to become the holder of those shares or to have them transferred to another person, and  
(b) subject to the articles, and pending any transfer of the shares to another person, has the same rights as the holder had  
(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

### **Exercise of transmittees' rights**

42. (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  
(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  
(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

### **Transmittees bound by prior notices**

43. 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(s) named as the transferee(s) in an instrument of transfer executed under article 42 has been entered

in the register of members

### **Permitted transfers of shares**

- 44.** (1) Other than permitted transfers, no shareholder shall sell, transfer, mortgage, charge, encumber or otherwise dispose of any share or any interest therein except in accordance with the provisions of this article 44
- (2) Subject always to the remainder of this article 44, a shareholder may only transfer his shares to any other person if, in the case of the founders, three years have elapsed from 12 December 2015 or in the case of any other shareholder, 12 months have elapsed from the date on which their or its name was entered into the register of members
- (3) In addition to the requirements of article 44(2) and subject always to articles 44(1), 44(4), 44(5), 44(6) and 46, a shareholder may transfer his shares to any other person provided that
- (a) the shareholder (the **seller**) shall first make a written offer (the **seller's offer**) to all of the other shareholders stating his wish to make such a transfer, the name and address of the proposed transferee, the number of shares offered (the **offered shares**), the consideration per share to be paid by the proposed transferee and the terms of payment. The seller's offer shall be of no effect unless the consideration is given and expressed in cash,
  - (b) the other shareholders shall have the irrevocable and exclusive option but not the obligation to purchase that proportion of the offered shares which the number of shares held by him bears to the total issued share capital at the time the seller's offer is issued on either of the following arrangements at their election
    - (i) for the consideration per share and upon the terms specified in the seller's offer, or
    - (ii) only if the transferring shareholder is a founder, for the price per share determined in article 47 below,terms to be cash against delivery of the executed transfer and relative certificates,
  - (c) within 30 days after the receipt (or deemed receipt) of the seller's offer the recipient shareholder shall (if he wishes to exercise the option) give written notice (the **buyer's notice**) to the other shareholders which notice shall
    - (i) state that the shareholder giving the notice (the **purchasing shareholder**) elects to exercise his option in accordance with paragraph (b) above, the number of shares which the purchasing shareholder elects to purchase and either
      - (A) that he accepts the consideration per share and the terms specified in the seller's offer, or
      - (B) he wishes to request the auditors to value the offered shares in accordance with article 47 below such valuation to be final and binding
    - (ii) If the purchasing shareholder accepts the terms of the seller's offer under

- (c)(i)(A) above, then the buyer's notice shall fix a date and time on which the purchase shall be completed (the **completion date**) which shall be not sooner than 30 days nor later than 60 days after the date of the buyer's notice
- (iii) If the purchasing shareholder wishes to request the auditors to value the offered shares under (c)(i)(B), then the buyer's notice shall fix a date and time on which the purchase shall be completed (the **completion date**) which shall be not sooner than 30 days nor later than 60 days after the date on which the auditors submit their valuation
- (d) Failure to give notice by the shareholder as provided by article (c) above shall be deemed an election by him not to exercise his option,
- (e) A buyer's notice is irrevocable and the purchasing shareholder shall be obliged to purchase all of the shares which he has so elected to purchase, and
- (f) If the seller's offer is duly given but none or not all of the offered shares are taken up by the purchasing shareholder(s), the seller shall be free within a period of 60 days following the expiry of a period of 30 days commencing on the date of the seller's offer to transfer all of the offered shares or those remaining but only for the consideration per share and upon the terms set forth in the seller's offer and only to the transferee named in it and only if such transfer is *bona fide* and the transferee accedes to be bound by any shareholder agreement
- (4) In circumstances where article 44(3) would otherwise apply, the joint minority shareholders shall have the option to give a notice in writing to the other shareholders of their wish to sell a number (which may be some or all) of the shares held by them (the "**sale shares**") and, in such notice to specify that they wish this article 44(4) to apply to such sale of sale shares (such notice being a "**joint minority shareholder notice**") Following the giving of a joint minority shareholder notice, the provisions of article 44(3) will not apply to the sale of the sale shares proposed in that notice, and instead the remaining provisions of this article 44(4) shall apply
- (a) Within 30 days after the receipt (or deemed receipt) of the joint minority shareholder notice the recipient shareholders may singly or jointly make an offer to the joint minority shareholders specifying the consideration per share and terms under which they will purchase all (but not some) of the sale shares (the "**sale share offer**")
- (b) The joint minority shareholders will confirm in writing to the other shareholders whether or not they accept the sale share offer within 15 days of the receipt (or deemed receipt) of the sale share offer (the "**sale offer response**") If they confirm acceptance of the sale share offer they will sell the sale shares to the relevant other shareholders in accordance with the sale share offer
- (c) Where a sale offer response indicates that they do not accept the sale share offer, the joint minority shareholders will be entitled for a period of 90 days from the date of receipt (or deemed receipt) of the sale share offer (the "**alternative offer period**") to seek an offer from an alternative purchaser for the share sales (an "**alternative offer**")
- (d) If during the alternative offer period, the joint minority shareholders receive an alternative offer that is for a consideration per share that is greater than 120% of the consideration offered under the sale share offer (or greater than 100% and on materially better terms than the sale share offer), they will promptly

