

**FILE COPY**



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

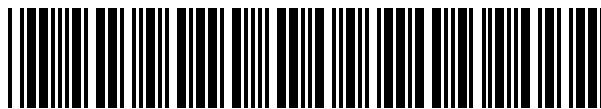
Company Number **14502761**

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

**ARCTIC CABINS TRUSTEE LIMITED**

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

Given at Companies House, Cardiff, on **23rd November 2022**



\*N14502761D\*



**Companies House**



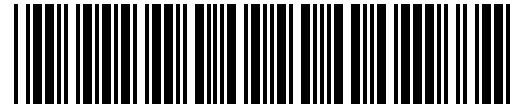
**THE OFFICIAL SEAL OF THE  
REGISTRAR OF COMPANIES**



Companies House

**IN01**<sub>(ef)</sub>

**Application to register a company**



Received for filing in Electronic Format on the: **23/11/2022**

*XBHDNQDM*

*Company Name in full:*

**ARCTIC CABINS TRUSTEE LIMITED**

*Company Type:*

**Private company limited by guarantee**

*Situation of Registered Office:*

**England and Wales**

*Proposed Registered Office Address:*

**KINGFISHER HOUSE 140 NOTTINGHAM ROAD  
NOTTINGHAM  
UNITED KINGDOM NG10 2EN**

*Sic Codes:*

**74990**

## ***Proposed Officers***

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*Company Director*      *1*

*Type:*                      **Person**

*Full Forename(s):*        **MR GARETH COLIN**

*Surname:*                **PARKINSON**

*Service Address:*        **recorded as Company's registered office**

*Country/State Usually*    **ENGLAND**

*Resident:*

*Date of Birth:*    **\*\*/12/1977**                      *Nationality:*        **BRITISH**

*Occupation:*        **COMPANY DIRECTOR**

*The subscribers confirm that the person named has consented to act as a director.*

## ***Persons with Significant Control (PSC)***

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**Statement of initial significant control**

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**On incorporation, there will be someone who will count as a Person with Significant Control (either a registerable person or relevant legal entity (RLE)) in relation to the company**

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## ***Relevant Legal Entity (RLE) details***

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*Company Name:* **ARCTIC CABINS LIMITED**

*Service Address:* **KINGFISHER HOUSE 140 NOTTINGHAM ROAD  
NOTTINGHAM  
NG10 2EN**

*Legal Form:* **PRIVATE LIMITED COMPANY**

*Governing Law:* **ENGLAND AND WALES**

*Register Location:* **ENGLAND**

*Country/State:* **UNITED KINGDOM**

*Registration Number:* **05863162**

*Nature of control*

**The relevant legal entity holds, directly or indirectly, 75% or more of the voting rights in the company.**

*Nature of control*

**The relevant legal entity has the right, directly or indirectly, to appoint or remove a majority of the board of directors of the company.**

## ***Statement of Guarantee***

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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:

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

*Name:* **ARCTIC CABINS LIMITED**

*Address* **KINGFISHER HOUSE 140 NOTTINGHAM ROAD  
NOTTINGHAM  
NG10 2EN**

*Amount Guaranteed* **GBP1**

## ***Statement of Compliance***

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

*Name:* **ARCTIC CABINS LIMITED**  
*Authenticated* **YES**

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## ***Authorisation***

*Authoriser Designation:* **subscriber** *Authenticated* **YES**

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# COMPANY NOT HAVING A SHARE CAPITAL

## Memorandum of Association of ARCTIC CABINS TRUSTEE 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.

Name of each subscriber	Authentication
ARCTIC CABINS LIMITED	Authenticated Electronically

