

Company Number: 00467455

THE COMPANIES ACT 2006
PRIVATE COMPANY LIMITED BY SHARES
WRITTEN RESOLUTION OF

C.G. CLAYDON LIMITED
(the "Company")

Circulated on 20th February 2020

Pursuant to Chapter 2 of Part 13 of the Companies Act 2006 (the "Act"), the directors of the Company propose that the resolution below is passed as a special resolution (the "Resolution").

SPECIAL RESOLUTION


THAT, the draft articles of association attached to this resolution be adopted as the articles of association of the Company in substitution for, and the exclusion of, the Company's existing articles of association.

Please read the explanatory notes at the end of this document before signifying your agreement to the Resolution.


AGREEMENT

The undersigned, being the eligible members of the Company who at the date of circulation of the Resolution are entitled to vote on the Resolution, **RESOLVE** and **AGREE** that the above Resolution proposed by the directors of the Company, be passed as a written resolution.

Signed:


Shirley Cooke

On 24/2 2020


Susan Reger

On 4/03 2020

TUESDAY



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A20

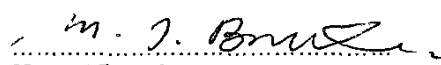
10/03/2020

#168

COMPANIES HOUSE


.....
Andrew Bramley

On 3-3- 2020


.....
Margot Bramley

On 3, 3, 2020

.....
Simon Cooke

On 2020

.....
Richard Cooke

On 2020

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Josephine Cooke

On 2020

.....
Andrew Bramley


On 2020

.....
Margot Bramley

On 2020


.....
Simon Cooke


On 21/2/20 2020


.....
Richard Cooke


On 23/2/20 2020


.....
Josephine Cooke

On 21.02. 2020


Signed by SUSAN REGER
as Legal Guardian for James Reger

On 04/03 2020


Signed by SUSAN REGER
as Legal Guardian for Katie Reger

On 04/03 2020


Sandra Cooke

On 21/2/2020 2020

NOTES

1. If you agree to the resolution, please indicate your agreement by signing and dating this document where indicated above and returning it to the Company.
2. If you do not agree to the resolution, you do not need to do anything; you will not be deemed to agree if you fail to reply.
3. Once you have indicated your agreement to the resolution, you may not revoke your agreement.
4. Unless, by 28 days following the date of circulation, sufficient agreement has been received for the resolution to pass, they will lapse and shareholders will not be able to indicate agreement after that date. If you agree to the resolution, please ensure that your agreement reaches us before or on this date.
5. If you are signing this document on behalf of a person under a power of attorney or other authority please send a copy of the relevant power of attorney or authority when returning this document.

Company number: 00467455

THE COMPANIES ACT 2006

COMPANY LIMITED BY SHARES

NEW
ARTICLES OF ASSOCIATION
of
C.G. CLAYDON LIMITED

(Adopted by special resolution
passed on 4 March 2020)

The Companies Act 2006
Private Company Limited by Shares
ARTICLES OF ASSOCIATION
of

C.G. CLAYDON LIMITED (THE "COMPANY")

PART 1, INTERPRETATION AND LIMITATION OF LIABILITY

1 DEFINED TERMS AND INTERPRETATION

1.1 In the articles, unless the context requires otherwise:

"address" has the meaning given in section 1148 of the Companies Act 2006;

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

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

"Board" means the board of directors of the Company from time to time;

"Business Day" means a day other than a Saturday, Sunday or public holiday in England when banks in London are open for business;

"call" has the meaning given in article 34;

"call notice" has the meaning given in article 34;

"civil partner" means in relation to a Shareholder, a civil partner (as defined in the Civil Partnership Act 2004) of the Shareholder;

"chairman" has the meaning given in article 14;

"chairman of the meeting" has the meaning given in article 65;

"clear days" in relation to a notice, excludes the day the notice is deemed under the articles to be given and the day on which the specified period expires;

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

"company's lien" has the meaning given in article 32;

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

"distribution recipient" has the meaning given in article 56;

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

“electronic form” has the meaning given in section 1168 of the Companies Act 2006;

“electronic means” has the meaning given in section 1168 of the Companies Act 2006;

“eligible director” has the meaning given in article 9;

“family trust” means as regards any particular individual member or deceased or former individual member, trusts (whether arising under a settlement, declaration of trust or other instrument by whomsoever or wheresoever made or under a testamentary disposition or on an intestacy) under which no immediate beneficial interest in any of the shares in question is for the time being vested in any person other than the individual and/or privileged relations of that individual; and so that for this purpose a person shall be considered to be beneficially interested in a share if such share or the income thereof is liable to be transferred or paid or applied or appointed to or for the benefit of such person or any voting or other rights attaching thereto are exercisable by or as directed by such person pursuant to the terms of the relevant trusts or in consequence of an exercise of a power or discretion conferred thereby on any person or persons;

“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;

“group” means the company and its subsidiary undertaking(s) (if any) from time to time and **“group company”** shall be construed accordingly;

“hard copy form” has the meaning given in section 1168 of the Companies Act 2006

“holder” in relation to shares means the person whose name is entered in the register of members as the holder of the shares;

“instrument” means a document in hard copy form;

“lien enforcement notice” has the meaning given in article 33;

“ordinary resolution” has the meaning given in section 282 of the Companies Act 2006;

“paid” means paid or credited as paid;

“participate” in relation to a directors’ meeting, has the meaning given in article 12;

“permitted transfer” means a transfer of shares in accordance with article 46;

“permitted transferee” means:

- (i) in relation to a Shareholder who is an individual, any of his privileged relations, trustees or qualifying companies;
- (ii) in relation to a Shareholder which is an undertaking (as defined in section 1161(1) of the Act) means any member of the same group;

subject to the approval of a majority of the non-conflicted directors;

“privileged relation” in relation to a Shareholder who is an individual member or deceased or former member means a spouse, civil partner, child or grandchild (including step or adopted or illegitimate child and their issue);

“proxy notice” has the meaning given in article 71;

“qualifying company” means a company in which a Shareholder or trustee(s) holds the entire issued share capital and over which that Shareholder or trustee(s) exercises control (within the meaning of section 1124 of the Corporation Tax Act 2010);

“relevant officer” means any person who is or was at any time a director, secretary or other officer (except an auditor) of the company or of any undertaking in the same group as the company;

“Shareholder” means a holder for the time being of any Share or Shares;

“Shares” means shares in the company;

“special resolution” has the meaning given in section 283 of the Companies Act 2006;

“subsidiary” has the meaning given in section 1159 of the Companies Act 2006;

“transfer notice” shall have the meaning given in Article 49.2;

“transmittee” means a person entitled to a share by reason of the death or bankruptcy of a member or otherwise by operation of law; and

“trustees” in relation to a Shareholder means the trustee or the trustees of a family trust;

“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.

- 1.2 Save where indicated otherwise, the relevant model articles (within the meaning of section 20 of the Companies Act 2006) are excluded.
- 1.3 Unless the context otherwise requires, other words or expressions contained in the articles bear the same meaning as in the Companies Act 2006 as in force on the date when the articles become binding on the company.
- 1.4 Except where the contrary is stated or the context otherwise requires, any reference in the articles to a statute or statutory provision includes any order, regulation, instrument or other subordinate legislation made under it for the time being in force, and any reference to a statute, statutory provision, order, regulation, instrument or other subordinate legislation includes any amendment, extension, consolidation, re-enactment or replacement of it for the time being in force.
- 1.5 Words importing the singular number only include the plural and vice versa. Words importing the masculine gender include the feminine and neuter gender. Words importing persons include corporations.

2 LIABILITY OF MEMBERS

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

PART 2, DIRECTORS

DIRECTORS' POWERS AND RESPONSIBILITIES

3 DIRECTORS' GENERAL AUTHORITY

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.

4 POWER TO CHANGE THE COMPANY'S NAME

The directors may from time to time change the name of the company to any name considered by the directors to be advantageous, expedient or otherwise desirable.

5 MEMBERS' RESERVE POWER

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

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

6 DIRECTORS MAY DELEGATE

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

6.1.1 to such person or committee;

6.1.2 by such means (including by power of attorney);

6.1.3 to such an extent;

6.1.4 in relation to such matters or territories; and

6.1.5 on such terms and conditions

as they think fit. The power to delegate shall be effective in relation to the powers, authorities and discretions of the directors generally and shall not be limited by the fact that in certain of the articles, but not in others, express reference is made to particular powers, authorities or discretions being exercised by the directors or by a committee authorised by the directors.

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

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

7 COMMITTEES

7.1 Committees to which the directors delegate any of their powers must follow procedures which are based as far as they are applicable on those provisions of the articles which govern the taking of decisions by directors.

