

**File Copy**



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

**Company No. 8757359**

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

**BRAEBURN ESTATES (B4B) T2 LIMITED**

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

Given at Companies House, Cardiff, on 31st October 2013



\*N08757359V\*

The above information was communicated by electronic means and authenticated by the Registrar of Companies under section 1115 of the Companies Act 2006



**Companies House**



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



**Companies House**  
— for the record —

# IN01(ef)

**Application to register a company**

*Received for filing in Electronic Format on the: 31/10/2013*



X2K6CEVC

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*Company Name  
in full:* **BRAEBURN ESTATES (B4B) T2 LIMITED**

*Company Type:* **Private limited by shares**

*Situation of Registered  
Office:* **England and Wales**

*Proposed Register  
Office Address:* **30TH FLOOR  
ONE CANADA SQUARE CANARY WHARF  
LONDON  
UNITED KINGDOM  
E14 5AB**

*I wish to adopt entirely bespoke articles*

## Proposed Officers

### *Company Secretary 1*

*Type:* **Person**

*Full forename(s):* **JOHN**

*Surname:* **GARWOOD**

*Former names:*

*Service Address:* **ONE CANADA SQUARE CANARY WHARF  
LONDON  
UNITED KINGDOM  
E14 5AB**

*Consented to Act:* **Y**

*Date authorised:* **31/10/2013**

*Authenticated:* **YES**

*Company Director* **1**

*Type:* **Person**  
*Full forename(s):* **GEORGE**

*Surname:* **IACOBESCU**

*Former names:*

*Service Address:* **ONE CANADA SQUARE CANARY WHARF  
LONDON  
UNITED KINGDOM  
E14 5AB**

*Country/State Usually Resident:* **UNITED KINGDOM**

*Date of Birth:* **09/11/1945**                      *Nationality:* **CANADIAN**  
*Occupation:* **DIRECTOR**

*Consented to Act:* **Y**                      *Date authorised:* **31/10/2013**                      *Authenticated:* **YES**

---

*Company Director* 2

*Type:* **Person**

*Full forename(s):* **RICHARD DAVID STEDMAN**

*Surname:* **ARCHER**

*Former names:*

*Service Address:* **ONE CANADA SQUARE CANARY WHARF  
LONDON  
UNITED KINGDOM  
E14 5AB**

*Country/State Usually Resident:* **UNITED KINGDOM**

*Date of Birth:* **21/04/1964**

*Nationality:* **BRITISH**

*Occupation:* **DIRECTOR**

*Consented to Act:* **Y**

*Date authorised:* **31/10/2013**

*Authenticated:* **YES**

---

*Company Director* 3

*Type:* **Person**  
*Full forename(s):* **SHEIKH JASSIM HAMAD**

*Surname:* **AL-THANI**

*Former names:*

*Service Address:* **77 GROSVENOR STREET  
LONDON  
UNITED KINGDOM  
W1K 3JR**

*Country/State Usually Resident:* **QATAR**

*Date of Birth:* **20/10/1985** *Nationality:* **QATARI**

*Occupation:* **DIRECTOR**

*Consented to Act:* **Y** *Date authorised:* **31/10/2013** *Authenticated:* **YES**

---

*Company Director* 4

*Type:* **Person**  
*Full forename(s):* **KHALED MOHAMED EBRAHIM**

*Surname:* **AL-SAYED**

*Former names:*

*Service Address:* **77 GROSVENOR STREET  
LONDON  
UNITED KINGDOM  
W1K 3JR**

*Country/State Usually Resident:* **QATAR**

*Date of Birth:* **06/06/1966**                      *Nationality:* **BAHRAINI**

*Occupation:* **DIRECTOR**

*Consented to Act:* **Y**                      *Date authorised:* **31/10/2013**                      *Authenticated:* **YES**

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*Company Director* 5

*Type:* **Person**  
*Full forename(s):* MICHAEL ANTHONY

*Surname:* PATRIZIO

*Former names:*

*Service Address:* 77 GROSVENOR STREET  
LONDON  
UNITED KINGDOM  
W1K 3JR

*Country/State Usually Resident:* UNITED KINGDOM

*Date of Birth:* 24/09/1975                      *Nationality:* AMERICAN

*Occupation:* DIRECTOR

*Consented to Act:* Y                      *Date authorised:* 31/10/2013                      *Authenticated:* YES

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*Company Director* 6

*Type:* **Person**  
*Full forename(s):* **GIOVANNI ANTONIO**

*Surname:* **PAGANO**

*Former names:*

*Service Address:* **ONE CANADA SQUARE CANARY WHARF  
LONDON  
UNITED KINGDOM  
E14 5AB**

*Country/State Usually Resident:* **UNITED KINGDOM**

*Date of Birth:* **29/06/1959**                      *Nationality:* **ITALIAN/CANADIAN**

*Occupation:* **DIRECTOR**

*Consented to Act:* **Y**                      *Date authorised:* **31/10/2013**                      *Authenticated:* **YES**

## Statement of Capital (Share Capital)

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<b>Class of shares</b>	<b>ORDINARY</b>	<i>Number allotted</i>	<b>1</b>
		<i>Aggregate nominal value</i>	<b>1</b>
<i>Currency</i>	<b>GBP</b>	<i>Amount paid per share</i>	<b>1</b>
		<i>Amount unpaid per share</i>	<b>0</b>

### *Prescribed particulars*

**VOTING RIGHTS: ONE RIGHT TO VOTE PER ORDINARY SHARE. DIVIDEND: THE COMPANY MAY BY SPECIAL RESOLUTION DECLARE DIVIDENDS, AND THE DIRECTORS MAY DECIDE TO PAY INTERIM DIVIDENDS. WINDING UP: THE ARTICLES ARE SILENT ON THIS POINT THEREFORE MODEL ARTICLES WILL APPLY. REDEEMABLE: 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. THE DIRECTORS MAY DECIDE THE TERMS, CONDITIONS AND MANNER OF REDEMPTION OF ANY OF THOSE SHARES AND MUST DO SO BEFORE THE SHARES ARE ALLOTTED.**