Dated: 23/11/2022

**ARTICLES OF ASSOCIATION**  
**OF**  
**ARCTIC CABINS TRUSTEE LIMITED**  
**(THE “COMPANY”)**

**PART 1**  
**INTERPRETATION**

**1. Defined terms**

1.1 In these articles, unless the context requires otherwise:

<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;
<b>Chairperson</b>	has the meaning given in article 13;
<b>Chairperson of the general meeting</b>	has the meaning given in article 27;
<b>Companies Acts</b>	means the Companies Acts (as defined in section 2 of the Companies Act 2006), in so far as they apply to the Company;
<b>director</b>	means a director of the Company, and includes any person occupying the position of director, by whatever name called;
<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 Companies Act 2006;
<b>Employee Director</b>	means any director appointed from time to time and designated as an “Employee Director” in the relevant resolution or director’s decision in accordance with the EOT Deed;
<b>Employee Ownership Trust</b>	means the Employee Ownership Trust created by Arctic Cabins Limited (company number 05863162);
<b>EOT Deed</b>	means the deed relating to the regulation and governance of the Employee Ownership Trust entered into between the Company and Arctic Cabins Limited from time to time;
<b>Independent Director</b>	means any director appointed from time to time and designated as an “Independent Director” in the

	relevant resolution or director's decision in accordance with the EOT Deed;
<b>Member</b>	has the meaning given in section 112 of the Companies Act 2006;
<b>Objects</b>	has the meaning given in article 3.1;
<b>ordinary resolution</b>	has the meaning given in section 282 of the Companies Act 2006;
<b>participate</b>	in relation to a directors' meeting, has the meaning given in article 9;
<b>proxy notice</b>	has the meaning given in article 33;
<b>relevant director</b>	has the meaning given in article 40;
<b>relevant loss</b>	has the meaning given in article 41;
<b>relevant officer</b>	has the meaning given in article 41;
<b>special resolution</b>	has the meaning given in section 283 of the Companies Act 2006;
<b>subsidiary</b>	has the meaning given in section 1159 of the Companies Act 2006; 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 which enables the recipient to read and retain those words, symbols or other information, whether sent or supplied in electronic form or otherwise.

- 1.2 Unless the context otherwise requires, other words or expressions used in these articles bear the same meaning as in the Companies Act 2006 as in force on the date when these articles become binding on the Company.

## **2. Model articles**

- 2.1 The Model Articles for Private Companies Limited by Guarantee set out at schedule 2 of the Companies (Model Articles) Regulations 2008 shall not apply to the Company.

## **PART 2**

### **OBJECTS**

## **3. The Company's objects**

- 3.1 The Company's objects are to act as the trustee of the Employee Ownership Trust (the "**Objects**").

- 3.2 Subject to the first sentence of article 3.3, the objects and powers specified in the different paragraphs of article 3.1 or article 3.3 (as the case may be) shall not, unless the context expressly so requires, be in any way limited or restricted by reference to or inference from the terms of any other paragraph of that article or the name of the Company or the nature of any business carried on by the Company but may be carried out in as full a manner and shall be construed in as wide a sense as if each of the said paragraphs specified the sole Object of the Company.
- 3.3 The Company has power to do anything within the law that may promote or help promote the Objects or any of them. In particular (but without limitation) the Company has the following powers:
- (a) to pay out of the Company's funds the costs incurred in forming the Company;
  - (b) to acquire or hire property of any kind, and any interest in or right over property of any kind;
  - (c) to acquire the whole or any part of the business or assets of any person, firm, or company carrying on any activity which supports or is capable of supporting the Objects and to give any form of consideration in return for the business or assets;
  - (d) to borrow or raise or secure the payment of money in such manner as the directors shall think fit, to charge the undertaking and all or any of the real and personal property and assets of the Company, present and future, and to become a member of any building society;
  - (e) to issue debentures or debenture stock, whether permanent or redeemable or repayable, at par or at a premium or discount, and for such consideration and with and subject to such rights and conditions as the directors may think fit;
  - (f) to invest and deal with the Company's money in any manner and to hold or otherwise deal with any investments made;
  - (g) to sell, dispose of, let, mortgage, or charge all or any property of the Company and to grant licences, options, rights and privileges in respect of, or otherwise deal with, all or any part of the property and rights of the Company and to accept anything of value in return;
  - (h) to make grants or loans of money and to give guarantees and indemnities on any terms; and to support and subscribe to any charitable or public object;
  - (i) to promote any other company for the purpose of acquiring the whole or any part of the business or property or undertaking or any of the liabilities of the Company, or of undertaking any business or operations which (in the opinion of the directors) is likely to assist or benefit the Company; and to subscribe for or otherwise acquire all or any part of the shares or securities of any such company;
  - (j) to act as agent or broker or trustee for any person, firm or company, and to undertake and perform any form of contract;

