

WRITTEN RESOLUTIONS
(FOR SIGNATURE BY THE SOLE MEMBER OF THE COMPANY)

No. 00610095

THE COMPANIES ACT 2006
PRIVATE COMPANY LIMITED BY SHARES

WRITTEN RESOLUTIONS
of
WATERSTONE'S BOOKSELLERS LIMITED (Company)
(Circulated on 14 February 2012) (Circulation Date)

Pursuant to Chapter 2 of Part 13 of the Companies Act 2006, the directors of the Company propose that the following resolutions be passed as Special Resolutions of the Company:

SPECIAL RESOLUTIONS

THAT:

- 1 the name of the Company be changed to Waterstones Booksellers Limited;
- 2 the words "Waterstone's Booksellers Limited" in the title section of the Company's Articles of Association be deleted entirely and replaced with the words "Waterstones Booksellers Limited",
- 3 a new Article 15.5 be added into the Company's Articles of Association which shall read as follows.

"Notwithstanding anything contained in these Articles, the directors shall not decline to register any transfer of shares where such transfer is executed by or in favour of any bank or institution to whom such shares have been charged or mortgaged (or by or in favour of any nominee of such bank or institution) nor may the directors suspend registration of any member which is a bank or institution (or nominee thereof) to whom such shares have been charged or mortgaged. A certificate by any official of such bank or institution that the relevant shares are charged or mortgaged shall be conclusive evidence of that fact"; and
- 4 the new Articles of Association attached to this resolution and reflecting the above changes, be and they are hereby adopted by the Company as its Articles of Association to the exclusion of and in substitution for the existing Articles of Association of the Company.

Please read the notes at the end of this document before signifying your agreement to the resolutions set out above ('Resolutions').

TUESDAY



A14 *A145TQW0* #61
06/03/2012
COMPANIES HOUSE

I, being an authorised signatory on behalf of the sole member entitled to vote on the Resolutions on the Circulation Date irrevocably agree to the Resolutions

For and on behalf of **WATERSTONE'S HOLDINGS LIMITED**

DATE 14/2/12

..  ..

Duly authorised

Name:

Notes:

The Resolutions will lapse unless sufficient agreement has been received to pass them by 28 MARCH 2012. If you agree to the resolutions, please ensure that your agreement reaches us as soon as possible and in any event by that date.

The mechanics for signifying agreement to the Resolutions are set out below. If you do not agree to the Resolutions, you do not need to do anything; you will not be deemed to have agreed by failing to respond.

- 1 If you agree to the Resolutions, please sign and date this document as indicated above and return it to the Company using one of the methods set out below. Receipt by the Company of the signed document signifies your agreement to the Resolutions.
 - By hand: delivering the signed copy to WATERSTONE'S BOOKSELLERS LIMITED at Capital Court, Capital Interchange Way, Brentford, Middlesex, TW8 08EX or care of Tulloch & Co, 4 Hill Street, London W1J 5NE; or
 - Post: returning the signed copy by post to WATERSTONE'S BOOKSELLERS LIMITED at Capital Court, Capital Interchange Way, Brentford, Middlesex, TW8 08EX or care of Tulloch & Co, 4 Hill Street, London W1J 5NE;
- 2 Once you have signified your agreement to the Resolutions you may not revoke your agreement.
- 3 Every member has one vote in respect of each share it holds.
- 4 If you are signing this document on behalf of another 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 No. 610095

TUESDAY



A14 *A145TQVS* 06/03/2012 #60
COMPANIES HOUSE

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

1 Model Articles

1 1 The model articles for private companies limited by shares contained in Schedule I of the Companies (Model Articles) Regulations 2008 (the 'Model Articles') as at the date when these Articles became binding on the Company shall, except where the same are excluded or varied by or inconsistent with these Articles, apply to the Company.

1 2 Articles 7, 8, 9(1) and (3), 11(2) and (3), 14, 17(2) and (3), 21, 24(2), 26(1) and (5), 30(4), 44(2), 52 and 53 of the Model Articles shall not apply to the Company.