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## Statement of Capital (Totals)

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<i>Currency</i>	<b>GBP</b>	<i>Total number of shares</i>	<b>1</b>
		<i>Total aggregate nominal value</i>	<b>1</b>

## Initial Shareholdings

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*Name:* BRAEBURN ESTATES B4B (GP)  
LIMITED

*Address:* 30TH FLOOR  
ONE CANADA SQUARE CANARY  
WHARF  
LONDON  
UNITED KINGDOM  
E14 5AB

*Class of share:* ORDINARY

*Number of shares:* 1

*Currency:* GBP

*Nominal value of  
each share:* 1

*Amount unpaid:* 0

*Amount paid:* 1

## Statement of Compliance

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

*Name:* **BRAEBURN ESTATES B4B (GP) LIMITED**

*Authenticated:* **YES**

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### *Authorisation*

*Authoriser Designation:* **subscriber**

*Authenticated:* **Yes**

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**COMPANY HAVING A SHARE CAPITAL**

**Memorandum of Association of**

**Braeburn Estates (B4B) T2 Limited**

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

Name of each subscriber	Authentication by each subscriber
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Braeburn Estates B4B (GP) Limited	Braeburn Estates B4B (GP) Limited
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**Dated 31/10/2013**

PRIVATE COMPANY LIMITED BY SHARES

ARTICLES OF ASSOCIATION OF

Company name: Braeburn Estates (B4B) T2 Limited

Company Number:

The Company incorporated in England and Wales on

## **PART 1**

### **INTERPRETATION AND LIMITATION OF LIABILITY**

1.	Exclusion of model articles	1
2.	Definitions and interpretation	4
3.	Liability of members	4

## **PART 2 DIRECTORS**

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

4.	Directors' general authority	6
5.	Members' reserve power	6
6.	Delegation	6
7.	Committees	7

### **DECISION-MAKING BY DIRECTORS**

8.	Directors to take decisions collectively	7
9.	Calling a directors' meeting	8
10.	Participation in directors' meetings	8
11.	Quorum for directors' meetings	9
12.	Number of directors	9
13.	Appointment and removal of directors	9
14.	Termination of directors' appointment	9
15.	Chairing of directors' meetings	10
16.	Voting at directors' meetings	10
17.	Alternates voting at directors' meetings	11
18.	Authorising conflicts of interest	11
19.	Accountability of remuneration and benefits	12
20.	Meetings and conflicts of interest	13
21.	Proposing directors' written resolutions	14
22.	Adoption of directors' written resolutions	14
23.	Directors' discretion to make further rules	15
24.	Directors' remuneration	15
25.	Directors' expenses	15

### **ALTERNATE DIRECTORS**

26.	Appointment and removal of alternates	16
27.	Rights and responsibilities of alternate directors	16
28.	Termination of alternate directorship	17

**PART 3  
SHARES AND DISTRIBUTIONS**

**ISSUE OF SHARES**

29.	All shares to be fully paid up	17
30.	Powers to issue shares	17

**INTERESTS IN SHARES**

31.	Company not bound by less than absolute interests	18
32.	Share certificates	18
33.	Replacement share certificates	19

**TRANSFER AND TRANSMISSION OF SHARES**

34.	Share transfers	19
35.	Transmission of shares	20
36.	Exercise of transmitters' rights	21
37.	Transmitters bound by prior notices	21

**CONSOLIDATION OR DIVISION OF SHARES**

38.	Shares resulting from a sub-division	21
39.	Procedure for disposing of fractions of shares	22

**DISTRIBUTIONS**

40.	Procedure for declaring dividends	22
-----	-----------------------------------	----

**CAPITALISATION OF PROFITS**

41.	Authority to capitalise and appropriation of capitalised sums	22
-----	---	----

**PART 4  
DECISION-MAKING BY MEMBERS**

**ORGANISATION OF GENERAL MEETINGS**

42.	Attendance and speaking at general meetings	23
43.	Quorum for general meetings	24
44.	Chairing general meetings	24
45.	Attendance and speaking by directors and non-members	24
46.	Adjournment	25

**VOTING AT GENERAL MEETINGS**

47.	Voting: general	26
48.	Errors and disputes	27
49.	Poll votes	27



50.	Procedure on a poll	27
51.	Content of proxy notices	28
52.	Delivery of proxy notices	29
53.	Amendments to resolutions	30

**APPLICATION OF RULES TO CLASS MEETINGS**

54.	Class meetings	31
-----	----------------	----

**PART 5  
ADMINISTRATIVE ARRANGEMENTS**

55.	Means of communication to be used	31
56.	Company seals	32
57.	No right to inspect accounts and other records	32
58.	Provision for employees on cessation of business	32
59.	Authentication of documents	33

**DIRECTORS' INDEMNITY AND INSURANCE**

60.	Indemnity	33
61.	Insurance	33

ARTICLES OF ASSOCIATION

OF

COMPANY NAME Braeburn Estates (B4B) T2 Limited

Company No.

**PART 1**

**INTERPRETATION AND LIMITATION OF LIABILITY**

1. **EXCLUSION OF MODEL ARTICLES**

No articles set out in any statute or other instrument having statutory force apply to the company and the following are the company's articles of association.

