The Law Society Trustees Limited
(Company Registration No. 1191460) and
The Law Society Charity
(Registered Charity No. 268736)
Report and Financial Statements

5 April 2005





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# The Law Society Trustees Limited and The Law Society Charity

# Report and financial statements 2005

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## Directors' report

The directors of The Law Society Trustees Limited (the "company") present their report and audited financial statements for the year ended 5 April 2005.

#### Constitution

The company is a company limited by guarantee, not having a share capital. By its Articles, membership is limited to the Law Society of England and Wales and to such persons as shall be proposed for membership by the Board of Directors.

The registered address of the company is 113 Chancery Lane, London, WC2A 1PL.

#### Principal activities

The company is at present solely engaged in acting as Trustee of a Trust Fund known as The Law Society Charity, created by a Trust Deed of 11 December 1974 made between the Law Society and the company. The Law Society Charity is a registered charity (no. 268736). The present income of The Law Society Charity is derived mainly from donations made by the Law Society and The Law Society Services Limited under deed of covenant and the Gift Aid legislation.

This income is disbursed in furtherance of the charitable objects expressed in clauses 4 and 5 of the said Trust Deed of 11 December 1974 and in the Memorandum of Association of the company. In doing so, the company acts independently of the Law Society. By its Memorandum of Association, any profit or gain the company makes of any kind is to be applied to The Law Society Charity.

#### Financial statements of the Law Society Charity

In addition, there are attached to this report the audited financial statements of The Law Society Charity for the year ended 5 April 2005 (pages 8 to 17).

#### The future

The company intends to continue to act as Trustee of The Law Society Charity for the foreseeable future.

#### Directors

The directors who served throughout the year, except as noted, were:

Nigel W Dodds

Chairman

Michael S Howells

Retired 28 April 2004

Deepak Malhotra

Fiona A Smith

Resigned 24 June 2004

Sara Chandler

Deborah Annetts

Appointed 30 June 2004

Cyril Glasser

Robert M C Venables

Michael Mathews

Andrew Caplen

Helen Davies

David Merkel

Geoffrey Sandercock

Georgey Sandercoc

**Edward Solomons** 

Appointed 6 October 2004

Ben Rigby

Appointed 8 December 2004

Clive Grenyer

Appointed 8 December 2004

## Directors' report (continued)

The Articles of Association provide that one-third of the directors or, if the relevant number is not three or a multiple of three, then the number nearest one third, who have served for the longest periods since their election, shall retire at the Annual General Meeting ('AGM') in each year. If the number of qualifying directors exceeds this, the Chairman draws lots at the AGM to decide who is to retire out of the directors who have served for the longest time. Messrs Dodds, Merkel and Sandercock retire and being eligible offer themselves for re-election. Messrs Glasser, Venables and Malhotra were most recently re-elected and the Chairman will draw lots at the next AGM to decide which two of them will retire.

By order of the Board

Bill Bilimoria

Secretary

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## Statement of directors' responsibilities

United Kingdom company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company as at the end of the financial year and of the profit and loss of the company for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for the system of internal control, for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# Independent auditors' report to the members of The Law Society Trustees Limited

We have audited the financial statements of The Law Society Trustees Limited for the year ended 5 April 2005 which comprise the profit and loss account, the balance sheet and the related notes 1 to 4. These financial statements have been prepared under accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### Respective responsibilities of directors and auditors

As described in the statement of directors' responsibilities, the company's directors are responsible for the preparation of the financial statements in accordance with applicable United Kingdom law and accounting standards. Our responsibility is to audit the financial statements in accordance with relevant United Kingdom legal and regulatory requirements and auditing standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report if, in our opinion, the directors' report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the directors' report for the above year and consider the implications for our report if we become aware of any apparent misstatements.

#### Basis of audit opinion

We conducted our audit in accordance with United Kingdom auditing standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

#### Opinion

In our opinion the financial statements give a true and fair view of the state of the company's affairs at 5 April 2005 and of its loss for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Deloitte & Touche LLP

Chartered Accountants and Registered Auditors London

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# Profit and loss account For year ended 5 April 2005

	Notes	2005 £	2004 £
Turnover Administrative expenses	1	18,200 (14,724)	4,500 (5,426)
Operating loss and loss on ordinary activities before and after taxation	2	3,476	(926)
Profit and loss account brought forward		143	1,069
Profit and loss account carried forward		3,619	143

The above results relate to continuing operations.