2 Interpretation

2 1 In these Articles unless the context otherwise requires.

"alternate" or "alternate director" means a person appointed as such pursuant to Article 10;

"appointor" has the meaning given in Article 10 1;

"Articles" means the Company's articles of association in their present form or as from time to time altered;

"Conflict" has the meaning given in Article 6 1,

"eligible director" means a director (including an alternate director) who would be entitled to vote on the matter at a meeting of directors (but excluding any director whose vote is not to be counted in respect of the particular matter and for these purposes a director's vote is not to be counted in respect of any Conflict which has not been authorised under Article 6 1 nor where the Relevant Terms relating to the authorisation of any Conflict do not allow the director to vote in relation to the particular matter);

"qualifying person" means (i) an individual who is a shareholder; (ii) a person authorised under section 323 of the 2006 Act to act as the representative of a corporation in relation to the meeting; or (iii) a person appointed as proxy of a shareholder in relation to the meeting,

"Relevant Terms" has the meaning given in Article 6 4(B); and

"2006 Act" means the Companies Act 2006

2 2 Headings in these Articles are used for convenience only and shall not affect the construction or interpretation of these Articles

2 3 Unless expressly provided otherwise, a reference to a statute, statutory provision or subordinate legislation is a reference to it as it is in force from time to time

3 **Decisions of directors**

3.1 The directors may call meetings, adjourn them and otherwise regulate their meetings as they think fit. Subject to Article 3.3, any decision of the directors must be determined either by a majority of votes of the eligible directors (or their alternates) present at a meeting of the directors or by a decision taken in accordance with Article 3.2

3.2 A decision of the directors may also take the form of a resolution in writing, where each eligible director (or his alternate) has signed one or more copies of it, or to which each eligible director (or his alternate) has otherwise indicated agreement in writing. A decision may not be taken in accordance with this Article if the eligible directors would not have formed a quorum at a meeting of the directors

3.3 If:

(A) the Company has only one director for the time being; and

(B) no provision of the Articles requires it to have more than one director,

the director may (for so long as he remains the sole director) take decisions without regard to any of the provisions of the Articles relating to directors' decision-making.

4 **Calling a directors' meeting**

4.1 Any director may call a directors' meeting by giving not less than seven days prior notice of the meeting (or such lesser notice as all the directors may agree) to each director or by authorising the company secretary (if any) to give such notice

4.2 Notice of a directors' meeting shall be given to each director in writing or in such other manner as all the directors may agree.

5. **Quorum for directors' meeting**

5.1 Subject to Article 5.3 the quorum for directors' meetings may be fixed from time to time by the directors. Unless so fixed at any other number, the quorum is:

(A) two directors when there are at least two directors in office; or

(B) one director when there is only one director in office

5.2 A meeting of the directors at which a quorum is present shall be competent to exercise all powers and discretions for the time being exercisable by the directors. Any director who ceases to be a director at a meeting of the directors may continue to be present and act as a director, and be counted in the quorum, until termination of the meeting if no other director objects and if otherwise a quorum of directors would not be present.

5.3 For the purposes of any meeting (or part of a meeting) held to authorise a Conflict, if there is more than one director in office but only one director is entitled to count in the quorum for that meeting (or part of a meeting) the quorum for that meeting (or part of a meeting) shall be that director

6. **Authorisation of conflicts of interest**

6 1 The directors may, subject to the quorum and voting requirements in this Article, authorise any matter which relates to a situation in which a director (the "relevant director") has, or can have, a direct or indirect interest which conflicts, or possibly may conflict, with the interests of the Company and which would, if not so authorised or otherwise permitted, result in a breach of duty by the relevant director under section 175 of the 2006 Act (a "Conflict")

6 2 Any director (including the relevant director) may propose that a Conflict be authorised by the directors. Such proposal and any authorisation given by the directors shall be effected in accordance with the provisions of these Articles.