2. **DEFINITIONS AND INTERPRETATION**

2.1 **Definitions**

In the articles:

**"A director"** means a director of the Company, appointed from time to time by Canary Wharf Group pursuant to articles 12 and 13;

**"address"**, in relation to a communication made by electronic means, includes any number or address used for the purposes of that communication;

**"alternate"** or **"alternate director"** has the meaning given in article 27;

**"appointor"** has the meaning given in article 27;

**"articles"** means the company's articles of association;

**"B director"** means a director of the Company, appointed from time to time by Qatari Diar pursuant to articles 12 and 13;

**"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;

**"Canary Wharf Group"** means Canary Wharf Group plc and includes its group of companies as appropriate;

**"chairman"** has the meaning given in article 15;

**"Companies Act 2006"** means the Companies Act 2006 including any statutory re-enactment or modification from time to time in force;

**"Companies Acts"** means the Companies Acts (as defined in s2 Companies Act 2006), in so far as they apply to the company;

**"conflict of interest"** has the meaning given in article 18.1;

**"director/s"** applies to A directors and B directors collectively;

**"distributable profits"** means the company's accumulated, realised profits, so far as not previously utilised by distribution or capitalisation, less its accumulated, realised losses, so far as not previously written off in a reduction or reorganisation of capital duly made;

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

**"electronic form"** has the meaning given in s1168 Companies Act 2006;

**"electronic means"** has the meaning given in s1168 Companies Act 2006;

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

**"hard copy form"** has the meaning given in s1168 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;

**"member"** has the meaning given in s112 Companies Act 2006;

**"ordinary resolution"** has the meaning given in s282 Companies Act 2006;

**"paid"** means paid or credited as paid;

**"participate"**, in relation to a directors' meeting, has the meaning given in article 10;

**"proxy notice"** has the meaning given in article 52;

**"proxy notification address"** has the meaning given in article 52;

**"qualifying person"** has the meaning given in s318 Companies Act 2006;

**"shares"** means shares in the company;

**"signed"**, in relation to anything in electronic form, includes authentication in such manner as the directors may decide;

**"special resolution"** has the meaning given in s283 Companies Act 2006;

**"subsidiary"** has the meaning given in s1159 Companies Act 2006;

**"transmittee"** means a person entitled to a share by reason of the death or bankruptcy of a member or otherwise by operation of law;

**"written"** or **"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; and

**"Qatari Diar"** means Qatari Dear Real Estate Investment Company and includes its group of companies as appropriate.

## 2.2 **Companies Act 2006 definitions**

Unless stated otherwise, other words or expressions contained in the articles bear the same meaning as in the Companies Act 2006.

## 3. **LIABILITY OF MEMBERS**

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

# **PART 2 DIRECTORS**

## **DIRECTORS' POWERS AND RESPONSIBILITIES**

### 4. **DIRECTORS' GENERAL AUTHORITY**

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.

### 5. **MEMBERS' RESERVE POWER**

#### 5.1 **Members' directions**

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

#### 5.2 **Validity of directors' prior actions**

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

### 6. **DELEGATION**

#### 6.1 **Scope of delegation**

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

- (a) to such committee (consisting of no fewer than one authorised representative of Canary Wharf Group and one authorised representative of Qatari Diar);
- (b) by such means (including by power of attorney or the appointment of an agent);

- (c) to such an extent;
- (d) in relation to such matters or territories; and
- (e) on such terms and conditions,

as they decide, provided that such delegation is agreed in writing by at least one A director and one B director.

#### 6.2 **Further delegation**

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

#### 6.3 **Revocation and alteration of delegated power**

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

### 7. **COMMITTEES**

#### 7.1 **Quorum applicable to meetings of committees**

The provision of article 11.2 (Fixing of quorum) shall apply equally to meetings of any committee of the directors as to meetings of the directors.

#### 7.2 **Committee procedures**

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.

#### 7.3 **Directors' power to make procedural rules**

Subject always to article 7.1, 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**

### 8. **DIRECTORS TO TAKE DECISIONS COLLECTIVELY**

Decisions of the directors may be taken:

- (a) at a directors' meeting either in person or by telephone; or
- (b) in the form of a directors' written resolution.

### 9. **CALLING A DIRECTORS' MEETING**

#### 9.1 **Power to call directors' meetings**

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 that notice.

## 9.2 **Contents of notice**

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.

## 9.3 **Notice to each director**

Notice of a directors' meeting must be given to each director, but need not be in writing.

## 9.4 **Waiver of entitlement to notice**

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 before, on or after the date on which the meeting is held. Where the 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.

## 10. **PARTICIPATION IN DIRECTORS' MEETINGS**

### 10.1 **Participation conditions**

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.

### 10.2 **Irrelevant matters**

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

### 10.3 **Deciding on place of meeting**

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.

## 11. **QUORUM FOR DIRECTORS' MEETINGS**

### 11.1 **Quorum before voting**

At a directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.

### 11.2 **Fixing of quorum**

The quorum for directors' meetings may be fixed from time to time by a decision of the directors and unless otherwise fixed shall be two persons, one of whom shall be an A director and one of whom shall be a B director.

13. NUMBER OF DIRECTORS

13.1 The maximum number of directors shall be 6, unless otherwise agreed in writing by Canary Wharf Group and Qatari Diar.

13.2 The constitution of the board of directors unless otherwise agreed in writing by Canary Wharf Group and Qatari Diar will be as follows:

- (a) three A directors; and
- (b) three B directors.

13.3 One of each A director and B director to reside in the United Kingdom.

14. **APPOINTMENT AND REMOVAL OF DIRECTORS**

14.1 **How director appointed**

Subject to article 12, 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; or
- (b) by a decision of the directors.

15. **TERMINATION OF DIRECTOR'S APPOINTMENT**

15.1 **When director's appointment terminates automatically**

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 the resignation has taken effect in accordance with its terms; or
- (g) that person and their alternate (if any) is absent from meetings of the directors for six successive months without the permission of the directors.

15.2 Removal of directors

Any A director may be removed from office by Canary Wharf Group at any time and any B director may be removed from office by Qatari Diar at any time.

15.3 Appointing new directors after removal

If any director shall die or be removed from or vacate office for any cause, any A director to be replaced by Canary Wharf Group and any B director to be replaced by Qatari Diar as soon as is reasonably practicable after the relevant office becomes vacant.