- (k) to reward any person, firm or company providing services to the Company by cash payment or any other means;
- (l) to set up, support and maintain superannuation and other funds or schemes (whether contributory or non-contributory) for the benefit of any of the employees of the Company or of any subsidiary, holding company or fellow subsidiary of the Company and of their spouses, civil partners, children and other relatives and dependants; and to lend money to any such employees or to trustees on their behalf to enable any such schemes to be established or maintained;
- (m) to pay out of the Company's funds premiums on insurance policies obtained in accordance with article 41;
- (n) to amalgamate with or support any other company or undertaking whose objects may (in the opinion of the directors) advantageously be combined with the Objects; and
- (o) to do all or any of the things or matters permitted by these articles in any part of the world, and as principal, agent, contractor or otherwise, and by or through agents, brokers, sub-contractors or otherwise and either alone or in conjunction with others.

### **PART 3**

#### **LIMITATION OF LIABILITY**

#### **4. Liability of members**

- 4.1 The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the Company in the event of its being wound up while he is a member or within one year after he ceases to be a member, for:
  - (a) payment of the Company's debts and liabilities contracted before he ceases to be a member; and
  - (b) payment of the costs, charges and expenses of winding up.

### **PART 4**

#### **DIRECTORS**

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

#### **5. Directors' general authority**

- 5.1 Subject to the provisions of 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.

#### **6. Members' reserve power**

- 6.1 The members may, by special resolution, direct the directors to take, or refrain from taking, specified action.

- 6.2 No such special resolution invalidates anything which the directors have done before the passing of the resolution.

## **7. Directors may delegate**

- 7.1 The directors may delegate any of the powers which are conferred on them under these 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.

- 7.2 If the directors so specify, any such delegation may authorise further delegation of the directors' powers by any person to whom they are delegated.

- 7.3 The directors may revoke any delegation in whole or part, or alter its terms and conditions.

## **8. Committees**

- 8.1 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.

## **DECISION-MAKING BY DIRECTORS**

### **9. Directors to take decisions collectively**

- 9.1 The general rule about decision-making by directors is that any decision of the directors must be a majority decision taken in one of the following ways:

- (a) at a meeting of the directors; or
- (b) by written resolution, copies of which have been signed by a majority of the eligible directors or to which a majority of the eligible directors have otherwise indicated agreement in writing.

- 9.2 References in this article **9** 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.

- 9.3 A decision may not be taken in accordance with article **9.1(b)** if the eligible directors purporting to take the decision would not have formed a quorum at such a meeting.

## **10. Calling a directors' meeting**

- 10.1 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.
- 10.2 Notice of any directors' meeting must indicate:
- (a) its proposed date and time;
  - (b) where it is to take place; and
  - (c) if (at the time the notice is given) 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.
- 10.3 Notice of a directors' meeting must be given to each director, but need not be in writing.
- 10.4 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 either before or 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.

## **11. Participation in directors' meetings**

- 11.1 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 these 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.
- 11.2 In determining whether directors are participating in a directors' meeting, it is irrelevant where any director is or how they communicate with each other.
- 11.3 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.

## **12. Quorum for directors' meetings**

- 12.1 At a directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 12.2 Subject to article 12.3, the quorum for directors' meetings may be fixed from time to time by ordinary resolution and unless otherwise fixed it is two, one of whom must be an Employee Director and one of whom must be an Independent Director.
- 12.3 If the Company has only one director, the quorum for directors' meetings shall be one.

12.4 If the total number of directors for the time being is less than the quorum required (or if the quorum cannot be met for another reason), the directors must not take any decision at a directors' meeting other than a decision:

- (a) to appoint further directors of the correct designation; or
- (b) to call a general meeting (or circulate a written resolution) so as to enable the members to appoint such directors.