7.2 A member of a committee need not be a director.

7.3 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

- 8.1 Subject at all times to article 11, the general rule about decision-making by directors is that any decision of the directors must be either a majority decision at a meeting or a decision taken in accordance with article 9.
- 8.2 If:
- 8.2.1 the company only has one director; and
 - 8.2.2 no provision of the articles requires it to have more than one director,
- the general rule does not apply, and the director may take decisions without regard to any of the provisions of the articles relating to directors' decision-making.

9 UNANIMOUS DECISIONS

- 9.1 A decision of the directors is taken in accordance with this article when all eligible directors indicate to each other by any means that they share a common view on a matter.
- 9.2 Such a decision may take the form of a resolution in writing signed by each eligible director (whether or not each signs the same document) or to which each eligible director has otherwise indicated agreement in writing.
- 9.3 References in the articles 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 (but excluding any director whose vote is not to be counted in respect of that particular matter).
- 9.4 A decision may not be taken in accordance with this article if the eligible directors would not have formed a quorum at such a meeting.

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:
- 10.2.1 its proposed date and time;
 - 10.2.2 where it is to take place; and
 - 10.2.3 if it is anticipated that directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.
- 10.3 Notice of a directors' meeting need not be in writing and must be given to each director provided that, if a director is absent (whether habitually or temporarily) from the United Kingdom, the company has an address for sending or receiving documents or information by electronic means to or from that director outside the United Kingdom.
- 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 not

more than seven days after the date on which the meeting is held. Where such notice is given after the meeting has been held, that does not affect the validity of the meeting, or of any business conducted at it.

11 RESERVED MATTERS

The directors shall procure that neither the company nor any group company shall do, or agree to do any of the following without the prior written consent of the holders of more than 50% of the shares in the capital of the company in issue from time to time:

- 11.1 The change of its name or articles of association.
- 11.2 The commencement by the company of any new business not being the business carried on by the Company at the date these articles are adopted.
- 11.3 The issue of debentures, securities convertible into shares, share warrants or options in respect of shares.
- 11.4 The creation, issue, purchase, redemption, reduction or otherwise reorganisation of the share capital of the company (other than in respect of any subscription made in accordance with the articles of association of the company).
- 11.5 The passing of a resolution whereby its classification or status as a limited company may be changed or any merger or consolidation with any other entity.
- 11.6 The alteration of any rights attaching to any class of share or loan capital.
- 11.7 The consolidation, sub-division or conversion of any of its shares.
- 11.8 The acquisition of shares or securities of a person other than shares in a wholly-owned subsidiary undertaking of the company.
- 11.9 The creation or acquisition of a subsidiary undertaking or disposal of shares in a subsidiary undertaking.
- 11.10 The declaration or payment of a dividend other than in accordance with the articles of association of the company.
- 11.11 The appointment or dismissal of a director otherwise than in accordance with the articles of association of the company.
- 11.12 The admission of any person (whether by subscription or transfer) as a member of the company otherwise than in accordance with the articles of association of the Company.
- 11.13 Unless required to do so by law, doing or permitting anything to be done as a result of which it may be wound up (whether voluntarily or compulsorily).
- 11.14 The change of its accounting reference date, accounting or taxation policies, other than as recommended in writing by the company's auditors.
- 11.15 The change of its auditors from time to time or the replacement of any auditors who resign voluntarily.
- 11.16 Otherwise than in the ordinary course of business, sell, lease, transfer, license or otherwise dispose of or purchase, lease, license or otherwise acquire any material assets, businesses or undertakings (or any interest therein) whether by a single transaction or by a series of transactions (related or not), or contracting to do so.

- 11.17 The acquisition or disposal of any asset or provision or receipt of any service otherwise than at market value and on an arm's-length basis.
- 11.18 The approval, acceptance and modification of each annual budget, including the approval of any material deviation from, or expenditure inconsistent with, such annual budget.
- 11.19 The entry into or making itself liable for any material capital commitment (whether by way of purchase, lease, hire purchase or otherwise), except where such capital commitment is provided for in the budget for that financial year.
- 11.20 The formation, entry into, termination or withdrawal from any partnership, consortium, joint venture or any other incorporated or unincorporated association other than that which is entered into during the ordinary course of business or is reasonably considered to be conducive to the success of the company.
- 11.21 The amendment, variation or waiver of any provision of, or termination of (or giving notice to terminate) any financing documents applicable to it or any other material financing arrangements, contracts or transactions or requesting any indulgence or waiver under such financing documents, arrangements, contracts or transactions or taking any action inconsistent with them.
- 11.22 The entry into, or increase or extension of any liability under, any guarantee or indemnity, other than (i) in the ordinary and usual course of trading or (ii) as contemplated by any financing documents applicable to it.
- 11.23 The entry into of a contract or arrangement which is not in the normal course of the business.

12 PARTICIPATION IN DIRECTORS' MEETINGS

- 12.1 Subject to the articles, directors participate in a directors' meeting, or part of a directors' meeting, when
 - 12.1.1 the meeting has been called and takes place in accordance with the articles; and
 - 12.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
- 12.2 In determining whether directors are participating in a directors' meeting, it is irrelevant where any director is or how they communicate with each other.
- 12.3 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.

13 QUORUM FOR DIRECTORS' MEETINGS

- 13.1 At a directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 13.2 The quorum for directors' meetings may be fixed from time to time by a decision of the directors and unless otherwise fixed it is two provided that:
 - 13.2.1 if and so long as there is only one director the quorum shall be one; and
 - 13.2.2 for the purposes of any meeting held pursuant to article 17 to authorise a director's conflict, if there is only one director besides the director concerned and directors with a similar interest, the quorum shall be one.

13.3 If the total number of directors for the time being is less than the quorum required, the directors must not take any decision other than a decision

13.3.1 to appoint further directors; or

13.3.2 to call a general meeting so as to enable the members to appoint further directors.

14 CHAIRING OF DIRECTORS' MEETINGS

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

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

14.3 The directors may terminate the chairman's appointment at any time.

14.4 If no director has been appointed chairman, or the chairman is unwilling to chair the meeting or 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.

15 CASTING VOTE

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

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

16 DIRECTORS' INTERESTS

Except to the extent that article 17 applies or the terms of any authority given under that article otherwise provide, and without prejudice to such disclosure as is required under the Companies Act 2006, a director may be a party to, or otherwise interested in, any transaction or arrangement with the company and shall be entitled to participate in the decision-making process for quorum and voting purposes on any resolution concerning a matter in which he has, directly or indirectly, an interest or duty that conflicts or may conflict with the interests of the company.

17 DIRECTORS' CONFLICTS OF INTEREST

17.1 Subject to the provisions of the Companies Act 2006 and provided that he has disclosed to the directors the nature and extent of any material interest of his, a director may, notwithstanding his office or that, without the authorisation conferred by this article 17.1, he would or might be in breach of his duty under the Companies Act 2006 to avoid conflicts of interest, be a director or other officer of, or employed by, or a party to any transaction or arrangement with, or otherwise interested in, any undertaking in the same group as the company, or promoted by the company or by any undertaking in the same group as the company, or in which the company or any undertaking in the same group as the company is otherwise interested.

17.2 No director shall:

17.2.1 by reason of his office, be accountable to the company for any benefit which he derives from any office or employment, or from any transaction or arrangement, or from any interest in any undertaking, that is authorised under article 17.1 (and no such benefit shall constitute a breach of the duty under the Companies Act 2006 not to accept benefits from third parties, and no

such transaction or arrangement shall be liable to be avoided on the ground of any such interest or benefit);

17.2.2 be in breach of his duties as a director by reason only of his excluding himself from the receipt of information, or from participation in decision-making or discussion (whether at meetings of the directors or otherwise), that will or may relate to any office, employment, transaction, arrangement or interest that is authorised under article 17.1; or

17.2.3 be required to disclose to the company, or use in relation to the company's affairs, any confidential information obtained by him in connection with any office, employment, transaction, arrangement or interest that is authorised under article 17.1 if his doing so would result in a breach of a duty or an obligation of confidence owed by him in that connection.

17.3 A general notice given to the directors that a director is to be regarded as having an interest of the nature and extent specified in the notice in any transaction or arrangement in which a specified person or class of persons is interested shall be deemed to be a disclosure that the director has an interest in any such transaction of the nature and extent so specified; and an interest of which a director has no knowledge and of which it is unreasonable to expect him to have knowledge shall not be treated as an interest of his.