16. **CHAIRING OF DIRECTORS' MEETINGS**

16.1 **Appointment of chairman**

The directors may appoint a director to chair their meetings. The position of chair is to be held for alternate periods of 12 months by an A director and a B director (in that order).

16.2 **Appointed person called chairman**

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

16.3 **Alternative chairman**

If the chairman for the time being is unable to attend any meeting of the directors, the shareholder who appointed him shall be entitled to appoint another of its nominated directors to act as chairman at the meeting.

16.4 No casting vote

The chairman shall not have a second or casting vote.

18. **VOTING AT DIRECTORS' MEETINGS: GENERAL RULES**

18.1 **Decisions at directors' meetings**

Subject to the articles, a decision is taken at a directors' meeting by a majority of the votes of the participating directors.

18.2 **Number of votes**

(a) The A directors shall each have one vote; and

(b) The B directors shall each have one vote.

19. **ALTERNATES VOTING AT DIRECTORS' MEETINGS**

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

(a) not participating in a directors' meeting; and

(b) would have been entitled to vote if they were participating in it.



## 20. **AUTHORISING CONFLICTS OF INTEREST**

### 20.1 **Directors' power to authorise conflicts of interest**

The directors may, in accordance with this article, authorise a matter proposed to them which would, if not authorised, involve a breach by a director of his or her duty under s175 Companies Act 2006 to avoid a situation in which he or she has, or can have, a direct or indirect interest that conflicts, or possibly may conflict, with the company's interests.

### 20.2 **Interpretation**

A reference in the articles to a "**conflict of interest**" includes a conflict of interest and duty and a conflict of duties.

### 20.3 **Authorisation in accordance with Companies Act 2006**

An authorisation referred to in article 18.1 is effective only if it is given in accordance with the requirements of the Companies Act 2006.

### 20.4 **Authorisation by written resolution**

In the case of an authorisation given by resolution in writing:

- (a) the resolution must be signed by all the directors; and
- (b) the number of directors that sign the resolution (disregarding the director in question and any other director who has a direct or indirect interest in the matter being authorised) must be not less than the number required to form a quorum.

### 20.5 **Directors may prescribe terms of authorisation**

The directors may:

- (a) authorise a matter pursuant to article 18.1 on such terms and for such duration, or impose such limits or conditions on it, as they may decide; and
- (b) vary the terms or duration of such an authorisation (including any limits or conditions imposed on it) or revoke it.

### 20.6 **Examples of terms of authorisation**

Any terms, limits or conditions imposed by the directors in respect of their authorisation of a director's conflict of interest or possible conflict of interest (whether given pursuant to article 18.1 or otherwise) may provide that:

- (a) if the relevant director has (other than through his or her position as director) information in relation to the relevant matter in respect of which he or she owes a duty of confidentiality to another person, he or she is not obliged to disclose that information to the company or to use or apply it in performing his or her duties as a director;
- (b) the director is to be excluded from discussions in relation to the relevant matter whether at a meeting of the directors or any committee of directors or otherwise;
- (c) the director is not to be given any documents or other information in relation to the relevant matter; and

- (d) the director may or may not vote (or may or may not be counted in the quorum) at a meeting of the directors or any committee of directors in relation to any resolution relating to the relevant matter.

#### 20.7 **No infringement of duty**

A director does not infringe any duty which he or she owes to the company by virtue of ss171 to 177 Companies Act 2006 if that director acts in accordance with such terms, limits and conditions (if any) as the directors impose in respect of their authorisation of that director's conflict of interest or possible conflict of interest (whether given pursuant to article 18.1 or otherwise).

### 21. **ACCOUNTABILITY OF REMUNERATION AND BENEFITS**

#### 21.1 **Directors permitted to retain benefits from situational conflicts**

A director is not required, by reason of being a director (or because of the fiduciary relationship established by reason of being a director), to account to the company for any remuneration or other benefit which he or she derives from or in connection with a relationship involving a conflict of interest or possible conflict of interest which has been authorised by the directors (whether pursuant to article 18.1 or otherwise) or by the company in general meeting (subject in each case to any terms, limits or conditions attaching to that authorisation).

#### 21.2 **Directors permitted to retain benefits from transactional conflicts**

If a director has disclosed to the directors the nature and extent of his or her interest (to the extent required by the Companies Act 2006) he or she is not required, by reason of being a director (or because of the fiduciary relationship established by reason of being a director), to account to the company for any remuneration or other benefit which he or she derives from or in connection with:

- (a) being a party to, or otherwise interested in, any transaction or arrangement with the company or in which the company is interested or a body corporate in which the company is interested;
- (b) acting (otherwise than as auditor) alone or through his or her organisation in a professional capacity for the company (and that director or his or her organisation is entitled to remuneration for professional services as if they were not a director); or
- (c) being a director or other officer of, or employed by, or otherwise interested in, the company's subsidiaries or any other body corporate in which the company is interested.

#### 21.3 **No breach of statutory duty not to accept benefits from third parties**

A director's receipt of any remuneration or other benefit referred to in articles 19.1 or 19.2 does not constitute an infringement of his or her duty under s176 Companies Act 2006.

#### 21.4 **Transaction not liable to be avoided**

A transaction or arrangement referred to in articles 19.1 or 19.2 is not liable to be avoided on the ground of any remuneration, benefit or interest referred to those articles.

## 22. MEETINGS AND CONFLICTS OF INTEREST

### 22.1 Participation of interested directors

If a directors' meeting, or part of a directors' meeting, is concerned with an actual or proposed transaction or arrangement with the company in which a director is interested then:

- (a) provided the director has declared the nature and extent of his or her interest to the other directors to the extent required by the Companies Act 2006; and
- (b) subject to the terms imposed by any authorisation given by the directors (whether pursuant to article 18.1 or otherwise) or by the company in general meeting

that director is to be counted as participating in that meeting, or part of a meeting, for quorum purposes and he or she may vote at that meeting or part of a meeting.