notify the other shareholders in writing of the details of the alternative offer and they will be entitled to transfer, subject to article 44(4)(h) all of the sale shares to the transferee named in such alternative offer, but only for the consideration per share and upon the terms set forth in the notification of such alternative offer

- (e) If during the alternative offer period, the joint minority shareholders receive an alternative offer that is for a consideration per share that is not greater than 120% of the consideration offered under the sale share offer and is not on other materially better terms than the sale share offer (a “**matching right offer**”), they will promptly notify the other shareholders in writing of the details of that alternative offer. At the end of the alternative offer period, if the joint minority shareholders have received a matching right offer but have not given a notice of an offer under article 44(4)(d), and they wish to accept the matching right offer, then the other shareholders will have a period of 15 days from the end of the alternative offer period (or, if later, the date of receipt (or deemed receipt) of the notice of the matching right offer) to notify the joint minority shareholders that they wish to match the matching right offer
  - (f) If the rights of the other shareholders to give notice that they wish to match the matching right offer under article 44(4)(e) apply and
    - (i) the relevant other shareholders give a notice to the joint minority shareholders under that sub-clause that they wish to match the matching right offer, then the joint minority shareholders will sell and transfer the sale shares to the relevant other shareholders in accordance with the terms of the matching right offer (as though made by those other shareholders) and in any event within 6 months, or
    - (ii) otherwise, the joint minority shareholders will be entitled to transfer, subject to article 44(4)(h) all of the sale shares to the transferee named in such matching right offer, but only for the consideration per share and upon the terms set forth in the notification of such matching right offer and provided that it is completed within 6 months
  - (g) If by the end of the alternative offer period, the joint minority shareholders have not received an alternative offer that they wish to accept, they will promptly notify the other shareholders and will not sell the sale shares as a consequence of the invocation of this article 44(4). The joint minority shareholders will only be obliged to transfer the sale shares under this article 44 if they have given a notice of acceptance under article 44(4)(b) or have received a notice to match the matching right offer under article 44(4)(f)(ii)
  - (h) A transfer is only permitted under articles 44(4)(d) or 44(4)(f)(ii) if such transfer is *bona fide* and if the proposed transferee has executed a deed of adherence to any shareholder agreement whereby the proposed transferee agrees to be bound by all the applicable provisions of that shareholder agreement as if he were a party thereto
  - (i) The joint minority shareholders may not invoke the operation of this article 44(4) more than once in any 24 month period
- (5) The provisions of articles 44(2), (3) and (4) shall not apply where any shareholder sells, transfers, mortgages, charges, encumbers or otherwise disposes of any share or any interest therein to a transferee who has been approved by at least a 90% majority of all shareholders (including those proposing to effect a transaction)