17.4 The directors may, if the quorum and voting requirements set out below are satisfied, authorise any matter that would otherwise involve a director breaching his duty under the Companies Act 2006 to avoid conflicts of interest, and any director (including the director concerned) may propose that the director concerned be authorised in relation to any matter the subject of such a conflict provided that:

17.4.1 such proposal and any authority given by the directors shall be effected in the same way that any other matter may be proposed to and resolved upon by the directors under the provisions of the articles, except that the director concerned and any other director with a similar interest:

17.4.1.1 shall not be counted for quorum purposes as participating in the decision-making process while the conflict is under consideration;

17.4.1.2 may, if the other directors so decide, be excluded from participating in the decision-making process while the conflict is under consideration; and

17.4.1.3 shall not vote on any resolution authorising the conflict except that, if any such director does vote, the resolution will still be valid if it would have been agreed to if his votes had not been counted; and

17.4.2 where the directors give authority in relation to such a conflict:

17.4.2.1 they may (whether at the time of giving the authority or at any time or times subsequently) impose such terms upon the director concerned and any other director with a similar interest as they may determine, including, without limitation, the exclusion of that director and any other director with a similar interest from the receipt of information, or participation in any decision-making or discussion (whether at meetings of the directors or otherwise) related to the conflict;

17.4.2.2 the director concerned and any other director with a similar interest will be obliged to conduct himself in accordance with any terms imposed from time to time by the directors in relation to the

conflict but will not be in breach of his duties as a director by reason of his doing so;

17.4.2.3 the authority may provide that, where the director concerned and any other director with a similar interest obtains information that is confidential to a third party, the director will not be obliged to disclose that information to the company, or to use the information in relation to the company's affairs, where to do so would amount to a breach of that confidence;

17.4.2.4 the authority may also provide that the director concerned or any other director with a similar interest shall not be accountable to the company for any benefit that he receives as a result of the conflict;

17.4.2.5 the receipt by the director concerned or any other director with a similar interest of any remuneration or benefit as a result of the conflict shall not constitute a breach of the duty under the Companies Act 2006 not to accept benefits from third parties;

17.4.2.6 the terms of the authority shall be recorded in writing (but the authority shall be effective whether or not the terms are so recorded); and

17.4.2.7 the directors may withdraw such authority at any time.

17.5 Subject to article 17.6, if a question arises at a meeting of directors or of a committee of directors as to the right of a director to participate in the meeting (or part of the meeting) for voting or quorum purposes, the question may, before the conclusion of the meeting, be referred to the chairman, whose ruling in relation to any director other than the chairman is to be final and conclusive.

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

18 RECORDS OF DECISIONS TO BE KEPT

The directors must ensure that the company keeps a record, in hard copy form, for at least 10 years from the date of the decision recorded, of every unanimous or majority decision taken by the directors.

19 DIRECTORS' DISCRETION TO MAKE FURTHER RULES

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

APPOINTMENT OF DIRECTORS

20 METHODS OF APPOINTING AND REMOVING DIRECTORS

20.1 In addition to the powers of appointment outlined below, each Shareholder of the company, for so long as they and their permitted transferees holds not less than 5% of the shares in issue, shall be entitled to act as a director and the other holders of shares shall not vote their shares so as to remove that director from office.

20.2 Alternatively, any person who is willing to act as a director, and is permitted by law to do so, may be appointed to be a director:

- 20.2.1 by ordinary resolution, or
- 20.2.2 by a decision of the directors.
- 20.3 If the company has no directors and, by virtue of death or bankruptcy, no member is capable of acting, the transmittee of the last member to have died or to have had a bankruptcy order made against him has the right, by notice in writing, to appoint a person to be a director.
- 20.4 For the purposes of article 20.3, where two 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.
- 20.5 Any member or members holding a majority in nominal amount of the issued ordinary share capital that confers the right to attend and vote at general meetings may at any time appoint any person to be a director, whether as an additional director or to fill a vacancy, and may remove from office any director howsoever appointed and any alternate director. Any such appointment or removal shall be effected by notice in writing to the company by the relevant member or members. Any such appointment or removal shall take effect when it is delivered to the registered office of the company or, if it is produced at a meeting of the directors, when it is so produced or, if sent by electronic means to an address generally used by the company, when it is sent (and article 76.2 shall not apply to it). Any such removal shall be without prejudice to any claim that a director may have under any contract between him and the company.

21 TERMINATION OF DIRECTOR'S APPOINTMENT

- 21.1 A person ceases to be a director as soon as:
 - 21.1.1 that person ceases to be a director by virtue of any provision of the Companies Act 2006 or is prohibited from being a director by law;
 - 21.1.2 a bankruptcy order is made against that person;
 - 21.1.3 a composition is made with that person's creditors generally in satisfaction of that person's debts;
 - 21.1.4 a registered medical practitioner who is treating that person gives a written opinion to the company stating that that person has become physically or mentally incapable of acting as a director and may remain so for more than three months;
 - 21.1.5 the other directors unanimously decide to remove that director, for any reason and at their discretion;
 - 21.1.6 the Shareholders pass an ordinary resolution pursuant to article 19.4 to remove a director, for any reason;
 - 21.1.7 notification is received by the company from the director that the director is resigning from office, and such resignation has taken effect in accordance with its terms; or
 - 21.1.8 he is otherwise duly removed from office.

22 DIRECTORS' REMUNERATION

- 22.1 Directors may undertake any services for the company that the directors decide.

- 22.2 Directors are entitled to such remuneration as the directors determine:
- 22.2.1 for their services to the company as directors; and
 - 22.2.2 for any other service which they undertake for the company.
- 22.3 Subject to the articles, a director's remuneration may:
- 22.3.1 take any form; and
 - 22.3.2 include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.
- 22.4 Unless the directors decide otherwise, directors' remuneration accrues from day to day.

23 DIRECTORS' EXPENSES

The company may pay any reasonable expenses which the directors (and any alternate directors or company secretary) properly incur in connection with their attendance at:

- 23.1 meetings of directors or committees of directors;
 - 23.2 general meetings; or
 - 23.3 separate meetings of the holders of any class of shares or of debentures of the company,
- or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the company.

ALTERNATE DIRECTORS

24 APPOINTMENT AND REMOVAL OF ALTERNATE DIRECTORS

- 24.1 Any director may appoint as an alternate any other director, or any other person, to:
- 24.1.1 exercise that director's powers; and
 - 24.1.2 carry out that director's responsibilities,
- in relation to the taking of decisions by the directors, in the absence of the alternate's appointor.
- 24.2 Any appointment or removal of an alternate must identify the proposed alternate and be effected by notice in writing to the company signed by his appointor, or in any other manner approved by the directors.

25 RIGHTS AND RESPONSIBILITIES OF ALTERNATE DIRECTORS

- 25.1 An alternate director may act as alternate director to more than one director and has the same rights in relation to any decision of the directors as the alternate's appointor.
- 25.2 Except as the articles specify otherwise, alternate directors:
- 25.2.1 are deemed for all purposes to be directors;
 - 25.2.2 are liable for their own acts and omissions;

25.2.3 are subject to the same restrictions as their appointors; and

25.2.4 are not deemed to be agents of or for their appointors

and, in particular (without limitation), each alternate director shall be entitled to receive notice of all meetings of directors and of all meetings of committees of directors of which his appointor is a member.

25.3 A person who is an alternate director but not a director:

25.3.1 may be counted as participating for the purposes of determining whether a quorum is present (but only if that person's appointor is not participating);

25.3.2 may participate in a unanimous decision of the directors (but only if his appointor is an eligible director in relation to that decision, but does not participate); and

25.3.3 shall not be counted as more than one director for the purposes of articles 25.3.1 and 25.3.2.

25.4 A director who is also an alternate director is entitled, in the absence of his appointor, to a separate vote on behalf of his appointor, in addition to his own vote on any decision of the directors (provided that his appointor is an eligible director in relation to that decision), but shall not count as more than one director for the purposes of determining whether a quorum is present.

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

26 TERMINATION OF ALTERNATE DIRECTORSHIP

An alternate director's appointment as an alternate terminates:

26.1 when the alternate's appointor revokes the appointment by notice to the company in writing specifying when it is to terminate;

26.2 on the occurrence, in relation to the alternate, of any event which, if it occurred in relation to the alternate's appointor, would result in the termination of the appointor's appointment as a director;

26.3 on the death of the alternate's appointor;

26.4 when the alternate's appointor's appointment as a director terminates; or

26.5 when the alternate is removed in accordance with the articles.

PART 3, SHARES AND DISTRIBUTIONS

SHARES

27 POWERS TO ISSUE DIFFERENT CLASSES OF SHARE

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

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

28 PAYMENT OF COMMISSIONS ON SUBSCRIPTION FOR SHARES

- 28.1 The company may pay any person a commission in consideration for that person:
- 28.1.1 subscribing, or agreeing to subscribe, for shares; or
 - 28.1.2 procuring, or agreeing to procure, subscription for shares.
- 28.2 Any such commission may be paid:
- 28.2.1 in cash, or in fully paid or partly paid shares or other securities, or partly in one way and partly in the other; and
 - 28.2.2 in respect of a conditional or an absolute subscription.