### 22.2 Interpretation

For the purposes of this article:

- (a) an interest of a person who is, for any purpose of the Companies Act 2006, **"connected with"** (within the meaning of s252 Companies Act 2006) a director is to be treated as an interest of the director; and
- (b) in relation to an alternate director, an interest of his or her appointor is to be treated as an interest of the alternate director without prejudice to any interest which the alternate director has otherwise and without prejudice to his or her ability to vote in relation to that transaction or arrangement on behalf of another appointor who does not have such an interest.

### 22.3 Chairman's rulings

Subject to article 20.4, if a question arises at a meeting of the directors or of a committee of directors as to the right of a director to participate in the meeting (or part of the meeting) for voting or quorum purposes, the question may, before the conclusion of the meeting, be referred to the chairman whose ruling in relation to any director other than the chairman is to be final and conclusive.

### 22.4 Questions regarding the chairman

If any question as to the right to participate in the meeting (or part of the meeting) arises in respect of the chairman, the question is to be decided by a decision of the directors at that meeting, for which purpose the chairman is not counted as participating in the meeting (or that part of the meeting) for voting or quorum purposes.

## 23. PROPOSING DIRECTORS' WRITTEN RESOLUTIONS

### 23.1 Proposal by a director

Any director may propose a directors' written resolution.

### 23.2 Proposal by the company secretary

The company secretary (if any) must propose a directors' written resolution if a director so requests.

### 23.3 **Method of proposing**

A directors' written resolution is proposed by giving notice of the proposed resolution to the directors.

### 23.4 **Content of notice**

Notice of a proposed directors' written resolution must indicate:

- (a) the proposed resolution; and
- (b) the time by which it is proposed that the directors should adopt it.

### 23.5 **Written notice to each director**

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

### 23.6 **Adoption process**

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

## 24. **ADOPTION OF DIRECTORS' WRITTEN RESOLUTIONS**

### 24.1 **When written resolution adopted**

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

### 24.2 **Immateriality of signing time**

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

### 24.3 **How resolution to be treated**

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

### 24.4 **Record of directors' written resolutions**

The directors or the company secretary (if any) must ensure that the company keeps a record, in writing, of all directors' written resolutions for at least 10 years from the date of their adoption.

## 25. **DIRECTORS' DISCRETION TO MAKE FURTHER RULES**

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

## 27. **DIRECTORS' REMUNERATION**

### 27.1 **Directors' services**

Directors may perform any services for the company that the directors decide.

## 27.2 **Remuneration for services**

Directors are entitled to such remuneration as the directors decide:

- (a) for their services to the company as directors; and
- (b) for any other service which they perform for the company.

## 27.3 **Form of remuneration and other arrangements**

Subject to the articles, a director's remuneration may take any form.

## 27.4 **Accrual of remuneration**

Unless the directors decide otherwise, directors' remuneration accrues from day to day.

## 27.5 **Pensions, gratuities and insurance**

The directors may make any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, or for or towards insurance to or in respect of any director or former director who is or was at any time in the employment or service of the company or any of the company's subsidiaries or any other body corporate in which the company is interested or any of their respective predecessors in business and that person's family and dependants.

## 28. **DIRECTORS' EXPENSES**

The company may pay any reasonable expenses which the 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**

## 29. **APPOINTMENT AND REMOVAL OF ALTERNATES**

### 29.1 **Appointment of alternates**

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.

## 29.2 **Method of appointing or removing an alternate**

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.

## 29.3 **Notice requirements**

The notice must:

- (a) identify the person to be appointed or removed as an 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.

## 30. **RIGHTS AND RESPONSIBILITIES OF ALTERNATE DIRECTORS**

### 30.1 **Rights of alternate directors**

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

### 30.2 **Status and responsibilities of alternate directors**

Except as the articles specify otherwise, alternate directors are:

- (a) deemed for all purposes to be directors;
- (b) liable for their own acts and omissions;
- (c) subject to the same restrictions as their appointors;
- (d) not deemed to be agents of or for their appointors; and
- (e) entitled to be indemnified by the company to the same extent as if they were directors.

### 30.3 **Directors' meetings and written resolutions**

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); and
- (b) may sign a written resolution (but only if it is not signed or to be signed by that person's appointor).

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

### 30.4 **Remuneration**

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

31. **TERMINATION OF ALTERNATE DIRECTORSHIP**

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**

**ISSUE OF SHARES**

32. **ALL SHARES TO BE FULLY PAID UP**

32.1 **Issue of only fully paid shares**

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

32.2 **Exception**

Article 29.1 does not apply to shares taken on the formation of the company by the subscribers to the company's memorandum.

33. **POWERS TO ISSUE SHARES**

33.1 **Power, rights and restrictions**

Subject to the articles, but without prejudice to the rights attached to any existing share, the company may issue shares with such rights or restrictions as may be decided by ordinary resolution (or, failing such a decision, as the directors, may decide).

33.2 **Directors' power to allot shares**

All new shares are under the control of the directors who may allot and dispose of or grant options over them to any persons, and on any terms and in any manner, as the directors decide.

33.3 **Directors' power to allot shares when only one class of shares**

s550 Companies Act 2006 applies to the company while it only has one class of shares.

33.4 **Exclusion of pre-emption rights**

ss561 and 562 Companies Act 2006 do not apply to any allotment by the company of equity securities.

### 33.5 **Redeemable shares**

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. The directors may decide the terms, conditions and manner of redemption of any of those shares and must do so before the shares are allotted.