There are no recognised gains or losses other than as stated above. Accordingly, no statement of total recognised gains and losses is given.

# Balance sheet At 5 April 2005

	2005 £	2004 £
Current assets		
Cash at bank	1,161	143
Debtor - The Law Society	2,458	
Total current assets	3,619	143
Net assets	3,619	143
Represented by:		
Profit and loss account	3,619	143

These financial statements were approved by the Board of The Law Society Trustees Limited on 27 April 2005 and signed on behalf of the Board

Nigel W Dodds

Director

27 MAY 2005

# Notes to the accounts For year ended 5 April 2005

#### 1. Accounting policies

The financial statements have been prepared in accordance with applicable United Kingdom accounting standards consistently applied in both years. The particular accounting policies adopted are described below.

#### (a) Accounting convention

The financial statements are prepared under the historical cost convention.

#### (b) Turnover

Turnover relates to a donation from the Law Society for administrative expenses. Turnover is wholly derived within the United Kingdom.

#### 2. Loss on ordinary activities before and after taxation

Auditors' remuneration for audit services for the current and preceding financial year has been borne by the Law Society Charity.

#### 3. Directors and employees

None of the directors received any remuneration for services as director during either the current year or the preceding financial year. There were no employees in either financial years.

#### 4. Controlling party

The Law Society Trustees Limited's immediate controlling party is The Law Society, and the ultimate controlling party is the Council of The Law Society, which is elected by members of the legal profession.

## Annual report of the Board of the Trustee of The Law Society Charity

#### Name and registered office of the charity

The full name of the charity is The Law Society Charity (the "Charity") and its registered office and principal operating address is 113 Chancery Lane, London, WC2A 1PL.

#### Trustee

The Trustee of The Law Society Charity is The Law Society Trustees Limited, 113 Chancery Lane, London, WC2A 1PL.

The directors of The Law Society Trustees Limited who served throughout the year, except as noted, were:

Nigel W Dodds

Chairman

Michael S Howells

Retired 28 April 2004

Deepak Malhotra

Fiona A Smith

Resigned 24 June 2004

Sara Chandler

Deborah Annetts

Appointed 30 June 2004

Cyril Glasser

Robert M C Venables

Michael Mathews

Andrew Caplen

Helen Davies

David Merkel

Geoffrey Sandercock

**Edward Solomons** 

Ben Rigby

Appointed 6 October 2004

Appointed 8 December 2004

Clive Grenyer

Appointed 8 December 2004

Under the Articles of Association, directors are appointed by the Board. One-third of the directors or, if the relevant number is not three or a multiple of three, then the number nearest one third, who have served for the longest periods since their election, or most recent-election, retire at the Annual General Meeting in each year. Retiring directors are eligible for reelection.

Neither the Trustee company, nor any of its directors had any interests in The Law Society Charity, or received any direct benefits from the grants and donations made by it.

#### **Bankers**

Barclays Bank PLC, 54 Lombard Street, London, EC3V 9EX.

#### **Solicitors**

Bates Wells & Braithwaite, Cheapside House, 138 Cheapside, London EC2V 6BB.

# Annual report of the Board of the Trustee of The Law Society Charity (continued)

#### Constitution

The Charity was created by a Trust Deed dated 11 December 1974 made between the Law Society of England and Wales (the "Law Society") and The Law Society Trustees Limited, the Charity's Trustee. It is a registered charity identified by the number 268736.

Under the Trust Deed, the Trustee stands possessed of the trust fund of the Charity absolutely upon trust for the Charity within its absolute discretion but in particular for:

- 1. the continuation and furtherance of legal education and the acquisition of legal knowledge by any charitable means;
- 2. the College of Law incorporated under the Companies Act 1948 and any other similar institution or body being itself a registered charity;
- scholarships, exhibitions, bursaries, prizes or grants to be awarded, given or made for the furtherance of legal education or for research into the laws of England and other jurisdictions; and
- 4. the discharge from time to time of such of the charitable obligations (if any) imposed upon the Law Society by Statute or otherwise as may be within the scope of the Trusts.