29 COMPANY NOT BOUND BY LESS THAN ABSOLUTE INTERESTS

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

30 EXCLUSION OF STATUTORY PRE-EMPTION PROVISIONS

Sections 561 and 562 of the Companies Act 2006 shall not apply to an allotment of equity securities made by the company.

31 FRACTIONAL ENTITLEMENTS

- 31.1 Where there has been a consolidation or division of shares and, as a result, members are entitled to fractions of shares, the directors may:
- 31.1.1 sell the shares representing the fractions to any person including the company for the best price reasonably obtainable;
 - 31.1.2 authorise any person to execute an instrument of transfer of the shares to the purchaser or a person nominated by the purchaser; and
 - 31.1.3 distribute the net proceeds of sale in due proportion among the holders of the shares.
- 31.2 Where any holder's entitlement to a portion of the proceeds of sale under article 31.1 amounts to less than a minimum figure determined by the directors, that member's portion may be retained for the benefit of the company.
- 31.3 The person to whom the shares are transferred pursuant to article 31.1 is not obliged to ensure that any purchase money is received by the person entitled to the relevant fractions. The transferee's title to the shares is not affected by any irregularity in or invalidity of the process leading to their sale.

LIEN AND FORFEITURE

32 COMPANY'S LIEN OVER SHARES

- 32.1 The company has a lien (the **company's lien**) over every share, whether or not fully paid, which is registered in the name of any person indebted or under any liability to the company, whether he is the sole registered holder of the share or one of several joint holders, for all monies payable by him (either alone or jointly with any other person) to the company, whether payable immediately or at some time in the future.
- 32.2 The company's lien over a share:
- 32.2.1 takes priority over any third party's interest in that share; and
- 32.2.2 extends to any dividend or other money payable by the company in respect of that share and (if the lien is enforced and the share is sold by the company) the proceeds of sale of that share.
- 32.3 The directors may at any time decide that a share which is or would otherwise be subject to the company's lien shall not be subject to it, either wholly or in part.

33 ENFORCEMENT OF THE COMPANY'S LIEN

- 33.1 Subject to the provisions of this article, if:
- 33.1.1 a lien enforcement notice has been given in respect of a share; and
- 33.1.2 the person to whom the notice was given has failed to comply with it,
- the company may sell that share in such manner as the directors decide.
- 33.2 A lien enforcement notice:
- 33.2.1 may only be given in respect of a share which is subject to the company's lien, in respect of which a sum is payable and the due date for payment of that sum has passed;
- 33.2.2 must specify the share concerned;
- 33.2.3 must require payment of the sum within 14 clear days of the notice;
- 33.2.4 must be addressed either to the holder of the share or to a transmittee of that holder; and
- 33.2.5 must state the company's intention to sell the share if the notice is not complied with.
- 33.3 Where shares are sold under this article:
- 33.3.1 the directors may authorise any person to execute an instrument of transfer of the shares to the purchaser or to a person nominated by the purchaser; and
- 33.3.2 the transferee is not bound to see to the application of the consideration, and the transferee's title is not affected by any irregularity in or invalidity of the process leading to the sale.
- 33.4 The net proceeds of any such sale (after payment of the costs of sale and any other costs of enforcing the lien) must be applied:

- 33.4.1 first, in payment of so much of the sum for which the lien exists as was payable at the date of the lien enforcement notice; and
- 33.4.2 second, to the person entitled to the shares at the date of the sale, but only after the certificate for the shares sold has been surrendered to the company for cancellation, or an indemnity in a form reasonably satisfactory to the directors has been given for any lost certificates, and subject to a lien equivalent to the company's lien over the shares before the sale for any money payable (whether immediately or at some time in the future) after the date of the lien enforcement notice.
- 33.5 A statutory declaration by a director or the company secretary (if any) that the declarant is a director or the company secretary and that a share has been sold to satisfy the company's lien on a specified date:
 - 33.5.1 is conclusive evidence of the facts stated in it as against all persons claiming to be entitled to the share; and
 - 33.5.2 subject to compliance with any other formalities of transfer required by the articles or by law, constitutes a good title to the share.

34 CALL NOTICES

- 34.1 Subject to the articles and the terms on which shares are allotted, the directors may send a notice (a **call notice**) to a member requiring the member to pay the company a specified sum of money (a **call**) which is payable in respect of his shares at the date when the directors decide to send the call notice.
- 34.2 A call notice:
 - 34.2.1 may not require a member to pay a call which exceeds the total sum unpaid on the shares (whether as to nominal value or any amount payable to the company by way of premium);
 - 34.2.2 must state when and how any call to which it relates is to be paid; and
 - 34.2.3 may permit or require the call to be made in instalments.
- 34.3 A member must comply with the requirements of a call notice, but no member is obliged to pay any call before 14 clear days have passed since the notice was sent.
- 34.4 Before the company has received any call due under a call notice the directors may:
 - 34.4.1 revoke it wholly or in part; or
 - 34.4.2 specify a later time for payment than is specified in the notice,
 - by a further notice in writing to the member in respect of whose shares the call is made.

35 LIABILITY TO PAY CALLS

- 35.1 Liability to pay a call is not extinguished or transferred by transferring the shares in respect of which it is required to be paid.
- 35.2 Joint holders of a share are jointly and severally liable to pay all calls in respect of that share.

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

35.3.1 to pay calls which are not the same; or

35.3.2 to pay calls at different times.

36 WHEN CALL NOTICE NEED NOT BE ISSUED

36.1 A call notice need not be issued in respect of sums which are specified, in the terms on which a share is issued, as being payable to the company in respect of that share:

36.1.1 on allotment;

36.1.2 on the occurrence of a particular event; or

36.1.3 on a date fixed by or in accordance with the terms of issue.

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

37 FAILURE TO COMPLY WITH CALL NOTICE: AUTOMATIC CONSEQUENCES

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

37.1.1 the directors may issue a notice of intended forfeiture to that person; and

37.1.2 until the call is paid, that person must pay the company interest on the call from the call payment date at the relevant rate.

37.2 For the purposes of this article:

37.2.1 the **call payment date** is the time when the call notice states that a call is payable, unless the directors give a notice specifying a later date, in which case it is that later date; and

37.2.2 the **relevant rate** is

37.2.2.1 the rate fixed by the terms on which the share in respect of which the call is due was allotted;

37.2.2.2 such other rate as was fixed in the call notice which required payment of the call, or has otherwise been determined by the directors; or

37.2.2.3 if no rate is fixed in either of these ways, 5 per cent per annum.

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

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

38 NOTICE OF INTENDED FORFEITURE

38.1 A notice of intended forfeiture:

- 38.1.1 may be sent in respect of any share in respect of which a call has not been paid as required by a call notice;
- 38.1.2 must be sent to the holder of that share (or all the joint holders of that share) or to a transmittee of that holder;
- 38.1.3 must require payment of the call and any accrued interest and all expenses that may have been incurred by the company by reason of such non-payment by a date which is not less than 14 clear days after the date of the notice;
- 38.1.4 must state how the payment is to be made; and
- 38.1.5 must state that, if the notice is not complied with, the shares in respect of which the call is payable will be liable to be forfeited.

39 DIRECTORS' POWER TO FORFEIT SHARES

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

40 EFFECT OF FORFEITURE

40.1 Subject to the articles, the forfeiture of a share extinguishes:

- 40.1.1 all interests in that share, and all claims and demands against the company in respect of it; and
- 40.1.2 all other rights and liabilities incidental to the share as between the person whose share it was prior to the forfeiture and the company.

40.2 Any share which is forfeited in accordance with the articles:

- 40.2.1 is deemed to have been forfeited when the directors decide that it is forfeited;
- 40.2.2 is deemed to be the property of the company; and
- 40.2.3 may be sold, re-allotted or otherwise disposed of as the directors think fit.

40.3 If a person's shares have been forfeited:

- 40.3.1 the company must send that person notice that forfeiture has occurred and record it in the register of members;
- 40.3.2 that person ceases to be a member in respect of those shares;
- 40.3.3 that person must surrender the certificate for the shares forfeited to the company for cancellation;
- 40.3.4 that person remains liable to the company for all sums payable by that person under the articles at the date of forfeiture in respect of those shares, including any interest (whether accrued before or after the date of forfeiture); and

40.3.5 the directors may waive payment of such sums wholly or in part or enforce payment without any allowance for the value of the shares at the time of forfeiture or for any consideration received on their disposal.

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

41 PROCEDURE FOLLOWING FORFEITURE

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

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

41.2.1 is conclusive evidence of the facts stated in it as against all persons claiming to be entitled to the share; and

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

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

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

41.4.1 was, or would have become, payable; and

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

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

42 SURRENDER OF SHARES

42.1 A member may surrender any share:

42.1.1 in respect of which the directors may issue a notice of intended forfeiture;

42.1.2 which the directors may forfeit; or

42.1.3 which has been forfeited.