6 3 In connection with any proposal that a Conflict be authorised by the directors, the relevant director must disclose to the directors:

- (A) the nature and extent of the Conflict, including the nature and extent of the interest of the relevant director;
- (B) such additional information known to the relevant director in relation to the Conflict as is necessary to enable the directors to decide whether or not to authorise the Conflict, and
- (C) such additional information known to the relevant director in relation to the Conflict as the directors may request in connection with the decision of the directors whether or not to authorise the Conflict

6 4 Where the directors authorise a Conflict

- (A) the relevant director or directors will not count towards the quorum nor vote on any resolution giving such authorisation (and any such vote made will not be counted);
- (B) the directors may (in connection with giving the authorisation or subsequently)
 - (1) require that each relevant director is excluded from the receipt of documents and participation in discussions (whether at meetings of the directors or otherwise) relating to the Conflict;
 - (2) impose upon each relevant director such other terms for the purpose of dealing with the Conflict as they may determine; and
 - (3) decide that each relevant director may or may not vote or may or may not be counted in the quorum at any future meeting of directors in relation to any resolution relating to the Conflict,(together "Relevant Terms");
- (C) each relevant director will be obliged to comply with any Relevant Terms and any failure to comply with Relevant Terms by the relevant director will, unless such failure is authorised by the directors, result in the cessation of any authorisation by the directors of the Conflict on the Relevant Terms,
- (D) the directors may decide that where the relevant director obtains or has obtained (in connection with the Conflict and otherwise than through his position as a director) information that is confidential to a third party, the director will not be obliged to

disclose that information to the Company, or to use or apply the information in relation to the Company's affairs;

- (E) the authorisation may extend to any actual or potential Conflict which can reasonably be expected to arise out of the Conflict which has been authorised,
- (F) the Relevant Terms must be recorded in writing and notified to the relevant director (but the authority will be effective whether or not the Relevant Terms are so recorded and notified); and
- (G) the directors may revoke or vary the authorisation at any time but this will not affect anything done by the relevant director in accordance with the Relevant Terms prior to such revocation or variation and notice of any such revocation or variation will be given to the relevant director (but such revocation or variation shall be effective whether or not such notice is given)

6 5 A director is not required, by reason of his office (or of the fiduciary relationship established by reason of him being a director), to account to the Company for any remuneration, profit or other benefit which he derives from or in connection with any Conflict authorised by the directors under Article 6 or by the Company in general meeting (subject in each case to any conditions attached to such authorisation and provided that all material information concerning that remuneration, profit or other benefit was disclosed to the directors or the shareholders (as appropriate) before such authorisation was given) and no contract shall be liable to be set aside on such grounds

6 6 For the purposes of this Article 6 and Article 7, an interest of a person who is, for any purpose of the 2006 Act, connected with a director shall be treated as an interest of the director and, in relation to an alternate director, an interest of his appointor shall be treated as an interest of the alternate director without prejudice to any interest which the alternate director has otherwise

7. Directors' interests generally

7 1 A director who is in any way, directly or indirectly, interested in a proposed transaction or arrangement with the Company must declare the nature and extent of that interest at a meeting of the directors or in accordance with section 184 or 185 of the 2006 Act before the Company enters into the transaction or arrangement

7 2 A director who is in any way, directly or indirectly, interested in a transaction or arrangement that has been entered into by the Company must declare the nature and extent of that interest at a meeting of the directors or in accordance with section 184 or 185 of the 2006 Act as soon as is reasonably practicable, unless the interest has already been declared under Article 7 1

7 3 A director need not declare an interest under Article 7 1 or Article 7 2 (as the case may be):

- (A) if it cannot reasonably be regarded as likely to give rise to a conflict of interest;
- (B) of which the director is not aware or where the director is not aware of the transaction or arrangement in question and for this purpose a director is treated as being aware of matters of which he ought reasonably to be aware,
- (C) if, or to the extent that, the other directors are already aware of the interest, and for this purpose the other directors are treated as being aware of anything of which they ought reasonably to be aware, or