#### Objects and policies

The Charity is essentially a grant making charity. The Board of the Trustee has decided on 20 March 2002 that the outline aims and objectives of the Charity should be:

- 1. supporting the education of the public in legal matters and members of the profession in the interests of the public, in particular by assisting in the maintenance of high standards of general legal education in the profession;
- 2. supporting charities whose principal aims are to support of members of the profession in need;
- 3. seeking out and supporting, whether in partnership with others or alone:
  - (i) Major charitable projects which will be supported by local Law Societies and groups (and other means of outreach);
  - (ii) Exploring joint ventures with other charities, particularly with the charitable arms of firms of solicitors;
- 4. supporting charitable work done internationally to promote human rights, such as assistance in the development of law, general promotion of legal education and Pro Bono assistance for people facing capital punishment; and
- in exceptional cases, responding to ad hoc applications for support from other charitable organisations whose work redounds to the credit of the profession, but generally not those with narrow geographical limits.

# Annual report of the Board of the Trustee of The Law Society Charity (continued)

#### Risk assessment

The Trustee regularly assesses the risks to which the Charity is exposed. Members of its Board are satisfied that the systems in place mitigate the exposure to major risk.

#### **Investment powers**

The Trust Deed of the Charity permits wide powers of investment of monies of the Charity not immediately required for its purposes. However, there is no power in the Deed for the Charity to undertake any permanent trading activities to raise funds to meet the objects of the Charity.

#### Review of financial transactions

During the year, the Charity received donations under a deed of covenant and gift aid from the Law Society and donors to the Diversity Access Scheme (Designated Fund). The Charity also received interest from bank deposits.

The Charity was able to make a number of grants and donations during the year. The largest was a grant of £1,143,000 to the Law Society for educational purposes. Awards were also made of £80,000 to the Solicitors' Benevolent Association, £75,000 to The Citizenship Foundation, £82,500 to LawCare Limited, £25,000 to the Rift Valley Justice Project, £15,000 to the University of Bristol, £15,000 to Solicitors Pro Bono Group, £12,620 to NSPCC, £10,000 to London Advice Services Alliance, £10,000 to Forest Peoples Project, £10,000 to the Howard League for Penal Reform, £10,000 to Stonewall, £9,645 to Justice, £7,500 to the Legal Action Group and £6,400 to Book Aid International. Several other smaller awards were made of £5,000 or less.

#### Reserves, grant making policy and the future

It is not the aim of the Charity to accumulate large cash balances; however, it has sufficient funds to meet its commitments to further funding. It is the aim of the Charity to continue to make grants and donations within the above objects and policies according to the income it receives.

By order of the Board of the Trustee

Nigel W Dodds

Director

27 MAY 2005

## Statement of Trustee's responsibilities

Law applicable to charities in England and Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the incoming resources and application of the resources of the Charity for that period and of its state of affairs at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- · make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and which enable it to ascertain its financial position and to ensure that the financial statements comply with the Charities Act 1993, the Charities (Accounts and Reports) Regulations 2000 and the Trust Deed. It is also responsible for the system of internal control, for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# Independent auditors' report to the members of The Law Society Trustees Limited as trustee of The Law Society Charity

We have audited the financial statements of the Charity for the year ended 5 April 2005 which comprise the statement of financial activities, the balance sheet and the related notes 1 to 7, which have been prepared under the accounting policies set out therein.

This report is made solely to the Law Society Trustees Limited (the "Trustee")'s members as a body. Our audit work has been undertaken so that we might state to the Trustee's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Trustee for our audit work, for this report, or for the opinions we have formed.

#### Respective responsibilities of Trustee and auditors

As described in the statement of Trustee's responsibilities, the Trustee is responsible for the preparation of the financial statements, which are required to be prepared in accordance with applicable United Kingdom law and accounting standards. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you. We have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Charities Act 1993, Regulation 3 of the Charities (Accounts and Reports) Regulations 2000 and the Trust Deed made between The Law Society Charity and The Law Society Trustees Limited on 11 December 1974.

We read the annual report for the above year and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements.

#### Basis of audit opinion

We conducted our audit in accordance with United Kingdom auditing standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

#### **Opinion**

In our opinion the financial statements give a true and fair view of the Charity's state of affairs as at 5 April 2005 and of its incoming resources and application of resources in the year then ended and have been properly prepared in accordance with the Charities Act 1993, Regulation 3 of the Charities (Accounts and Reports) Regulations 2000 and the Trust Deed made between The Law Society Charity and The Law Society Trustees Limited on 11 December 1974.