### **13. Chairing of directors' meetings**

13.1 The directors may appoint a director to chair their meetings.

13.2 The person so appointed for the time being is known as the Chairperson.

13.3 The directors may terminate the Chairperson's appointment at any time.

13.4 If the Chairperson is not participating in a directors' meeting within ten minutes of the time at which it was to start, the participating directors must appoint one of themselves to chair it.

### **14. Casting vote**

14.1 If the numbers of votes for and against a proposal are equal, the Chairperson or other director chairing the meeting has a casting vote.

14.2 But this does not apply if, in accordance with these articles, the Chairperson or other director chairing the meeting is not to be counted as participating in the decision-making process for quorum or voting purposes.

### **15. Conflicts of interest**

15.1 If a proposed decision of the directors is concerned with an actual or proposed transaction or arrangement with the Company in which a director is interested, that director may be counted as participating in the decision-making process for that proposed decision for quorum or voting purposes only if he has complied with his duty (if any) to declare that interest in accordance with section 177 of the Companies Act 2006.

15.2 Subject to the Companies Acts and article Error! Reference source not found., and provided he has complied with his duty (if any) to declare his interest in accordance with section 177 of the Companies Act 2006, a director shall not be accountable to the Company for any benefit which he derives from any transaction or arrangement with the Company or in which the Company is otherwise interested and no such transaction or arrangement shall be liable to be avoided on the ground of any such interest or benefit.

15.3 Subject to article 15.4, if a question arises at a meeting of directors or of a committee of directors as to the right of a director to participate in the meeting (or part of the meeting) for voting or quorum purposes, the question may, before the conclusion of the meeting, be referred to the Chairperson or other director chairing the meeting whose ruling in relation to any director other than himself is to be final and conclusive.



- 15.4 If any question as to the right to participate in the meeting (or part of the meeting) should arise in respect of the Chairperson or other director chairing the meeting pursuant to article 13.4, the question is to be decided by a decision of the directors at that meeting, for which purpose the Chairperson or such other director is not to be counted as participating in the meeting (or that part of the meeting) for voting purposes.
- 15.5 If the directors propose to authorise a director's conflict of interest in accordance with section 175 of the Companies Act 2006, the director in question and any other interested director shall not be counted as participating in the decision-making process for quorum or voting purposes.
- 15.6 When authorising a conflict of interest, the directors may attach conditions and limits to the authorisation, specify any particular rules of conduct to be followed in relation to the conflict and may relieve the director concerned from any obligation to communicate any confidential information relating to the conflict to the Company or to use it for the Company's benefit in circumstances where that confidential information is received by him in a capacity other than that of director or employee of the Company.
- 16. Records of decisions to be kept**
- 16.1 The directors must ensure that the Company keeps a written record for at least 10 years from the date of the meeting recorded, of the minutes of all proceedings at each meeting of its directors.
- 17. Directors' discretion to make further rules**
- 17.1 Subject to the provisions of 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**

- 18. Methods of appointing directors**
- 18.1 Any person who is willing to act as a director, and is permitted by law to do so, may be appointed as a director:
- (a) by ordinary resolution; or
  - (b) by a decision of the directors.
- 18.2 The number of directors shall not be less than one.
- 18.3 If, as a result of death, the Company has no members and no directors, the personal representatives of the last member to have died have the right, by notice in writing, to appoint a person to be a director.
- 18.4 For the purposes of article 18.3, where 2 or more members die in circumstances rendering it uncertain who was the last to die, a younger member is deemed to have survived an older member.