- (D) if, or to the extent that, it concerns the terms of his service contract that have been, or are to be, considered at a meeting of the directors

7 4 Subject, where applicable, to any Relevant Terms and, provided a director has declared his interest in accordance with Article 7.1 or 7.2 (or is not required to declare that interest pursuant to Article 7.3), a director notwithstanding his office

- (A) may be a party to, or otherwise interested in, any transaction or arrangement with the Company or in which the Company is directly or indirectly interested;
- (B) shall be an eligible director and shall be entitled to vote at a meeting of directors (or of a committee of directors) or participate in any decision taken by written resolution in respect of any transaction or arrangement or proposed transaction or arrangement in which he is interested.
- (C) may act by himself or through his firm in a professional capacity for the Company (otherwise than as auditor) and he or his firm shall be entitled to remuneration for professional services as if he were not a director;
- (D) may be a director or other officer of, or employed by, or a member of or partner in, any person who is a party to or otherwise interested in, any transaction or arrangement with any body corporate promoted by the Company or in which the Company is otherwise (directly or indirectly) interested, and
- (E) shall not, save as he may otherwise agree, be accountable to the Company for any remuneration, profit or other benefit which he (or a person connected with him (as defined in section 252 of the 2006 Act)) derives from or in connection with any such contract, transaction or arrangement or from any such office or employment or from any interest in any such body corporate and no such contract, transaction or arrangement shall be liable to be avoided on the grounds of any such interest or benefit nor shall the receipt of any such remuneration or other benefit constitute a breach of his duty under section 176 of the 2006 Act

8 Appointment of directors

8.1 In addition to Article 17(I) of the Model Articles, any shareholder or shareholders holding a majority in nominal value of such of the issued share capital for the time being of the Company as carries the right to attend and vote at general meetings of the Company may by memorandum in writing at any time appoint any person to be a director. The memorandum in writing must be signed by or on behalf the shareholder(s) and delivered to the registered office of the Company or tendered at a meeting of the directors or of the Company in general meeting, or sent by electronic means to an address specified by the Company for that purpose

8.2 Where, as a result of death or bankruptcy, the Company has no shareholders and no directors, the transmittee(s) of the last shareholder to have died or to have a bankruptcy order made against him (as the case may be) shall have the right, by notice in writing, to appoint a natural person (including a transmittee who is a natural person), who is willing to act and is permitted to do so, to be a director. For the purposes of this Article 8.2, where two or more shareholders die in circumstances rendering it uncertain who was the last to die, a younger shareholder is deemed to have survived an older shareholder

9 Termination of director's appointment

9.1 In addition to Article 18 of the Model Articles, any director, howsoever appointed, may be removed from office by any shareholder or shareholders holding a majority in nominal value

of such of the issued share capital for the time being of the Company as carries the right to attend and vote at general meetings of the Company. The notice of removal shall be in writing signed by or on behalf of the shareholder or shareholders and delivered to the registered office of the Company or tendered at a meeting of the directors, or of the Company in general meeting, or sent by electronic means to an address specified by the Company for that purpose.

10. Alternate directors

10.1 Any director (other than an alternate director) (the "appointor") may appoint as an alternate any other director, or any other person approved by resolution of the directors, to exercise the appointor's powers and carry out his responsibilities in relation to the taking of decisions by the directors in the absence of the alternate's appointor. The appointor may remove from office an alternate director appointed by him. Any appointment or removal of an alternate must be effected by notice in writing to the Company signed by the appointor or in any other manner approved by the directors. The notice must:

- (A) identify the proposed alternate; and
- (B) in the case of a notice of appointment, contain a statement signed by the proposed alternate that he is willing to act as the alternate of his appointor.

10.2 Subject to Articles 10.4 and 10.5, an alternate director may act as alternate director to more than one director and has the same rights in relation to any directors' meeting or directors' written resolution, as the alternate's appointor.