42.2 The directors may accept the surrender of any such share.

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

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

43 SHARE CERTIFICATES

- 43.1 The company must issue each member, free of charge, with one or more certificates in respect of the shares which that member holds.
- 43.2 Every certificate must specify:
 - 43.2.1 in respect of how many shares, of what class, it is issued;
 - 43.2.2 the nominal value of those shares;
 - 43.2.3 the amount paid up on them; and
 - 43.2.4 any distinguishing numbers assigned to them.
- 43.3 No certificate may be issued in respect of shares of more than one class.
- 43.4 If more than one person holds a share, only one certificate may be issued in respect of it.
- 43.5 Certificates must:
 - 43.5.1 have affixed to them the company's common seal; or
 - 43.5.2 be otherwise executed in accordance with the Companies Acts.
- 43.6 The directors may determine, either generally or in relation to any particular case, that any signature on any certificate need not be autographic but may be applied by some mechanical or other means, or printed on the certificate, or that certificates need not be signed.

44 REPLACEMENT SHARE CERTIFICATES

- 44.1 If a certificate issued in respect of a member's shares is:
 - 44.1.1 damaged or defaced; or
 - 44.1.2 said to be lost, stolen or destroyed,that member is entitled to be issued with a replacement certificate in respect of the same shares.
- 44.2 A member exercising the right to be issued with such a replacement certificate:
 - 44.2.1 may at the same time exercise the right to be issued with a single certificate or separate certificates;
 - 44.2.2 must return the certificate which is to be replaced to the company if it is damaged or defaced; and
 - 44.2.3 must comply with such conditions as to evidence, indemnity and the payment of a reasonable fee as the directors decide.

45 SHARE TRANSFERS

- 45.1 Shares may be transferred by means of an instrument of transfer in any usual form or any other form approved by the directors, which is executed by or on behalf of the transferor and, if the shares are not fully paid, the transferee.

- 45.2 No fee may be charged for registering any instrument of transfer or other document relating to or affecting the title to any share.
- 45.3 The company may retain any instrument of transfer which is registered.
- 45.4 The transferor remains the holder of a share until the transferee's name is entered in the register of members as holder of it.
- 45.5 Save where the provisions of Article 46 apply, the directors, in their absolute discretion, may refuse to register the transfer of a share, whether or not it is fully paid, and if they do so, they shall within two months after the date on which the transfer was lodged send the transferee the notice of refusal together with their reasons for refusal and, unless they suspect that the proposed transfer may be fraudulent, the instrument of transfer.

46 PERMITTED TRANSFERS

- 46.1 A Shareholder (the "**Original Shareholder**") may transfer all or any of his or its shares to a permitted transferee without restriction as to price or otherwise.
- 46.2 Shares previously transferred as permitted by Article 46.1 may be transferred by the transferee to any other permitted transferee of the Original Shareholder without restriction as to price or otherwise.
- 46.3 Where under the provision of a deceased Shareholder's will or laws as to intestacy, the persons legally or beneficially entitled to any Shares, whether immediately or contingently, are permitted transferees of the deceased Shareholder, the legal representative of the deceased Shareholder may transfer any share to those permitted transferees, in each case without restriction as to price or otherwise.
- 46.4 If a permitted transferee who was a member of the same group as the Original Shareholder ceases to be a member of the same group as the Original Shareholder, the permitted transferee must not later than five business days after the date on which the permitted transferee so ceases, transfer the Shares held by it to the Original Shareholder or a member of the same group as the Original Shareholder (which in either case is not in liquidation) without restriction as to price or otherwise failing which it will be deemed to have given a transfer notice in respect of those shares.
- 46.5 If a permitted transferee who is a spouse or civil partner of the Original Shareholder ceases to be a spouse or civil partner of the Original Shareholder whether by reason of divorce or otherwise he must, within 15 business days of so ceasing either:
 - 46.5.1 execute and deliver to the company a transfer of the shares held by him to the Original Shareholder (or, to any permitted transferee of the Original Shareholder) for such consideration as may be agreed between them; or
 - 46.5.2 give a transfer notice to the company in accordance with Article 49.2,
 - 46.5.3 failing which he shall be deemed to have given a transfer notice.
- 46.6 On the death (subject to Article 46.3), bankruptcy, liquidation, administration or administrative receivership of a permitted transferee (other than a joint holder) his personal representatives or trustee in bankruptcy, or its liquidator, administrator or administrative receiver must within five business days after the date of the grant of probate, the making of the bankruptcy order or the appointment of the liquidator, administrator or the administrative receiver execute and deliver to the company a transfer of the Shares held by the permitted transferee without restriction as to price or otherwise. The transfer shall be to the Original Shareholder if still living (and not bankrupt or in liquidation) or, if so directed by the Original Shareholder, to any

permitted transferee of the Original Shareholder. If the transfer is not executed and delivered within five business days of such period or if the Original Shareholder has died or is bankrupt or is in liquidation, administration or administrative receivership, the personal representative or trustee in bankruptcy or liquidator, administrator or administrative receiver will be deemed to have given a transfer notice.

- 46.7 A transfer of any shares approved by the directors may be made without restriction as to price or otherwise and with any such conditions as may be imposed and each such transfer shall be registered by the directors.

47 DRAG ALONG

- 47.1 If any one or more members receives an offer in writing from a bona fide third party ("**Third Party**") to purchase the entire equity share capital in the company not already owned by the Third Party ("**Third Party Offer**") and the holders of at least 70% of the issued shares accept the Third Party Offer ("**Accepting Shareholders**"), the Accepting Shareholders are entitled to issue to the remaining members ("**Other Shareholders**") written notice ("**Drag Along Notice**") requiring the Other Shareholders to sell to the Third Party all of the Other Shareholders' shares upon the terms and conditions specified in the Drag Along Notice.
- 47.2 The terms on which the Accepting Shareholders require the Other Shareholders to sell their shares must be no less favourable than the terms on which the Accepting Shareholders are selling their shares to the Third Party.
- 47.3 The Drag Along Notice must specify:
- 47.3.1 the details of the Third Party;
 - 47.3.2 the price payable for each share and other consideration (if any) to be received (directly or indirectly) by the Accepting Shareholders; and
 - 47.3.3 any other material terms upon which the Other Shareholders' shares shall be purchased pursuant to the Drag Along Notice.
- 47.4 If any Other Shareholder shall not, within five business days of being required to do so, execute and deliver transfers in respect of the shares held by him and deliver the certificate(s) in respect of the same (or a suitable indemnity in lieu thereof), then any Accepting Shareholder shall be entitled to execute, and shall be entitled to authorise and instruct such person as he thinks fit to execute, the necessary transfer(s) and indemnities on the Other Shareholder's behalf and, against receipt by the company (on trust for such Shareholder) of the consideration payable for the relevant shares, deliver such transfer(s) and certificate(s) or indemnities to the Third Party (or his nominee) and register such Third Party (or his nominee) as the holder thereof and, after such registration, the validity of such proceedings shall not be questioned by any person.
- 47.5 The Other Shareholders are not obliged to sell their shares in accordance with this article 47 if the Accepting Shareholders do not complete the sale of all their shares to the Third Party on the same terms and conditions set out in the Drag Along Notice.

48 TAG ALONG

- 48.1 If at any time one or more members ("**Proposed Sellers**") propose to sell to any person ("**Proposed Buyer**"), in one or a series of related transactions, such number of shares which when registered would result in that person (together with persons connected or acting in concert with him) holding or increasing his holding to 50% or more of the issued equity share capital of the Company ("**Proposed Sale**"), the Proposed Sellers shall give written notice ("**Tag Along Notice**") to the other holders

of shares of the Proposed Sale at least 10 business days prior to the proposed date of completion thereof.

48.2 The Tag Along Notice must specify:

48.2.1 the details of the Proposed Buyer;

48.2.2 the sale price for each share and other consideration (if any) to be received (directly or indirectly) by the Proposed Sellers; and

48.2.3 any other material terms upon which the shares are to be purchased.

48.3 The Proposed Sale may not be completed unless the Proposed Buyer has unconditionally offered to buy all the other issued shares (other than any shares already owned by the Proposed Buyer or persons connected or acting in concert with him) on the same terms and conditions as apply to the Proposed Sale. Such offer shall remain open for acceptance for not less than 21 business days.

48.4 The provisions of this Article 48 shall not apply to any Proposed Sale which is to take place pursuant to a Third Party Offer under Article 47.

49 TRANSFERS OF SHARES SUBJECT TO PRE-EMPTION RIGHTS

49.1 Save where the provisions of Article 45 apply, any transfer of Shares by a Shareholder shall be subject to the pre-emption rights contained in this Article 48.