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

### **19.1 A person ceases to be a director as soon as:**

- (a) they cease for any reason to be resident in the United Kingdom for the purposes of United Kingdom taxation and this would result in a majority of the directors not being resident in the United Kingdom for the purposes of United Kingdom taxation;
- (b) 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;
- (c) a bankruptcy order is made against that person;
- (d) a composition is made with that person's creditors generally in satisfaction of that person's debts;
- (e) a registered medical practitioner who is treating, or has examined, 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;
- (f) they fail to attend three successive board meetings despite a notice being given to them prior to the third meeting that the provisions of this rule might apply, and all the other directors resolve that their office should be vacated;
- (g) they are convicted of a criminal offence that, in the reasonable opinion of all the other directors, means that they are unfit to be a director of a trustee company;
- (h) their conduct is such that, in the reasonable opinion of all the other directors, they have brought or may bring the Company or the Employee Ownership Trust into disrepute and they are unfit to be a director of a trustee company;
- (i) in the case of an Employee Director, they cease to be an employee of any of Arctic Cabins Limited, Cabin Fitters Limited or Quality Timber Buildings Limited; or
- (j) the Company receives written notice from that director that they are resigning from office, and such resignation has taken effect in accordance with its terms.

## **20. Directors' remuneration**

### **20.1 Directors may undertake any services for the Company that the directors decide.**

### **20.2 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.

### **20.3 A 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.
- 20.4 Unless the directors decide otherwise, directors' remuneration accrues from day to day.
- 20.5 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.
- 21. Directors' expenses**
- 21.1 The Company will pay any reasonable expenses which the directors properly incur in connection with their attendance at:
  - (a) meetings of directors or committees of directors; or
  - (b) general meetingsor otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

## **PART 5**

### **MEMBERS**

#### **BECOMING AND CEASING TO BE A MEMBER**

- 22. Applications for membership**
- 22.1 No person shall become a member of the Company unless:
  - (a) that person has completed an application for membership in a form approved by the directors; and
  - (b) the directors have approved the application.
- 22.2 An unincorporated association or other entity which is not a corporation shall not be entitled to apply for membership of the Company, but shall be entitled to appoint an individual who may apply for membership of the Company as a representative of that entity.
- 23. Classes of member**
- 23.1 The directors shall have an absolute discretion whether to accept or reject any application for membership.
- 23.2 The directors shall not be required to give reasons for any decision to accept or refuse an application for membership.

## **24. Termination of membership**

- 24.1 A member may withdraw from membership of the Company by giving 7 days' notice to the Company in writing.
- 24.2 The directors may terminate any person's membership of the Company by serving written notice on that person, and the directors shall not be required to give reasons for doing so.
- 24.3 Membership is not transferable.
- 24.4 A person's membership terminates when that person dies or ceases to exist.

## **ORGANISATION OF GENERAL MEETINGS**

### **25. Attendance and speaking at general meetings**

- 25.1 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.
- 25.2 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.
- 25.3 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.
- 25.4 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.
- 25.5 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.

### **26. Quorum for general meetings**

- 26.1 No business other than the appointment of the Chairperson of the general meeting is to be transacted at a general meeting if the persons attending it do not constitute a quorum.
- 26.2 If the Company has only one member, the presence at a general meeting of that member or its proxy or representative constitutes a quorum.
- 26.3 If the Company has more than one member, the presence of any of the following at a general meeting constitutes a quorum:

- (a) two members; or
  - (b) two persons, one being a member and the other being a proxy or representative of another member or each being either a proxy or representative of a different member.
- 26.4 The references in this article 26 to a proxy or representative are to a proxy or representative appointed in relation to the meeting in question in accordance with section 324 or 323 respectively of the Companies Act 2006.
- 27. Chairing general meetings**
- 27.1 If the directors have appointed a Chairperson, the Chairperson shall chair general meetings if present and willing to do so.
- 27.2 If the directors have not appointed a Chairperson, or if the Chairperson 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 member to chair the meeting, and the appointment of the Chairperson of the general meeting must be the first business of the meeting.
- 27.3 The person chairing a meeting in accordance with this article 27 is referred to as the “**Chairperson of the general meeting**”.
- 28. Attendance and speaking by directors and non-members**
- 28.1 Directors may attend and speak at general meetings, whether or not they are members.
- 28.2 The Chairperson of the general meeting may permit other persons who are not members of the Company to attend and speak at a general meeting.
- 29. Adjournment**
- 29.1 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 Chairperson of the general meeting must adjourn it.
- 29.2 The Chairperson of the general 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 Chairperson of the general 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.
- 29.3 The Chairperson of the general meeting must adjourn a general meeting if directed to do so by the meeting.