10.3 Except as these Articles specify otherwise, alternate directors

- (A) are deemed for all purposes to be directors,
- (B) are liable for their own acts and omissions;
- (C) are subject to the same restrictions as their appointors, and
- (D) are not deemed to be agents of or for their appointors,

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

10.4 A person who is an alternate director but not a director

- (A) may be counted as participating for the purposes of determining whether a quorum is present (but only if that person's appointor is not participating),
- (B) may participate in a written resolution of the directors (but only if his appointor is an eligible director in relation to that decision, but does not participate), and
- (C) shall not be counted as more than one director for the purposes of Article 10.4(A).

10.5 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 including in relation to any written resolution of the directors (provided that both he and 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.

10 6 An alternate director may be paid expenses as if he were a director but shall not be entitled to receive from the Company any fee in his capacity as an alternate director except only such part (if any) of the remuneration otherwise payable to the director appointing him as such director may by notice in writing to the Company from time to time direct

10 7 An alternate director's appointment as an alternate terminates

- (A) when the alternate's appointor terminates the appointment by notice in writing to the Company,
- (B) on the occurrence in relation to the alternate of any event which, if it occurred in relation to the alternate's appointor, would result in the termination of the appointor's appointment as a director;
- (C) on the death of the alternate's appointor,
- (D) when the alternate's appointor's appointment as director terminates

11 **Directors' gratuities and pensions**

11 1 In addition to Article 19 of the Model Articles, the directors may exercise all the powers of the Company to grant pensions, annuities, gratuities and superannuation or other allowances and benefits in favour of any person including any director (including alternates) or former director or the relations, connections or dependants of any director or former director and the secretary, if any. A director or former director shall not be accountable to the Company or the shareholders for any benefit of any kind conferred under or pursuant to this Article and the receipt of any such benefit shall not disqualify any person from being or becoming a director of the Company.

12 **Issue of shares**

12 1 Shares may be issued as nil or partly paid.

12 2 Articles 52 to 62 inclusive of the model articles for public companies contained in Schedule 3 of the Companies (Model Articles) Regulations 2008 shall apply to the Company and form part of these Articles.

13 **Pre-emption procedure**

13 1 In accordance with section 567(1) of the 2006 Act, sections 561 and 562 of the 2006 Act shall not apply to any allotment of equity securities (as defined in section 560 of the 2006 Act) made by the Company

14 **Share certificates**

14.1 Every certificate must specify

- (A) in respect of how many shares, of what class, it is issued;
- (B) the nominal value of those shares,
- (C) the amount paid up on those shares, and
- (D) any distinguishing numbers assigned to them

15 **Transfer and transmission of shares**

- 15 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, unless the share is fully paid, by or on behalf of the transferee
- 15 2 The directors may refuse to register the transfer of a share for any reason (including to a person they do not approve), and if they do so, unless they suspect that the proposed transfer may be fraudulent, the instrument of transfer must be returned to the transferee together with a notice of refusal giving reasons for the refusal as soon as practicable and in any event within two months after the date on which the instrument of transfer was lodged for registration
- 15 3 Article 27(3) of the Model Articles shall be amended by the insertion of the words "subject to Article 8 2" after the word "But"
- 15 4 Article 29 of the Model Articles shall be amended by the insertion of the words ", or the name of any person nominated under Article 27(2)" after the words "the transmittee's name."
- 15 5 Notwithstanding anything contained in these Articles, the directors shall not decline to register any transfer of shares where such transfer is executed by or in favour of any bank or institution to whom such shares have been charged or mortgaged (or by or in favour of any nominee of such bank or institution) nor may the directors suspend registration of any member which is a bank or institution (or nominee thereof) to whom such shares have been charged or mortgaged. A certificate by any official of such bank or institution that the relevant shares are charged or mortgaged shall be conclusive evidence of that fact