### 33.6 **Variation of rights**

The following events do not constitute a variation of the rights attached to any class or classes of shares unless the terms of issue of that class or those classes expressly provide otherwise or unless the provisions of the articles are not followed:

- (a) the issue of shares of any class in addition to shares of that class previously issued; or
- (b) the creation or issue of shares of a different class to that class (in the case where there is only one class of shares in issue) or to those classes (in any case where there are more than one class of shares in issue) which rank equally with or behind that class or those classes.

## **INTERESTS IN SHARES**

### 34. **COMPANY NOT BOUND BY LESS THAN ABSOLUTE INTERESTS**

Except as required by law and even when the company has notice, 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 bound by or may not recognise any interest in a share other than the holder's absolute ownership of it and all the rights attaching to it.

### 35. **SHARE CERTIFICATES**

#### 35.1 **Obligation to issue share certificates**

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

#### 35.2 **Content of certificates**

Every certificate must specify:

- (a) in respect of how many shares, of what class, it is issued;
- (b) the nominal value of those shares;
- (c) that the shares are fully paid up; and
- (d) any distinguishing numbers assigned to them.

#### 35.3 **Certificate may only cover one class of shares**

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

#### 35.4 **Only one certificate for joint holders**

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



### 35.5 **Execution of certificates**

Certificates must:

- (a) have affixed to them the company's common seal; or
- (b) be otherwise executed in accordance with the Companies Acts.

## 36. **REPLACEMENT SHARE CERTIFICATES**

### 36.1 **Right to a replacement certificate**

If a certificate issued in respect of a member's shares is:

- (a) damaged or defaced; or
- (b) said to be lost, stolen or destroyed,

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

### 36.2 **Consequential rights and obligations**

A member exercising the right to be issued with 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.

## **TRANSFER AND TRANSMISSION OF SHARES**

## 37. **SHARE TRANSFERS**

- 1.1 (a) 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 and, if any of the shares is nil or partly paid, the transferee.
- (b) The directors may refuse to register the transfer of a share, and, if they do so, the instrument of transfer must be returned to the transferee together with a notice of refusal giving reasons for such refusal as soon as practicable and in any event within two months after the date on which the instrument of transfer was lodged for registration, unless the directors suspect that the proposed transfer may be fraudulent.
- (c) Notwithstanding anything contained in these articles, the directors may not decline to register any transfer of shares in the company, nor may they suspend any registration thereof, where such transfer is:
  - (i) executed by a bank or institution to which such shares have been mortgaged or charged by way of security, or by any nominee of such a bank or institution, pursuant to a power of sale under such security; or

- (ii) executed by a receiver, administrator or manager appointed by or on behalf of any such bank or institution under any such security; or
- (iii) to any such bank or institution, or to any nominee, of such a bank or institution, pursuant to any such security,

and a certificate by any officer of such bank or institution that the shares were so charged and the transfer was so executed shall be conclusive evidence of such facts.

## 38. **TRANSMISSION OF SHARES**

### 38.1 **Transmittee's title to shares**

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

### 38.2 **No release from liabilities**

Nothing in the articles releases the estate of a deceased member from any liability in respect of a share solely or jointly held by that member.

### 38.3 **Transmittee's rights**

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.

### 38.4 **When certain rights may be exercised**

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.

### 38.5 **Directors may give notice to transmittee**

The directors may:

- (a) at any time give notice requiring a transmittee to choose either to become the holder of a share or to have it transferred to another person; and
- (b) (if the transmittee has not complied with the notice within 90 days starting on the day after it is given or such longer period as the directors may decide) withhold payment of any money payable in respect of the share until the requirements of the notice have been complied with.

## 39. **EXERCISE OF TRANSMITTEES' RIGHTS**

### 39.1 **How transmittee becomes a shareholder**

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

### 39.2 **How transmittee transfers a share**

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

### 39.3 **Effect of transfer executed by a transmittee**

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.

## 40. **TRANSMITTEES BOUND BY PRIOR NOTICES**

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

## **CONSOLIDATION OR DIVISION OF SHARES**

### 41. **SHARES RESULTING FROM A SUB-DIVISION**

Any resolution authorising the company to sub-divide its shares or any of them may determine that, as between the shares resulting from the sub-division, any of them may have any preference or advantage or be subject to any restriction as compared with the others.

## 42. **PROCEDURE FOR DISPOSING OF FRACTIONS OF SHARES**

### 42.1 **Application**

This article applies where:

- (a) there has been a consolidation or division of shares; and
- (b) as a result, members are entitled to fractions of shares.

### 42.2 **Directors' powers**

The directors may:

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

- (a) authorise any person to execute an instrument of transfer of the shares to the purchaser or a person nominated by the purchaser; and
- (b) distribute the net proceeds of sale in due proportion among the holders of the shares.

### 42.3 **Distribution to a charity**

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

#### 42.4 **Transferee's obligations**

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

#### 42.5 **Irregularities**

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

### **DISTRIBUTIONS**

#### 43. **PROCEDURE FOR DECLARING DIVIDENDS**

##### 43.1 **Power to declare or pay dividends**

The Company may by special resolution declare dividends, and the directors may decide to pay interim dividends.

##### 43.2 **Directors' recommendation as to amount**

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.

### **CAPITALISATION OF PROFITS**

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

##### 44.1 **Directors' capitalisation and appropriation powers**

Subject to the articles, the directors may, if they are so authorised by an ordinary resolution decide to capitalise any profits of the company (whether or not they are available for distribution), or any sum standing to the credit of the company's share premium account or capital redemption reserve.

##### 44.2 **New shares**

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

##### 44.3 **New debentures**

A capitalised sum which has been appropriated from profits available for distribution may be applied in paying up new debentures of the company which are then allotted credited as fully paid to the persons entitled or as they may direct.

##### 44.4 **Directors' supplementary powers**

Subject to the articles, the directors may:

- (a) apply capitalised sums in accordance with article 42.3 and 42.4 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 MEMBERS**

### **ORGANISATION OF GENERAL MEETINGS**

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

##### **45.1 Ability to exercise a speaking right**

A person is able to exercise the right to speak at a general meeting when that person is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions which that person has on the business of the meeting.