- (6) In circumstances where article 44(5) applies, such transferring shareholder may transfer his shares to any other person provided that
  - (a) the shareholder shall first give a written notice to all of the other shareholders stating his wish to make such a transfer and the name and address of the proposed transferee, and
  - (b) the proposed transferee has executed a deed of adherence to any shareholder agreement whereby the proposed transferee agrees to be bound by all the applicable provisions of that shareholder agreement as if he were a party thereto
- (7) In the event of any of the circumstances referred to in 44(8) below occurring in relation to a shareholder other than a minority shareholder, that shareholder shall be deemed to have given (and the other shareholders shall be deemed to have received) a seller's offer in due form on the day preceding such event in respect of the shares held by him. The other shareholders shall have the irrevocable option but not the obligation to purchase any or all of the offered shares for the price per share determined in accordance with article 47 below, terms to be for cash against delivery of the executed transfer and relative certificates
- (8) The circumstances referred to in 44(7) above are
  - (a) If, being a company, a shareholder owning equal to or more than 50% of the company's issued share capital at that time, goes into liquidation whether compulsory or voluntary (except for the purposes of a *bona fide* reconstruction or amalgamation with the consent of all the other shareholders, such consent not to be unreasonably withheld,) or has an administrator, receiver, administrative receiver or manager appointed over any part of its assets or undertakings,
  - (b) if, being an individual, the shareholder dies,
  - (c) if any shareholder commits any material breach of any of his obligations under any shareholder agreement and fails to remedy such breach (if capable of remedy) within 60 days after being given notice by the other shareholders to do so

#### **Tag along rights and drag along rights**

- 45. (1)** Without limiting the other articles, if at any time the holders of 50% or more of the issued share capital conferring the right to vote at a general meeting of the company have agreed to sell their shares to any other person or persons who are independent purchasers in good faith (the **buyer**) each other shareholder shall have the option but not the obligation to sell its shares to the buyer on the same terms and conditions as those of the sale agreement between the buyer and those 50% or more shareholders
- (2) Without limiting the other articles, if at any time the holders of 50% or more of the issued share capital conferring the right to vote at a general meeting of the company (the **majority holders**) have agreed to sell their shares to any other person or persons who are independent purchasers in good faith (the **buyer**) the majority holders shall have the option but not the obligation to compel the holders of the remaining shares in the company to sell their shares to the buyer provided that such sale is on the same terms and conditions as those of the sale agreed between the buyer and the majority shareholders



- (3) In each case above in this article 45, the shareholders have no pre-emption rights whether in the articles or otherwise in respect of the shares to be sold to a buyer pursuant to this article 45

### Options of minority shareholder

46. (1) In any of the circumstances referred to in paragraph (2) below, each minority shareholder (or in the event of his death (if an individual) his personal representatives, or (if a company) a liquidator, administrator, receiver, administrative receiver or manager appointed over any part of its assets or undertakings) shall have the option but not the obligation to sell to the other shareholders all of the shares then held by the minority shareholder in the company upon the terms set out or referred to in paragraph (3) below
- (2) The circumstances referred to in paragraph (1) above are
- (a) if, being an individual, the minority shareholder dies,
  - (b) if, being a company, the minority shareholder goes into liquidation whether compulsory or voluntary or has an administrator, receiver, administrative receiver or manager appointed over any part of its assets or undertakings,
  - (c) if any other shareholder commits any material breach of any of its obligations under this agreement and fails to remedy such a breach (if capable of remedy) within 60 days after being given notice by the minority shareholder so to do
- (3) The option referred to in paragraph (1) above shall be exercisable on notice (the **minority shareholder's notice**) within 90 days of the event in question, or (in the circumstances described in paragraph (2)(a) above) by the personal representatives of the minority shareholder within one year of his death or (in the circumstances described in paragraph (2)(b) above) by a liquidator, administrator, receiver, administrative receiver or manager appointed over any part of the minority shareholder's assets or undertakings within one year of the commencement of such liquidation, administration, receivership or administrative receivership the minority shareholder's notice shall be given in writing to all the other shareholders and shall
- (a) state that the minority shareholder (or his personal representatives or its a liquidator, administrator, receiver, administrative receiver or manager) elects to exercise such option at a price per share to be determined in accordance with article 47 below, terms to be cash against delivery of the executed transfer and relative certificates, and
  - (b) fix a date and time (the **completion date**) not sooner than 30 days nor later than 60 days after the date of service of the notice exercising such option
- (4) Following the service of the minority shareholder's notice upon the other shareholders under the provisions of this article, each shareholder shall have the option but not be obliged to purchase such proportion of the shares of the minority shareholder which his shareholding bears to the total issued share capital held by the shareholders (other than the minority shareholder) at the time that the minority shareholder's notice is issued