49.2 A Shareholder who wishes to transfer Shares (a "**Seller**") shall, except as otherwise provided in these Articles, before transferring or agreeing to transfer any Shares give notice in writing (a "**Transfer Notice**") to the company specifying:

49.2.1 the number of Shares which he wishes to transfer (the "**Sale Shares**");

49.2.2 if he wishes to sell the Sale Shares to a third party, the name of the proposed transferee;

49.2.3 the price at which he wishes to transfer the Sale Shares; and

49.2.4 whether the Transfer Notice is conditional on all or a specific number of the Sale Shares being sold to Shareholders (a "**Minimum Transfer Condition**").

49.3 If no cash price is specified by the Seller, the price at which the Sale Shares are to be transferred (the "**Transfer Price**") must be agreed by the Board. In addition, if the price is not specified in cash, an equivalent cash value price must be agreed between the Seller and the Board. In both cases, the price will be deemed to be the Fair Value of the Sale Shares if no price is agreed within 5 Business Days of the company receiving the Transfer Notice.

49.4 No Transfer Notice once given or deemed to have been given under these Articles may be withdrawn.

49.5 A Transfer Notice constitutes the company the agent of the Seller for the sale of the Sale Shares at the Transfer Price.

49.6 As soon as practicable following the later of:

49.6.1 receipt of a Transfer Notice; and

49.6.2 in the case where the Transfer Price has not been agreed, the determination of the Transfer Price under Article 50,

- 49.6.3 the Board shall offer the Sale Shares for sale to the Shareholders in the manner set out in Articles 49.7 to 49.10. Each offer must be in writing and give details of the number and Transfer Price of the Sale Shares offered.

Transfers: Offer

- 49.7 The Board shall offer the Sale Shares to all Shareholders specified in the offer other than the Seller (the "**Continuing Shareholders**") inviting them to apply in writing within the period from the date of the offer to the date 10 Business Days after the offer (inclusive) (the "**Offer Period**") for the maximum number of Sale Shares they wish to buy.
- 49.8 If the Sale Shares are subject to a Minimum Transfer Condition then any allocation made under the provisions of Articles 49.7 to 49.10 will be conditional on the fulfilment of the Minimum Transfer Condition.
- 49.9 If, at the end of the Offer Period, the number of Sale Shares applied for is equal to or exceeds the number of Sale Shares, the Board shall allocate the Sale Shares to each Continuing Shareholder who have applied for Sale Shares in the proportion (fractional entitlements being rounded to the nearest whole number) which his existing holding of the relevant class(es) of Shares bears to the total number of the relevant class(es) of Shares held by those Continuing Shareholders who have applied for Sale Shares which procedure shall be repeated until all Sale Shares have been allocated but no allocation shall be made to a Shareholder of more than the maximum number of Sale Shares which he has stated he is willing to buy.
- 49.10 If, at the end of the Offer Period, the number of Sale Shares applied for is less than the number of Sale Shares, the Board shall allocate the Sale Shares to the Continuing Shareholders in accordance with their applications and the balance will be dealt with in accordance with Article 49.15.

Completion of transfer of Sale Shares

- 49.11 If the Transfer Notice includes a Minimum Transfer Condition and the total number of Shares applied for does not meet the Minimum Transfer Condition the Board shall notify the Seller and all those to whom Sale Shares have been conditionally allocated under the provisions of Articles 49.7 to 49.10 stating the condition has not been met and that the relevant Transfer Notice has lapsed with immediate effect.
- 49.12 If:
- 49.12.1 the Transfer Notice does not include a Minimum Transfer Condition; or
- 49.12.2 the Transfer Notice does include a Minimum Transfer Condition and allocations have been made in respect of all or the minimum required number of the Sale Shares,
- the Board shall, when no further offers are required to be made under Articles 49.7 to 49.10, give written notice of allocation (an "**Allocation Notice**") to the Seller and each Shareholder to whom Sale Shares have been allocated (an "**Applicant**") specifying the number of Sale Shares allocated to each Applicant and the place and time (being not less than 5 Business Days and no more than 10 Business Days after the date of the Allocation Notice) for completion of the transfer of the Sale Shares.
- 49.13 Upon service of an Allocation Notice, the Seller must, against payment of the Transfer Price, transfer the Sale Shares in accordance with the requirements specified in it.
- 49.14 If the Seller fails to comply with the provisions of Article 49.13:

- 49.14.1 the chairman of the company or, failing him, one of the directors, or some other person nominated by a resolution of the Board, may on behalf of the Seller:
 - 49.14.1.1 complete, execute and deliver in his name all documents necessary to give effect to the transfer of the relevant Sale Shares to the Applicants;
 - 49.14.1.2 receive the Transfer Price and give a good discharge for it; and
 - 49.14.1.3 (subject to the transfer being duly stamped) enter the Applicants in the register of Shareholders as the holders of the Shares purchased by them; and
- 49.14.2 the company shall pay the Transfer Price into a separate bank account in the company's name on trust (but without interest) or otherwise hold the Transfer Price on trust for the Seller until he has delivered to the company his certificate or certificates for the relevant Shares (or an indemnity for lost certificate in a form acceptable to the Board).
- 49.15 If an Allocation Notice does not relate to all the Sale Shares then, subject to Article 49.16, the Seller may, within eight weeks after service of the Allocation Notice, transfer the unallocated Sale Shares to any person, subject to the Board's prior written approval of that person (see 49.16 below), at a price at least equal to the Transfer Price.
- 49.16 The right of the Seller to transfer Shares under Article 49.15 does not apply if the Board is of the opinion on reasonable grounds that:
 - 49.16.1 the transferee is a person (or a nominee for a person) who the Board determine in their absolute discretion is a competitor with (or an associate of a competitor with) the business of the company or with a subsidiary of the company;
 - 49.16.2 the sale of the Sale Shares is not bona fide or the price is subject to a deduction, rebate or allowance to the transferee; or
 - 49.16.3 the Seller has failed or refused to provide promptly information available to it or him and reasonably requested by the Board for the purpose of enabling it to form the opinion mentioned above; or
 - 49.16.4 the company can, subject to the Act, buy-back the unallocated Sale Shares at the Transfer Price and the Seller receives from the company an irrevocable notice to do so within two weeks after the service of the Allocation Notice (a "**Buy-Back Notice**") (and completes the buy-back as soon as reasonably practicable and in any case within 6 weeks of receipt of the Buy-Back Notice); or
 - 49.16.5 the company specifies a transferee(s) to the Seller and the company completes the sale to that transferee(s) at a price at least equal to the Transfer Price within four weeks after the service of the Allocation Notice.

50 VALUATION OF SHARES

- 50.1 If no Transfer Price can be agreed between the Seller and the Board in accordance with provisions of Article 49.2 or otherwise then, on the date of failing agreement, the Board shall either:
 - 50.1.1 appoint an expert valuer in accordance with Article 50.2 (the "**Expert Valuer**") to certify the Fair Value of the Sale Shares; or

- 50.1.2 (if the Fair Value has been certified by an Expert Valuer within the preceding 12 weeks) specify that the Fair Value of the Sale Shares will be calculated by dividing any Fair Value so certified by the number of Sale Shares to which it related and multiplying such Fair Value by the number of Sale Shares the subject of the Transfer Notice.
- 50.2 The Expert Valuer will be either:
- 50.2.1 the company's accountants; or
- 50.2.2 (if otherwise agreed by the Board and the Seller) an independent firm of chartered accountants to be agreed between the Board and the Seller or failing agreement not later than the date 10 Business Days after the date of service of the Transfer Notice to be nominated by the then President of the Institute of Chartered Accountants in England and Wales on the application of either party and approved by the company.
- 50.3 The "**Fair Value**" of the Sale Shares shall be determined by the Expert Valuer on the following assumptions and bases:
- 50.3.1 valuing the Sale Shares as on an arm's-length sale between a willing seller and a willing buyer;
- 50.3.2 if the company is then carrying on business as a going concern, on the assumption that it will continue to do so;
- 50.3.3 that the Sale Shares are capable of being transferred without restriction;
- 50.3.4 valuing the Sale Shares as a rateable proportion of the total value of all the issued Shares (excluding any Shares held as treasury shares) without any premium or discount being attributable to the percentage of the issued share capital of the company which they represent but taking account of the rights attaching to the Sale Shares; and
- 50.3.5 reflect any other factors which the Expert Valuer reasonably believes should be taken into account.
- 50.4 If any difficulty arises in applying any of these assumptions or bases then the Expert Valuer shall resolve that difficulty in whatever manner they shall in their absolute discretion think fit.
- 50.5 The Expert Valuer shall be requested to determine the Fair Value within 20 Business Days of their appointment and to notify the Board of their determination.
- 50.6 The Expert Valuer shall act as experts and not as arbitrators and their determination shall be final and binding on the parties (in the absence of fraud or manifest error).
- 50.7 The Board will give the Expert Valuer access to all accounting records or other relevant documents of the Company subject to them agreeing to such confidentiality provisions as the Board may reasonably impose.
- 50.8 The Expert Valuer shall deliver their certificate to the company. As soon as the company receives the certificate it shall deliver a copy of it to the Seller. Unless the Sale Shares are to be sold under a Transfer Notice, which is deemed to have been served, the Seller may by notice in writing to the company within 5 Business Days of the service on him of the copy certificate, cancel the company's authority to sell the Sale Shares.
- 50.9 The cost of obtaining the certificate shall be paid by the company unless:

50.9.1 the Seller cancels the company's authority to sell; or

50.9.2 the sale price certified by the Expert Valuer is less than the price (if any) offered by the directors to the Seller for the Sale Share before Expert Valuer was instructed,

in which case the Seller shall bear the cost.