##### **45.2 Ability to exercise a voting right**

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 those resolutions are passed at the same time as the votes of all the other persons attending the meeting.

##### **45.3 Directors' power to make arrangements**

The directors may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it.

##### **45.4 Immateriality of attending at different places**

In determining attendance at a general meeting, it is immaterial whether any two or more members attending it are in the same place as each other.

##### **45.5 Attendance when at different places**

Two or more persons who are not in the same place as each other attend a general meeting if their circumstances are such that if they have (or were to have) rights to speak and vote at that meeting, they are (or would be) able to exercise them.

#### **46. QUORUM FOR GENERAL MEETINGS**

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

47. **CHAIRING GENERAL MEETINGS**

47.1 **The chairman to chair general meetings**

If the directors have appointed a chairman, the chairman is entitled to chair general meetings if present and willing to do so.

47.2 **Alternative chairman**

If the directors have not appointed a chairman, or if the chairman is unwilling to chair the meeting or is not present within 10 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 chairman of the meeting must be the first business of the meeting.

47.3 **Interpretation: chairman of the meeting**

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

48. **ATTENDANCE AND SPEAKING BY DIRECTORS AND NON-MEMBERS**

48.1 **Directors' rights to attend and speak**

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

48.2 **Non-members' rights to attend and speak**

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

- (a) members of the company; or
- (b) otherwise entitled to exercise the rights of members in relation to general meetings,

to attend and speak at a general meeting.

49. **ADJOURNMENT**

49.1 **Lack of quorum**

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:

- (a) the meeting is dissolved if the members or any of them required the meeting to be called or the members or any of them called the meeting; or
- (b) otherwise:
  - (i) the chairman of the meeting must adjourn it; and
  - (ii) if at the adjourned meeting a quorum is not present or ceases to be present, one qualifying person present is a quorum.

#### 49.2 **Chairman's power to adjourn**

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:
  - (i) protect the safety of any person attending the meeting;
  - (ii) ensure that the business of the meeting is conducted in an orderly manner; or
  - (iii) enable all the members present to take part in the debate and to vote.

#### 49.3 **Power of meeting to require adjournment**

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

#### 49.4 **Time, date and place of adjourned meeting**

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

- (a) either specify the time, date and place to which it is adjourned or state that it is to continue at a time, date and place to be fixed by the directors; and
- (b) have regard to any directions as to the time, date and place of any adjournment which have been given by the meeting.

#### 49.5 **Notice of an adjourned meeting**

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 seven 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 that notice is required to contain.

#### 49.6 **Business at an adjourned meeting**

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

### **VOTING AT GENERAL MEETINGS**

#### 50. **VOTING: GENERAL**

##### 50.1 **Voting methods**

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.

##### 50.2 **Votes of members on a show of hands**

On a show of hands, each member present in person has one vote.

### 50.3 **Votes of proxies on a show of hands**

Each proxy present in person who has been duly appointed by one or more members entitled to vote on a resolution has one vote.

### 50.4 **Votes of proxies on a show of hands where multiple appointors**

But each proxy present in person has one vote for and one vote against a resolution if the proxy has been duly appointed by more than one member entitled to vote on the resolution and:

- (a) the proxy has been instructed by one or more of those members to vote for the resolution and by one or more other of those members to vote against it;
- (b) the proxy has been instructed by one or more of those members to vote for the resolution and has been given any discretion by one or more other of those members to vote and the proxy exercises that discretion to vote against it; or
- (c) the proxy has been instructed by one or more of those members to vote against the resolution and has been given any discretion by one or more other of those members to vote and the proxy exercises that discretion to vote for it.

### 50.5 **Votes of corporate representatives on a show of hands**

Each duly authorised representative present in person of a member that is a corporation has one vote.

### 50.6 **Votes on a poll**

On a poll, each member present in person or by proxy or (being a corporation) by a duly authorised representative has one vote for each share held by the member.

### 50.7 **Interpretation**

But articles 48.2 to 48.6 are subject to any rights or restrictions attached to any shares.

### 50.8 **A proxy's obligations to vote**

The company is entitled to assume without enquiry that a proxy has complied with any obligation to vote in accordance with instructions given by the member by whom the proxy is appointed. The validity of anything done at a meeting is not affected by any failure by a proxy to comply with such an obligation.

48.9 The chairman has the casting vote in the event of equality of votes on a show of hands.

## 51. **ERRORS AND DISPUTES**

### 51.1 **Voting objections**

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

### 51.2 **Chairman to decide on voting objections**

Any objection permitted by article 49.1 must be referred to the chairman of the meeting, whose decision is final.



## 52. **POLL VOTES**

### 52.1 **When a poll can be demanded**

A poll on a resolution may be demanded either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared.

### 52.2 **Who may demand a poll**

A poll may be demanded by:

- (a) the chairman of the meeting;
- (b) at least one members having the right to vote on the resolution.

### 52.3 **Withdrawal of a demand for a poll**

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.

## 53. **PROCEDURE ON A POLL**

### 53.1 **Chairman's power**

Subject to the articles, polls at general meetings must be taken when, where and in such manner as the chairman of the meeting directs.

### 53.2 **Scrutineers**

The chairman of the meeting may appoint scrutineers (who need not be members) and decide how and when the result of the poll is to be declared.

### 53.3 **Poll result**

The result of a poll is to be treated as the decision of the meeting in respect of the resolution on which the poll is demanded.

### 53.4 **Polls to be taken immediately**

A poll on:

- (a) the election of the chairman of the meeting; or
- (b) a question of adjournment,

must be taken immediately.

### 53.5 **Timing of other polls**

Other polls must be taken within 30 days of their being demanded.

#### 53.6 **Continuance of general meeting**

A demand for a poll does not prevent a general meeting from continuing, except as regards the question on which the poll was demanded.