- 29.4 When adjourning a general meeting, the Chairperson of the general 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.
- 29.5 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.
- 29.6 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**

### **30. Voting: general**

- 30.1 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.

### **31. Errors and disputes**

- 31.1 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.
- 31.2 Any such objection must be referred to the Chairperson of the general meeting whose decision is final.

### **32. Poll votes**

- 32.1 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.
- 32.2 A poll may be demanded by:
- (a) the Chairperson of the general meeting;
  - (b) any director;

- (c) two or more persons having the right to vote on the resolution; or
- (d) a person or persons representing not less than one tenth of the total voting rights of all the members having the right to vote on the resolution.

32.3 A demand for a poll may be withdrawn if:

- (a) the poll has not yet been taken; and
- (b) the Chairperson of the general meeting consents to the withdrawal.

32.4 Polls must be taken immediately and in such manner as the Chairperson of the general meeting directs.

### **33. Content of proxy notices**

33.1 Proxies may only validly be appointed by a notice in writing (a “proxy notice”) which:

- (a) states the name and address of the member appointing the proxy;
- (b) identifies the person appointed to be that member’s proxy and the general meeting in relation to which that person is appointed;
- (c) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine; and
- (d) is delivered to the Company in accordance with these articles and any instructions contained in the notice of the general meeting to which it relates.

33.2 The Company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.

33.3 Proxy notices may specify how the proxy is to vote (or that the proxy is to abstain from voting) on one or more resolutions.

33.4 Unless a proxy notice indicates otherwise, it must be treated as:

- (a) allowing the person appointed 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.

### **34. Delivery of proxy notices**

34.1 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.

34.2 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.

34.3 A proxy notice or notice revoking a proxy appointment only takes effect if it is delivered before the taking of any vote at the meeting or adjourned meeting to which it relates.

34.4 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 behalf of the person appointing the proxy.

### **35. Amendments to resolutions**

35.1 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 Chairperson of the general meeting may determine); or
- (b) the Chairperson of the general meeting proposes the amendment at the general meeting at which the resolution is to be proposed

and, in either case, the proposed amendment does not, in the reasonable opinion of the Chairperson of the general meeting, materially alter the scope of the resolution.

35.2 A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if:

- (a) the Chairperson of the general 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.

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

## **PART 6**

### **ADMINISTRATIVE ARRANGEMENTS**

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

36.1 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 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 and the company communications provisions in the Companies Act 2006 shall apply to anything sent or supplied under these articles.

36.2 A communication sent or supplied by the Company shall be deemed to have been received by the intended recipient:



- (a) if it is sent by post, 24 hours after it was posted;
- (b) if it is hand delivered, at the time of such delivery;
- (c) if it is sent by electronic means, immediately upon its being sent; and
- (d) if it is made available on a website, when the notification of the presence of the communication on the website was received by the intended recipient or, if later, on the date on which the communication appeared on the website.

36.3 In the case of a communication sent or supplied by the Company, the Company may make the documents or information available on a website in accordance with the Companies Act 2006.

36.4 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.

36.5 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 that specified in article 36.2.

### **37. Company seal**

37.1 Any common seal may only be used by the authority of the directors.

37.2 The directors may decide by what means and in what form any common seal is to be used.

37.3 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.

37.4 For the purposes of this article 37, 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.

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

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

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

39.1 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**

### **40. Indemnity**

40.1 Subject to article **40.2**, a relevant director of the Company or an associated company shall be indemnified out of the Company's assets against:

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

40.2 This article **40** 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.

40.3 In this article **40**:

- (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 director" means any director or former director of the Company or an associated company.

### **41. Insurance**

41.1 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.

41.2 In this article **41**:

- (a) a "relevant officer" means any director or former director, secretary or former secretary, manager or former manager of the Company or an associated company;
- (b) a "relevant loss" means any loss or liability which has been or may be incurred by a relevant officer in connection with that officer'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.