51 TRANSMISSION OF SHARES

51.1 Save where the transmittee is a permitted transferee, the provisions of article 45.5 shall apply to a transmission of shares.

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

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

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

51.3.2 subject to the articles, and pending any transfer of the shares to another person, has the same rights as the holder had.

51.4 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.

52 EXERCISE OF TRANSMITTEES' RIGHTS

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

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

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

53 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.

DIVIDENDS AND OTHER DISTRIBUTIONS

54 PROCEDURE FOR DECLARING DIVIDENDS

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

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

- 54.3 No dividend may be declared or paid unless it is in accordance with members' respective rights.
- 54.4 Unless the members' resolution to declare or directors' decision to pay a dividend, or the terms on which shares are issued, specify otherwise, it must be paid by reference to each member's holding of shares on the date of the resolution or decision to declare or pay it.
- 54.5 If the company's share capital is divided into different classes, no interim dividend may be paid on shares carrying deferred or non-preferred rights if, at the time of payment, any preferential dividend is in arrear.
- 54.6 The directors may pay at intervals any dividend payable at a fixed rate if it appears to them that the profits available for distribution justify the payment.
- 54.7 If the directors act in good faith, they do not incur any liability to the holders of shares conferring preferred rights for any loss they may suffer by the lawful payment of an interim dividend on shares with deferred or non-preferred rights.

55 CALCULATION OF DIVIDENDS

- 55.1 Except as otherwise provided by the articles or the rights attached to shares, all dividends must be:
 - 55.1.1 declared and paid according to the amounts paid up on the shares on which the dividend is paid; and
 - 55.1.2 apportioned and paid proportionately to the amounts paid up on the shares during any portion or portions of the period in respect of which the dividend is paid.
- 55.2 If any share is issued on terms providing that it ranks for dividend as from a particular date, that share ranks for dividend accordingly.
- 55.3 For the purposes of calculating dividends, no account is to be taken of any amount which has been paid up on a share in advance of the due date for payment of that amount.

56 PAYMENT OF DIVIDENDS AND OTHER DISTRIBUTIONS

- 56.1 Where a dividend or other sum which is a distribution is payable in respect of a share, it must be paid by one or more of the following means:
 - 56.1.1 transfer to a bank or building society account specified by the distribution recipient either in writing or as the directors may otherwise decide;
 - 56.1.2 sending a cheque made payable to the distribution recipient by post to the distribution recipient at the distribution recipient's registered address (if the distribution recipient is a holder of the share), or (in any other case) to an address specified by the distribution recipient either in writing or as the directors may otherwise decide;
 - 56.1.3 sending a cheque made payable to such person by post to such person at such address as the distribution recipient has specified either in writing or as the directors may otherwise decide; or
 - 56.1.4 any other means of payment as the directors agree with the distribution recipient either in writing or by such other means as the directors decide.

56.2 Dividends may be declared or paid in any currency and the directors may agree with any distribution recipient that dividends which may at any time or from time to time be declared or become due on his shares in one currency shall be paid or satisfied in another, and may agree the basis of conversion to be applied and how and when the amount to be paid in the other currency shall be calculated and paid and for the company or any other person to bear the costs involved.

56.3 In the articles, **the distribution recipient** means, in respect of a share in respect of which a dividend or other sum is payable:

56.3.1 the holder of the share; or

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

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

57 DEDUCTIONS FROM DISTRIBUTIONS IN RESPECT OF SUMS OWED TO THE COMPANY

57.1 If:

57.1.1 a share is subject to the company's lien; and

57.1.2 the directors are entitled to issue a lien enforcement notice in respect of it,

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

57.2 Money so deducted must be used to pay any of the sums payable in respect of that share.

57.3 The company must notify the distribution recipient in writing of:

57.3.1 the fact and amount of any such deduction;

57.3.2 any non-payment of a dividend or other sum payable in respect of a share resulting from any such deduction; and

57.3.3 how the money deducted has been applied.

58 NO INTEREST ON DISTRIBUTIONS

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

58.1 the terms on which the share was issued, or

58.2 the provisions of another agreement between the holder of that share and the company.

59 UNCLAIMED DISTRIBUTIONS

59.1 All dividends or other sums which are:

59.1.1 payable in respect of shares, and

59.1.2 unclaimed after having been declared or become payable,

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

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

59.3 If:

59.3.1 12 years have passed from the date on which a dividend or other sum became due for payment, and

59.3.2 the distribution recipient has not claimed it,

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

60 NON-CASH DISTRIBUTIONS

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

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

60.2.1 fixing the value of any assets;

60.2.2 paying cash to any distribution recipient on the basis of that value in order to adjust the rights of recipients; and

60.2.3 vesting any assets in trustees.

61 WAIVER OF DISTRIBUTIONS

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

61.1 the share has more than one holder; or

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

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

CAPITALISATION OF PROFITS

62 AUTHORITY TO CAPITALISE AND APPROPRIATION OF CAPITALISED SUMS

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

62.1.1 decide to capitalise any profits of the company (whether or not they are available for distribution) which are not required for paying a preferential

dividend, or any sum standing to the credit of the company's share premium account or capital redemption reserve; and

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

62.2 Capitalised sums must be applied:

62.2.1 on behalf of the persons entitled, and

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

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

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

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

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

62.5 Subject to the articles the directors may:

62.5.1 apply capitalised sums in accordance with articles 62.3 and 62.4 partly in one way and partly in another:

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

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

PART 4, DECISION-MAKING BY MEMBERS

ORGANISATION OF GENERAL MEETINGS

63 ATTENDANCE AND SPEAKING AT GENERAL MEETINGS

63.1 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.

63.2 A person is able to exercise the right to vote at a general meeting when:

63.2.1 that person is able to vote, during the meeting, on resolutions put to the vote at the meeting, and

63.2.2 that person's vote can be taken into account in determining whether or not such resolutions are passed at the same time as the votes of all the other persons attending the meeting.

- 63.3 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.
- 63.4 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.
- 63.5 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.

64 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.

65 CHAIRING GENERAL MEETINGS

- 65.1 If the directors have appointed a chairman, the chairman shall chair general meetings if present and willing to do so.
- 65.2 If the directors have not appointed a chairman, or if the chairman is unwilling to chair the meeting or is not present within ten minutes of the time at which a meeting was due to start:
- 65.2.1 the directors present, or
- 65.2.2 (if no directors are present), the meeting,
- must appoint a director or member to chair the meeting, and the appointment of the chairman of the meeting must be the first business of the meeting.
- 65.3 The person chairing a meeting in accordance with this article is referred to as the chairman of the meeting.

66 ATTENDANCE AND SPEAKING BY DIRECTORS AND NON-MEMBERS

- 66.1 Directors may attend and speak at general meetings, whether or not they are members.
- 66.2 The chairman of the meeting may permit other persons who are not:
- 66.2.1 members, or
- 66.2.2 otherwise entitled to exercise the rights of members in relation to general meetings,
- to attend and speak at a general meeting.

67 ADJOURNMENT

- 67.1 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, if the meeting was convened by the members, the meeting shall be dissolved and, in any other case, the chairman of the meeting must adjourn it. If at the adjourned meeting the persons attending within half an hour of the time at which the meeting was due to start do not constitute a quorum, the members present shall constitute a quorum.

- 67.2 The chairman of the meeting may adjourn a general meeting at which a quorum is present if:
- 67.2.1 the meeting consents to an adjournment; or
 - 67.2.2 it appears to the chairman of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner.
- 67.3 The chairman of the meeting must adjourn a general meeting if directed to do so by the meeting.
- 67.4 When adjourning a general meeting, the chairman of the meeting must:
- 67.4.1 either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the directors, and
 - 67.4.2 have regard to any directions as to the time and place of any adjournment which have been given by the meeting.
- 67.5 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 seven clear days' notice of it:
- 67.5.1 to the same persons to whom notice of the company's general meetings is required to be given, and
 - 67.5.2 containing the same information which such notice is required to contain.
- 67.6 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

68 VOTING: GENERAL

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

69 ERRORS AND DISPUTES

- 69.1 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.
- 69.2 Any such objection must be referred to the chairman of the meeting, whose decision is final.