Deloitte & Touche LLP

Chartered Accountants and Registered Auditors

London

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# Statement of financial activities For year ended 5 April 2005

	General Fund 2005 £	Designated Fund 2005	Restricted Fund 2005	Total 2005 £	Total 2004
Incoming resources  Donation under deeds of covenant (gross) and Gift Aid:		_	_	_	
The Law Society	1,000,000	-	2,500	1,002,500	1,000,000
Law Society Services Ltd Other Donations	-	-	6,600	6,600	1,520,000
	1,000,000	-	9,100	1,009,100	2,520,000
Bank deposit interest receivable	140,987	_	-	140,987	84,641
Total incoming resources	1,140,987		9,100	1,150,087	2,604,641
Resources expended	<del></del>				<del></del>
Charitable expenditure Grants payable:					
The Law Society for Educational Purposes	1,143,000	_	_	1,143,000	1,048,000
Solicitors' Benevolent Association	80,000	-	-	80,000	80,000
The Citizenship Foundation	75,000	_	-	75,000	71,250
LawCare Limited	82,500	-	_	82,500	77,500
University of Bristol	15,000	_	-	15,000	30,000
Disability Law Service	2,500	-	-	2,500	2,500
BAILII	-	-	-	, <u>.</u>	15,000
Fair Trials Abroad	-	_	_	-	10,000
Book Aid International	6,400	-	-	6,400	6,400
The Howard League	-	-	_	, <u>-</u>	3,000
Terrence Higgins Trust	4,871		_	4,871	2,500
Action on Elder Abuse	_	-	_	-	2,000
National Family & Parenting Institute	_	-	_	_	5,000
Homestart	-	_	-		5,000
Inquest	-	_	-	_	15,500
Interights	_	_	-	-	10,000
Public Law Project	_	-	_	-	5,000
Trainee Solicitors Group	_	-	-	-	4,200
VSO	_	-	-	-	500
Royal Courts of Justice Advice Bureau	-	-	_	_	10,000
Forest Peoples Project	10,000	_	_	10,000	-
Values in Action	2,500	-	_	2,500	_
Kurdish Human Rights	3,000	-	_	3,000	-
The Aire Centre	5,000	_	-	5,000	-
Sri Jyothirmai Seva Sangam	1,085	, <b>-</b>	_	1,085	_
Incorporated Council of Law Reporting	2,000	· _	-	2,000	-
University of Cape Town Trust	5,000	-	-	5,000	-
Sign	5,000	-	-	5,000	_
Youthnet UK	5,000	-	-	5,000	-

# Statement of financial activities (continued) For year ended 5 April 2005

	General Fund 2005 £	Designated Fund 2005 £	Restricted Fund 2005	Total 2005 £	Total 2004 £
Charitable expenditure (continued)					
Howard League for Penal Reform	10,000	-	, •	10,000	-
Stonewall	10,000	-	-	10,000	<del>-</del>
Legal Action Group	7,500	-	-	7,500	•
Rift Valley Justice Project	25,000	-	•	25,000	-
Diversity Access Scheme scholarships	-	18,775	9,100	27,875	-
NSPCC	12,620	-	-	12,620	
Justice	9,645	-	-	9,645	
Legal Charities Garden Party	300	-	-	300	-
Solicitors Pro Bono Group	15,000	-	-	15,000	-
Reprieve	5,000	-	-	5,000	-
London Advice Services Alliance	10,000	<del></del>	<u> </u>	10,000	
Sub-total carried forward	1,552,921	18,775	9,100	1,580,796	1,403,350
Other expenditure					
Audit fee	1,400	-	-	1,400	1,000
Sundries	158	-	-	158	-
VAT irrecoverable	245	-	-	245	175
Total resources expended	1,554,724	18,775	9,100	1,582,599	1,404,525
Net (outgoing)/incoming resources for the year	(413,737)	(18,775)	-	(432,512)	1,200,116
Total funds brought forward	2,981,567	70,000		3,051,567	1,851,451
Total funds carried forward	2,567,830	51,225	<u>.</u>	2,619,055	3,051,567

All activities derive from continuing operations.