### Valuation of shares

47. The sale and purchase price per share to be transferred under the articles where this

is to be determined by reference to this article shall be determined by the company's auditors within 30 days of the relevant request for a valuation and shall be such sum as the auditors shall certify to be, in their opinion, the fair value of such shares as between a willing buyer and a willing seller, contracting at arm's length terms as at the date of the notice exercising such option but without taking into account that such shares represent a minority interest in the company (if applicable)

## **DIVIDENDS AND OTHER DISTRIBUTIONS**

### **Procedure for declaring dividends**

48. (1) The company may by special resolution declare dividends, and the directors may decide to pay interim dividends
- (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.
- (3) No dividend may be declared or paid unless it is in accordance with shareholders' respective rights
- (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
- (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
- (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
- (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

### **Payment of dividends and other distributions**

49. (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—
- (a) transfer to a bank or building society account specified by the distribution recipient in writing,
  - (b) 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,
  - (c) 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
  - (d) any other means of payment as the directors agree with the distribution recipient in writing
- (2) In the articles, "the distribution recipient" means, in respect of a share in respect of which a dividend or other sum is payable—
- (a) the holder of the share, or
  - (b) if the share has two or more joint holders, whichever of them is named first in the register of members, or
  - (c) if the holder is no longer entitled to the share by reason of death or bankruptcy, or

otherwise by operation of law, the transmittee

### **No interest on distributions**

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

### **Unclaimed distributions**

51. (1) All dividends or other sums which are—
- (a) payable in respect of shares, and
  - (b) 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
- (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
- (3) If—
- (a) twelve years have passed from the date on which a dividend or other sum became due for payment, and
  - (b) 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

### **Non-cash distributions**

52. (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)
- (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—
- (a) fixing the value of any assets,
  - (b) paying cash to any distribution recipient on the basis of that value in order to adjust the rights of recipients, and
  - (c) vesting any assets in trustees

### **Waiver of distributions**

53. 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—
- (a) the share has more than one holder, or
  - (b) 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

### Authority to capitalise and appropriation of capitalised sums

54. (1) Subject to the articles, the directors may, if they are so authorised by a special resolution—
- (a) 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
  - (b) 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
- (2) Capitalised sums must be applied—
- (a) on behalf of the persons entitled, and
  - (b) in the same proportions as a dividend would have been distributed to them
- (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
- (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
- (5) Subject to the articles the directors may—
- (a) apply capitalised sums in accordance with paragraphs (3) and (4) partly in one way and partly in another,
  - (b) 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
  - (c) 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

### Attendance and speaking at general meetings

55. (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
- (2) A person is able to exercise the right to vote at a general meeting when—
- (a) that person is able to vote, during the meeting, on resolutions put to the vote at the meeting, and
  - (b) 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
- (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

- (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
- (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

### **Quorum for general meetings**

**56.** 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

### **Chairing general meetings**

- 57.** (1) If the directors have appointed a chairman, the chairman shall chair general meetings if present and willing to do so
- (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—
- (a) the directors present, or
  - (b) (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
- (3) The person chairing a meeting in accordance with this article is referred to as “the chairman of the meeting”.

### **Attendance and speaking by directors and non-shareholders**

- 58.** (1) Directors may attend and speak at general meetings, whether or not they are shareholders
- (2) The chairman of the meeting may permit other persons who are not—
- (a) shareholders of the company, or
  - (b) otherwise entitled to exercise the rights of shareholders in relation to general meetings,
- to attend and speak at a general meeting