70 POLL VOTES

- 70.1 A poll on a resolution may be demanded:
- 70.1.1 in advance of the general meeting where it is to be put to the vote; or
 - 70.1.2 at a general meeting, either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared.
- 70.2 A poll on a resolution may be demanded by the chairman of the meeting, the directors or by any qualifying person (as defined in section 318 of the Companies Act 2006) present and entitled to vote on the resolution.

- 70.3 A demand for a poll may be withdrawn if:
- 70.3.1 the poll has not yet been taken; and
 - 70.3.2 the chairman of the meeting consents to the withdrawal.
- 70.4 A demand withdrawn in accordance with article 70.3 shall not be taken to have invalidated the result of a show of hands declared before the demand was made.
- 70.5 Polls must be taken immediately and in such manner as the chairman of the meeting directs.

71 CONTENT OF PROXY NOTICES

- 71.1 Proxies may only validly be appointed by a notice in writing (a **proxy notice**) which:
- 71.1.1 states the name and address of the member appointing the proxy;
 - 71.1.2 identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
 - 71.1.3 is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine; and
 - 71.1.4 is delivered to the company in accordance with the articles not less than 48 hours before the time appointed for holding the general meeting in relation to which the proxy is appointed and in accordance with any instructions contained in the notice of the general meeting to which they relate (but notwithstanding this an appointment of a proxy may be accepted by the directors at any time prior to the meeting at which the person named in the appointment proposes to vote (or, where a poll is demanded at the meeting, but not taken forthwith, at any time prior to the taking of the poll)).
- 71.2 The company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- 71.3 Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions, but the company shall not be obliged to ascertain that any proxy has complied with those or any other instructions given by the appointor and no decision on any resolution shall be vitiated by reason only that any proxy has not done so.
- 71.4 On a vote on a resolution on a show of hands at a meeting, every proxy present who has been duly appointed by one or more members entitled to vote on the resolution has one vote, except that if the proxy has been duly appointed by more than one member entitled to vote on the resolution and:
- 71.4.1 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; or
 - 71.4.2 has been instructed to vote the same way (either for or against) on the resolution by all of those members except those who have given the proxy discretion as to how to vote on the resolution,
- the proxy is entitled to one vote for and one vote against the resolution.
- 71.5 Unless a proxy notice indicates otherwise, it must be treated as:

71.5.1 allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting, and

71.5.2 appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

72 DELIVERY OF PROXY NOTICES

72.1 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.

72.2 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.

72.3 A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.

72.4 If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

73 AMENDMENTS TO RESOLUTIONS

73.1 An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if:

73.1.1 notice of the proposed amendment is given to the company in writing by a person entitled to vote at the general meeting at which it is to be proposed not less than 48 hours before the meeting is to take place (or such later time as the chairman of the meeting may determine), and

73.1.2 the proposed amendment does not, in the reasonable opinion of the chairman of the meeting, materially alter the scope of the resolution.

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

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

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

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

74 NO VOTING OF SHARES ON WHICH MONEY OWED TO COMPANY

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

APPLICATION OF RULES TO CLASS MEETINGS

75 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

76 MEANS OF COMMUNICATION TO BE USED

- 76.1 Subject to the articles, anything sent or supplied by or to the company under the articles may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the company.
- 76.2 Except insofar as the Companies Acts require otherwise, the company shall not be obliged to accept any notice, document or other information sent or supplied to the company in electronic form unless it satisfies such stipulations, conditions or restrictions (including, without limitation, for the purpose of authentication) as the directors think fit, and the company shall be entitled to require any such notice, document or information to be sent or supplied in hard copy form instead.
- 76.3 In the case of joint holders of a share, except insofar as the articles otherwise provide, all notices, documents or other information shall be given to the joint holder whose name stands first in the register of members in respect of the joint holding and shall be deemed to have been given to all the joint holders. For all purposes, including the execution of any appointment of proxy, resolution in writing, notice or other document (including anything sent or supplied in electronic form) executed or approved pursuant to any provision of the articles, execution by any one of such joint holders shall be deemed to be and shall be accepted as execution by all the joint holders.
- 76.4 In the case of a member that is a corporation, for all purposes, including the execution of any appointment of proxy, resolution in writing, notice or other document (including anything sent or supplied in electronic form) executed or approved pursuant to any provision of the articles, execution by any director or the secretary of that corporation or any other person who appears to any officer of the company (acting reasonably and in good faith) to have been duly authorised to execute shall be deemed to be and shall be accepted as execution by that corporation.
- 76.5 A member whose registered address is not within the United Kingdom and who notifies the company of an address within the United Kingdom at which notices, documents or other information may be served on or delivered to him shall be entitled to have such things served on or delivered to him at that address (in the manner referred to above), but otherwise no such member shall be entitled to receive any notice, document or other information from the company. If the address is that member's address for sending or receiving documents or information by electronic means the directors may at any time without prior notice (and whether or not the company has previously sent or supplied any documents or information in electronic form to that address) refuse to send or supply any documents or information to that address.
- 76.6 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.
- 76.7 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.

77 DEEMED DELIVERY OF DOCUMENTS AND INFORMATION

Any document or information sent or supplied by the company shall be deemed to have been received by the intended recipient:

- 77.1 where the document or information is properly addressed and sent by first class post or other delivery service to an address in the United Kingdom, on the day (whether or not it is a working day) following the day (whether or not it is a working day) on which it was put in the post or given to the delivery agent and, in proving that it was duly sent, it shall be sufficient to prove that the document or information was properly addressed, prepaid and put in the post or duly given to the delivery agent;
- 77.2 where (without prejudice to article 77.4) the document or information is properly addressed and sent by post or other delivery service to an address outside the United Kingdom, five working days after it was put in the post or given to the delivery agent and, in proving that it was duly sent, it shall be sufficient to prove that the document or information was properly addressed, prepaid and put in the post or duly given to the delivery agent;
- 77.3 where the document or information is not sent by post or other delivery service but delivered personally or left at the intended recipient's address, on the day (whether or not a working day) and time that it was sent;
- 77.4 where the document or information is properly addressed and sent or supplied by electronic means, on the day (whether or not a working day) and time that it was sent and proof that it was sent in accordance with guidance issued by ICSA: The Governance Institute shall be conclusive evidence that it was sent;
- 77.5 where the document or information is sent or supplied by means of a website, when the material was first made available on the website or (if later) when the intended recipient received (or is deemed to have received) notice of the fact that the material was available on the website.

78 COMPANY SEALS

- 78.1 Any common seal may only be used by the authority of the directors.
- 78.2 The directors may decide by what means and in what form any common seal is to be used.
- 78.3 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.
- 78.4 For the purposes of this article, an authorised person is:
 - 78.4.1 any director of the company;
 - 78.4.2 the company secretary (if any); or
 - 78.4.3 any person authorised by the directors for the purpose of signing documents to which the common seal is applied.

79 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.

80 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.

81 SECRETARY

Subject to the Companies Act 2006, the directors may appoint a company secretary (or two or more persons as joint secretary) for such term, at such remuneration and upon such conditions as the directors may think fit; and any company secretary (or joint secretary) so appointed may be removed by the directors. The directors may also from time to time appoint on such terms as they think fit, and remove, one or more assistant or deputy secretaries.

DIRECTORS; INDEMNITY AND INSURANCE

82 INDEMNITY

82.1 Subject to article 82.2 (but without prejudice to any indemnity to which a relevant officer is otherwise entitled):

82.1.1 a relevant officer may be indemnified out of the company's assets to whatever extent the directors may determine against:

82.1.1.1 any liability incurred by that officer in connection with any negligence, default, breach of duty or breach of trust in relation to the company or any undertaking in the same group as the company;

82.1.1.2 any liability incurred by that officer in connection with the activities of the company, or any undertaking in the same group as the company, in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006);

82.1.1.3 any other liability incurred by that officer as an officer of the company or of any undertaking in the same group as the company; and

82.1.2 the company may, to whatever extent the directors may determine, provide funds to meet expenditure incurred or to be incurred by a relevant officer in defending any criminal or civil proceedings in connection with any alleged negligence, default, breach of duty or breach of trust by him in relation to the company or any undertaking in the same group as the company, or any investigation, or action proposed to be taken, by a regulatory authority in that connection, or for the purposes of an application for relief, or in order to enable the relevant officer to avoid incurring such expenditure.

82.2 This article does not authorise any indemnity that would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law.

83 INSURANCE

83.1 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.

83.2 In this article, 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 undertaking in the same group as the company or any

pension fund or employees' share scheme of the company or of any undertaking in the same group as the company.