The Charity has no recognised gains or losses for the current financial year or the preceding financial year other than those shown in the statement of financial activities and, accordingly, no statement of total recognised gains and losses has been prepared. There were no other movements in funds.

# Balance sheet At 5 April 2005

	Notes	2005 £	2004 £
Current assets			
Other debtors – income tax		26,171	16,928
Cash at bank and in hand		2,658,380	3,048,179
		2,684,550	3,065,107
Creditors: amounts falling due within one year	5	(65,496)	(13,540)
Net current assets		2,619,055	3,051,567
Funds			
General Fund		2,567,830	2,981,567
Designated Fund	2	51,225	70,000
	•	2,619,055	3,051,567

These financial statements were approved by The Law Society Trustees Limited on 27 April 2005 and signed for and on behalf of The Law Society Trustees Limited – the Trustee:

Nigel W Dodds

Director of The Law Society Trustees Limited

27 MAY

2005

## Notes to the accounts For year ended 5 April 2005

#### 1. Accounting policies

The financial statements are prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" and applicable United Kingdom accounting standards under the historic cost basis. The particular accounting policies adopted are described below.

#### Income

The donations under Gift Aid and deed of covenant by the Law Society of England and Wales and its subsidiaries represent the amounts receivable in respect of the year, together with the related income tax recoverable.

Bank interest is accounted for on a receivable basis.

#### Direct charitable expenditure

Direct charitable expenditure includes all expenditure directly related to the objects of the charity and comprises grants payable.

#### Grants payable

Grants represent the amounts authorised by the Trustee in respect of the year, irrespective of whether those amounts have been paid to the recipients by the balance sheet date.

#### 2. Designated fund and restricted fund

The Charity had earmarked £70,000 for The Law Society Diversity Access Scheme ("DAS"). This is shown as the Designated Fund in the financial statements. In addition, donations received totalling £9,100 during this financial year shown as the Restricted Fund was also used towards the DAS. The DAS aims to provide financial support for talented but disadvantaged people who would not otherwise be able to study towards becoming a lawyer. Payments are first sourced from the Restricted Fund. Once this fund has been depleted, payments are made out of the Designated Fund. To date the scheme has funded tuition fees for 5 individuals. At year end, the balance of the Restricted Fund is nil and the balance of the Designated Fund is £51,225.

#### 3. Information regarding employees and trustees

There were no employees during the year (2004 - nil).

Neither the Trustee, nor any person related or connected by business to the Trustee has received any remuneration from the Charity during the year (2004 - £nil).

During the year there were no expenses reimbursed to the Trustee (2004 - £nil).

#### 4. Taxation

The Charity is a registered charity and is not taxable on its gift or investment income. It does not trade. It is not liable to corporation tax on its surplus.

# Notes to the accounts (continued) For year ended 5 April 2005

#### 5. Creditors

	2005 £	2004 £
Amounts owed to the Law Society Other creditors	65,496	3,555 9,985
	65,496	13,540

#### 6. Charitable commitments

In addition to the grants authorised by the Trustee in respect of the year, the following grants have been authorised by the Trustee in respect of the year ending 5 April 2005 and future years. These amounts are not included as creditors in the balance sheet.

LawCare 82,500 8	£ 0,000 2,500
LawCare 82,500 8	-
	2.500
	-,
The Citizenship Foundation 75,000 7	5,000
Bristol University 15,000 I	5,000
Forest Peoples Project 10,000	-
Disability Law Service -	2,500
University of Cape Town Trust 5,000	<b>-</b> ,
The Law Society Pakistan Project 12,000	-
Solicitors Pro Bono Group 15,000	-
Reprieve 5,000	-
299,500 25	5,000
Payable after more than one year:	
Solicitors' Benevolent Association - 16	0,000
LawCare 165,000 16	5,000
Bristol University - 1	5,000
The Citizenship Foundation 18,750 9	3,750
Forest Peoples Project 10,000	_
University of Cape Town Trust 5,000	_
Solicitors Pro Bono Group 15,000	
213,750 43	3,750
513,250 68	8,750

#### 7. Controlling party

The Law Society Charity's immediate controlling party and ultimate controlling party is its Trustee, The Law Society Trustees Limited.