16 **Consolidation of shares**

- 16.1 This Article applies in circumstances where there has been a consolidation of shares and, as a result, shareholders are entitled to fractions of shares
- 16.2 In the circumstances set out in Article 16 1, the directors may
- (A) on behalf of those shareholders, sell the shares representing the fractions to any person including the Company for the best price reasonably obtainable; and
 - (B) authorise any person to execute an instrument of transfer of the shares to the purchaser or a person nominated by the purchaser
- 16 3 Where any shareholder's entitlement to a portion of the proceeds of sale amounts to less than a minimum figure determined by the directors, that shareholder's portion may be distributed to an organisation which is a charity for the purposes of the law of England and Wales, Scotland or Northern Ireland
- 16 4 A person to whom shares are transferred pursuant to Article 16 2 is not obliged to ensure that any purchase money is received by the person entitled to the relevant fractions
- 16 5 The transferee's title to the shares is not affected by any irregularity in or invalidity of the process leading to their sale.

17. **Dividends**

- 17 1 Except as otherwise provided by the Articles or the rights attached to shares, all dividends must be

-
- (A) declared and paid according to the amounts paid up on the shares on which the dividend is paid, and
- (B) apportioned and paid proportionately to the amounts paid up on the shares during any part or parts of the period in respect of which the dividend is paid.
- 17.2 If any share is issued on terms providing that it ranks for dividend as from a particular date, that share ranks for dividends accordingly
- 17.3 For the purpose 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
- 17.4 Article 31 (I)(a) to (d) inclusive of the Model Articles are amended by the deletion, in each case, of the words "either" and "or as the directors may otherwise decide "
- 18 **Capitalisation of profits**
- 18.1 Article 36(4) of the Model Articles shall be amended by the addition of the words "or towards paying up any amounts unpaid on existing shares held by persons entitled or in" after the words "applied in "
- 19 **Quorum at general meetings**
- 19.1 If and for so long as the Company has one shareholder only, one qualifying person present at a meeting shall be a quorum
- 19.2 If and for so long as the Company has two or more shareholders, two qualifying persons present at a meeting shall be a quorum.
- 20 **Voting at general meetings**
- 20.1 On a vote on a resolution at a general meeting on a show of hands
- (A) each shareholder, who being an individual, is present in person has one vote;
- (B) if a shareholder (whether such shareholder is an individual or a corporation) appoints one or more proxies in respect of different shares to attend the meeting, each such proxy has one vote but, subject to Article 20.2, if a proxy has been duly appointed by one or more shareholders entitled to vote on the resolution, that proxy has only one vote, and
- (C) if a corporate shareholder appoints one or more persons in respect of different shares to represent it at the meeting, each person so appointed has one vote.
- 20.2 On a vote on a resolution on a show of hands at a meeting, a proxy has one vote for and one vote against the resolution if
- (A) the proxy has been duly appointed by more than one shareholder entitled to vote on the resolution, and
- (B) the proxy has been instructed by one or more of those shareholders to vote for the resolution and by one or more other of those shareholders to vote against it

For the purposes of this Article 20.2, if a duly appointed proxy has received instructions from a shareholder to vote either for or against a resolution, that proxy will not be restricted from

casting a second vote the other way under any discretionary voting authority he has been given by another shareholder

- 20 3 On a vote on a resolution on a poll taken at a meeting, every shareholder has one vote in respect of each share held by him (whether present in person, by proxy or by authorised representatives).
- 20 4 On a poll taken at a meeting, all or any of the voting rights of a shareholder may be exercised by one or more duly appointed proxies.
- 20 5 A proxy must vote in accordance with any instructions given by the shareholder by whom the proxy is appointed. The Company is under no obligation to check whether a proxy has voted in accordance with such instructions and the validity of any vote cast by a proxy will not be affected by the proxy failing to act in accordance with such instructions

21. **Demand for a poll**

- 21.1 A poll may be demanded at any general meeting by the chairman of the meeting or by any qualifying person who is present and entitled to vote at the meeting.
- 21 2 Article 44(3) of the Model Articles shall be amended by the insertion of the words "A demand so withdrawn shall not invalidate the result of a show of hands declared before the demand was made " as a new paragraph at the end of that article.

22. **Delivery of proxy notices**

- 22.1 Article 45(I)(d) of the Model Articles shall be deleted and replaced with the words "is delivered to the Company in accordance with the Articles not less than 24 hours before the time appointed for holding the meeting or adjourned meeting at which the right to vote is to be exercised and in accordance with any instructions contained in the notice of the general meeting (or adjourned meeting) to which they relate "
- 22 2 Article 45(I) of the Model Articles shall be amended by the insertion of the words "And a proxy notice which is not delivered in such manner shall be invalid unless the directors, in their discretion, accept the notice at any time before the meeting " as a new paragraph at the end of that article

23 **Means of communication**

- 23 1 Subject to the provisions of the 2006 Act, a document or information may be sent or supplied by the Company to a person by being made available on a website.
- 23 2 In the case of joint holders of a share, service or delivery of any notice or other document on or to one of the joint holders shall for all purposes be deemed a sufficient service on or delivery to all the joint holders
- 23 3 Any notice or other document served or delivered in accordance with the Articles shall be deemed duly served or delivered notwithstanding that the shareholder is then dead or bankrupt or otherwise under any legal disability or incapacity and whether or not the Company had notice thereof
- 23 4 Any notice, document or other information shall be deemed served on or delivered to the intended recipient

- (A) if properly addressed and sent by prepaid United Kingdom first class post to an address in the United Kingdom, 48 hours after it was posted (or five business days after posting either to an address outside the United Kingdom or from outside the United Kingdom to an address within the United Kingdom, if (in each case) sent by reputable international overnight courier addressed to the intended recipient, provided that delivery within at least five business days was guaranteed at the time of sending and the sending party receives a confirmation of delivery from the courier service provider),
- (B) if properly addressed and delivered by hand, when it was given or left at the appropriate address,
- (C) if properly addressed and sent or supplied by electronic means, one hour after the document or information was sent or supplied, and
- (D) if sent or supplied by means of a website, when the material is first made available on the website or (if later) when the recipient receives (or is deemed to have received) notice of the fact that the material is available on the website

For the purposes of this Article, no account shall be taken of any part of a day that is not a working day

- 23 5 In proving that any notice, document or other information was properly addressed, it shall be sufficient to show that the notice, document or other information was delivered to an address permitted for the purpose by the 2006 Act

24 Indemnity

- 24 1 Subject to Article 24 3, a relevant director, secretary (if any), or other officer (excluding any auditor) of the Company or of an associated company may be indemnified out of the Company's assets against
- (A) any liability incurred by such a person in connection with any negligence, default, breach of duty or breach of trust in relation to the Company or an associated company;
 - (B) any liability incurred by such a person in connection with the activities of the Company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the 2006 Act), and
 - (C) any other liability incurred by such a person as an officer of the Company or of an associated company
- 24.2 Subject to Article 24 3, the Company may provide any relevant director, secretary (if any) or other officer (excluding any auditor) of the Company or of an associated company with funds to meet expenditure incurred or to be incurred by him in connection with any proceedings or application relating to a liability referred to in Article 24.1 and otherwise may take any action to enable any such person to avoid incurring such expenditure
- 24.3 This Article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law
- 24 4 In this Article 24 and in Article 25

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

(B) a 'relevant director' means any director, alternate director or former director of the Company or an associated company

25 **Insurance**

25 1 The Directors may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any relevant director, secretary or other officer (excluding any auditor) of the Company or of an associated company in respect of any relevant loss

25 2 In this Article 25, 'relevant loss' means any loss or liability which has been or may be incurred by a relevant director, secretary or other officer (excluding any auditor) in connection with that person's duties, powers or office in relation to the Company, any associated company or any pension fund or employees' share scheme of the Company or any associated company

26 **Change of company name**

Subject to the provisions of the 2006 Act, the name of the Company may be changed by a decision of the directors taken in accordance with the provisions of these Articles