#### 53.7 **When notice of poll not required**

No notice need be given of a poll not taken immediately if the time, date and place at which it is to be taken are announced at the meeting at which it is demanded.

#### 53.8 **Notice of a poll**

In any other case, at least seven clear days' notice (that is, excluding the day on which the poll is to be taken and the day on which the notice is given) must be given specifying the time, date and place at which the poll is to be taken.

### 54. **CONTENT OF PROXY NOTICES**

#### 54.1 **Content requirement**

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; 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.

#### 54.2 **Form of proxy notices**

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

#### 54.3 **Proxy voting**

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.

#### 54.4 **Ancillary rights of proxies**

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.

## 55. DELIVERY OF PROXY NOTICES

### 55.1 Proxy notification address

A notice of a general meeting must specify the address or addresses (each a "**proxy notification address**") at which the company will receive proxy notices relating to that meeting, or any adjournment of it, delivered in hard copy or (unless the directors decide otherwise in relation to a specific general meeting) electronic form.

### 55.2 Rights of appointor

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.

### 55.3 Delivery before a meeting or adjourned meeting

Subject to article 53.4 and 53.5, a proxy notice must be delivered to a proxy notification address not less than 48 hours before the general meeting or adjourned meeting to which it relates.

### 55.4 Delivery before a poll taken more than 48 hours after a demand

In the case of a poll taken more than 48 hours after it is demanded, the proxy notice must be delivered to a proxy notification address not less than 24 hours before the time appointed for the taking of the poll.

### 55.5 Delivery before a poll taken in other cases

In the case of a poll not taken during the meeting but taken not more than 48 hours after it was demanded, the proxy notice must be delivered:

- (a) in accordance with article 53.3; or
- (b) at the meeting at which the poll was demanded to the chairman, secretary (if any) or any director.

### 55.6 Calculating periods of time

In calculating the periods mentioned in article 53.3 and 53.4, no account is to be taken of any part of a day that is not a working day, unless the directors decide otherwise in relation to a specific general meeting.

### 55.7 Revocation of proxy appointment

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 to a proxy notification address.

### 55.8 When revocation takes effect

A notice revoking a proxy appointment only takes effect if it is delivered before:

- (a) the start of the meeting or adjourned meeting to which it relates; or
- (b) (in the case of a poll not taken on the same day as the meeting or adjourned meeting) the time appointed for taking the poll to which it relates.

55.9 **Supporting evidence**

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.

56. **AMENDMENTS TO RESOLUTIONS**

56.1 **Ordinary resolutions**

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 decide); and
- (b) the proposed amendment does not, in the reasonable opinion of the chairman of the meeting, materially alter the scope of the resolution.

56.2 **Special resolutions**

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.

56.3 **Chairman's decisions**

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.

**APPLICATION OF RULES TO CLASS MEETINGS**

57. **CLASS MEETINGS**

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

**PART 5  
ADMINISTRATIVE ARRANGEMENTS**

58. **MEANS OF COMMUNICATION TO BE USED**

58.1 **Communications by or to the company**

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.

**58.2 Website communication by the company**

Subject to the articles, anything sent or supplied by the company (whether or not under the articles) may be sent or supplied by making it available on a website in accordance with the Companies Act 2006.

**58.3 Members with no registered address in the United Kingdom**

A member who (having no registered address in the United Kingdom) has not supplied to the company an address within the United Kingdom for the service of documents and information is not entitled to receive any document or information from the company.

**58.4 Deemed delivery of documents and information**

Subject to the articles, anything sent or supplied by the company (whether or not under the articles) is deemed to have been received by the intended recipient at the time when the Companies Act 2006 provides for it to have been deemed received by that person except that:

- (a) in calculating a period of hours for this purpose, it is immaterial whether a day is a working day or not; and
- (b) if anything is sent by post (whether in hard copy or electronic form) to an address in the United Kingdom and the company is able to show that it was properly addressed, prepaid and posted, it is deemed to have been received by the intended recipient on the day after the day on which it was posted (unless it was sent by second class post in which case it is deemed to have been received on the day next but one after it was posted).

**58.5 Joint holders**

In relation to documents or information to be sent or supplied to joint holders of shares, anything to be agreed or specified by all the joint holders may be agreed or specified by the joint holder whose name appears first in the register of members.

**58.6 Communications to directors**

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.

**58.7 Deemed receipt of communications to directors**

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.

**59. COMPANY SEALS**

**59.1 Directors must authorise use of seal**

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

**59.2 Directors to decide on use of seal**

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

59.3 **Affixing of seal**

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.

59.4 **Who is an authorised person**

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.

60. **NO RIGHT TO INSPECT ACCOUNTS AND OTHER RECORDS**

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

61. **PROVISION FOR EMPLOYEES ON CESSATION OF BUSINESS**

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

62. **AUTHENTICATION OF DOCUMENTS**

Any director or the company secretary (if any) or any person appointed by the directors for the purpose may authenticate any documents which are required to be authenticated by the company.

**DIRECTORS' INDEMNITY AND INSURANCE**

63. **INDEMNITY**

63.1 **Ability to be indemnified**

Subject to article 60.2, a relevant director of the company or an associated company may 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 s235(6) Companies Act 2006); or
- (c) any other liability incurred by that director as an officer of the company or an associated company.

### 63.2 **Exception**

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.

### 63.3 **Interpretation**

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 director"** means any director or former director of the company or an associated company.

## 64. **INSURANCE**

### 64.1 **Directors' power to purchase insurance**

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

### 64.2 **Interpretation**

In this article:

- (a) **"relevant director"** means any director or former director of the company or an associated company;
- (b) **"relevant loss"** means any loss or liability which has been or may be incurred by a relevant director in connection with that director's duties or powers in relation to the company, any associated company or any pension fund or employees' share scheme of the company or associated company; and
- (c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.