### **Adjournment**

- 59.** (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
- (2) The chairman of the meeting may adjourn a general meeting at which a quorum is present if—
- (a) the meeting consents to an adjournment, or
  - (b) 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
- (3) The chairman of the meeting must adjourn a general meeting if directed to do so by the meeting
- (4) When adjourning a general meeting, the chairman of the meeting must—
- (a) 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
  - (b) have regard to any directions as to the time and place of any adjournment which

have been given by the meeting

(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)—

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

(b) containing the same information which such notice is required to contain

(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

### Voting: general

60. 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

### Errors and disputes

61. (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

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

### Poll votes

62. (1) A poll on a resolution may be demanded—

(a) in advance of the general meeting where it is to be put to the vote, or

(b) 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

(2) A poll may be demanded by—

(a) an individual who is a member of the company,

(b) a person authorised under section 323 of the Companies Act 2006 (representation of corporations at meetings) to act as the representative of a corporation in relation to the meeting, or

(c) a person appointed as proxy of a member in relation to the meeting

(3) A poll may not be demanded at a general meeting on the question of—

(a) the election of the chairman of the meeting, or

(b) the adjournment of the meeting

(4) A demand for a poll may be withdrawn if—

(a) the poll has not yet been taken, and

(b) the chairman of the meeting consents to the withdrawal

A demand so withdrawn shall not invalidate the result of a show of hands declared before the demand was made

(5) Polls must be taken immediately and in such manner as the chairman of the meeting directs

### Content of proxy notices

63. (1) Proxies may only validly be appointed by a notice in writing (a "proxy notice") which—
- (a) states the name and address of the shareholder appointing the proxy,
  - (b) identifies the person appointed to be that shareholder's proxy and the general meeting in relation to which that person is appointed,
  - (c) is signed by or on behalf of the shareholder appointing the proxy, or is authenticated in such manner as the directors may determine, and
  - (d) 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
- (2) The company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes
- (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
- (4) Unless a proxy notice indicates otherwise, it must be treated as—
- (a) 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
  - (b) 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

### **Delivery of proxy notices**

64. (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
- (2) 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
- (3) 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
- (4) 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

### **Amendments to resolutions**

65. (1) An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if—
- (a) 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
  - (b) the proposed amendment does not, in the reasonable opinion of the chairman of the meeting, materially alter the scope of the resolution
- (2) A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if—
- (a) the chairman of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed, and
  - (b) the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution
- (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**

#### **Means of communication to be used**

- 66.** (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
- (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
- (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

#### **Company seals**

- 67.** (1) Any common seal may only be used by the authority of the directors
- (2) The directors may decide by what means and in what form any common seal is to be used
- (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
- (4) For the purposes of this article, an authorised person is—
- (a) any director of the company,
  - (b) the company secretary (if any), or
  - (c) any person authorised by the directors for the purpose of signing documents to which the common seal is applied

#### **No right to inspect accounts and other records**

- 68.** 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 shareholder

#### **Provision for employees on cessation of business**

- 69.** Subject to the Companies Act 2006, 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**

#### **Indemnity**

- 70.** (1) Subject to paragraph (2), but without prejudice to any indemnity to which a relevant



officer may otherwise be entitled, a relevant officer shall be indemnified out of the company's assets against all costs, charges, losses, expenses and liabilities incurred by him as a relevant officer in the actual or purported execution and/or discharge of his duties for the company or an associated company or any company that is a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006), or in relation thereto including any liability incurred by him in defending any civil or criminal proceedings, in which judgement is given in his favour or in which he is acquitted or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on his part or in connection with any application in which the court grants him relief from liability for negligence, default, breach of duty or breach of trust in relation to the company's affairs or those of an associated company.

(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

(3) In this article—

(a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate, and

(b) a "relevant officer" means any director or other officer or former director or other officer of the company or an associated company or any company that is a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006) other than any person (whether an officer of the company or not) engaged by the company as auditor to the extent that he is acting in his capacity as an auditor

## **Insurance**

**71.** (1) The directors may decide to purchase and maintain insurance, at the expense of the company, for the benefit of any relevant officer in respect of any relevant loss

(2) In this article—

(a) a "relevant officer" means any director or other officer or former director or other officer of the company or an associated company or any company that is a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006) other than any person (whether an officer of the company or not) engaged by the company as auditor to the extent that he is acting in his capacity as an auditor,

(b) a "relevant loss" means any loss or liability which has been or may be incurred by a relevant officer 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

(c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate