FILE COPY



CERTIFICATE OF INCORPORATION OF A PRIVATE LIMITED COMPANY

Company No. 2974600

The Registrar of Companies for England and Wales hereby certifies that APPLYHOLD LIMITED

is this day incorporated under the Companies Act 1985 as a private company and that the company is limited.

Given at Companies House, Cardiff, the 6th October 1994

()

N02974600F

MRS. L. PARRY

For the Registrar of Companies



COMPANIES HOUSE

HC0975



COMPANIES FORM No. 12

Statutory Declaration of compliance with requirements on application for registration of a company



Please do not write in this marain Pursuant to section 12(3) of the Companies Act 1985

thic margin		;			
BREGON,	·		F-T-T-7		
	Name of company			2974600	
	ofSWIFT INCORPORATE		ng on behalf		
12			, , ,	* *	
	the registrar under section 10(2) registration of the above compactomplied with, And I make this solemn declarate the provisions of the Statutory Declared at 11, SHIP STREET BRECON, POWYS	director or secretary on the control of the control of matters presentions to conscientions by the conscient of the conscient to the conscient	f the company in uirements of the a ecedent and incid elieving the same Declaran	the statement delivered to above Act in respect of the ental to it have been	
	A Commissioner for Oaths or Notar the Peace or Solicitor having the po Commissioner for Oaths. Presentor's name, address and reference (if any):	y Public or Justice of wers conferred on a For official use New Companies Section		room	

CFPU/98

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Printed and supplied by

Jordan & Sons Limited

21 St. Thornas Street, Bristol BS1 GJS Tel: 0272 230600 Telox 449119

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This form should be completed in black.

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Statement of first directors and secretary and intended situation of registered office

	CH		For official use
Company name (i.i fell)	APPLYHOLD I	LIMITED	<i>C.</i>
Registered office of the company on incorporation.	RO	1 MITCHELL LANE	
	Post town	BRISTOL	
If the morney and we to delive a distance distance distance distance di delivere di delive	County/Region Postcode	BS1 6BU	
If the memorandum is delivered by an agent for the subscribers of the memorandum mark 'X' in the box opposite and give the agent's name and address.	X	·	
	Name _	JORDAN & SONS LIMITED	
	RA	21 ST. THOMAS STREET	
	Post town	BRISTOL	
*	Postcode	9 S1 6JS	
Number of continuation sheets attached			3
To whom should Companies House direct any enquiries about the information shown in this form?	C.F.P.U. JOR	DAN & SONS LIMITED	
SPRM10/94	BULLET		code BS16JS
Page 1 398695	The second secon	230600 Exte	949

Company Secretary (See notes 1 - 5),	
Name *Style/Title	CS
Forenames	SWIFT INCORPORATIONS LIMITED
Surname	procuration and place and the second
*Honours etc	N/A
Previous forenames	N/A
Previous surname	N/A
Address	AD 1 MITCHELL LANE
Usual residential address must be given. In the case of a corporation, give the registered or principal office address.	Post town BRISTOL
5	County/Region
,	Postcode BS1 6BU Country ENGLAND
Consent signature	Signed 'Micous (Authorised Signatory) Date 23 SEP 1994
Plus aliana is	
Directors (See notes 1 - 5) Please list directors in alphabetical order.	
Name *Style/Title	CD 3 2
Forenames -	
Surname	INSTANT COMPANIES LIMITED
*Honours etc	N/A
Previous forenames	N/A
	N/A
Previous surname	4 ANTOLIEL LANE
Address	AD I WITCHELL LANE
Usua residential address must be given. In the case of a corporation, give the registered or principal office address.	Post town BRISTOL
	County/Region [
	Postcode BS1 6BU Country ENGLAND
Date of birth	00 1 8 0 2 8 1 Nationality NA UK REGISTERED
Business occupation	oc COMPANY REGISTRATION AGENT
Other directorships	CD NONE
* Voluntary details	I consent to act as director of the company named on page 1
Page 2 Consent signature	Signed Stadlar (Authorised Signatory) Dato 2.3 SEP 1994

Forenames	N/A
₹°	
Surname	SWIFT INCORPORATIONS LIMITED
*Honours etc	N/A
Previous forenames	N/A
	N/A
```	AD 1 MITCHELL LANE
eddress must be given, corporation, give the ncipal office address.	Post town BRISTOL  County/Region  Postcode BS1 6BU Country ENGLAND
Date of birth	Do 1 0 0 9 8 5 Nationality NA UK REGISTERE
Business occupation	OC COMPANY REGISTRATION AGENT
Other directorships	©D .
ils	I consent to act as director of the company named on page 1
pnsent signature	Signed Micournel (Authorised Signalory) Date
	Previous forenames Previous surname  address must be given, corporation, give the ncipal office address.  Date of birth Business occupation Other directorships

Delete if the form is signed by the subscribers.

Signature of agent on behalf of all subscribers

23 SEP 1994



## Memorandum of Association

1. The Company's name is

2974600

APPLYHOLD LIMITED

- The Company's registered office is to be situated in England and Wales.
- 3. The Company's objects are:-
- (a) (i) To promote commerce, art, science, education, religion, charity or any profession and to promote any social, political or sporting activity and anything incidental or conductive to any of the above objects.
- (ii) To carry on any other stade or business whatever which can in the opinion of the Board of Directors be advantageously carried on in connection with or ancillary to any of the businesses of the Company.
- (b) To purchase or by any other means acquire and take options over any property whatever, and any rights or privileges of any kind over or in respect of any property.
- (c) To apply for, register, purchase, or by other means acquire and protect, prolong and renew, whather in the United Kingdom or elsewhere any patents, patent rights, bravets d'invantion, licences, secret processes, trade marks, designs, protections and concessions and to discisim, alter, modify, use and turn to account and to manufacture under or grant licences or privileges in respect of the same, and to expend money in experimenting upon, testing and improving any patents, inventions or rights which the Company may acquire or propose to acquire.
- (d) To acquire or undertake the whole or any part of the Suciness, goodwill, and assets of any person, firm, or company carrying on or proposing to carry on any of the businesses which the Company is authorised to carry on and as part of the consideration for such acquisition to undertake all or any of the liabilities of such person, firm or company, or to acquire an interest in, amalgamete with, or enter into partnership or into any arrangement for sharing

profits, or for co-operation, or for mutual assistance with any such person, firm or company, or for subsidising or otherwise assisting any such person, firm or company, and to give or accept, by way of consideration for any of the acts or things aforesaid or property acquired, any shares, debentures, debenture stock or securities that may be agreed upon, and to hold and ratain, or self, mortgage and deal with any chares, debentures, 'debentures tock or securities so received.

- (e) To Enprove, manage, construct, repair, develop, exchange, let on lease or otherwise, mortgage, charge, sell, dispose of, turn to account, grant licences, options, rights and privileges in respect of, or otherwise deal with all or any part of the property and rights of the Company
- (f) To invest and deal with the Company not immediately a such manner as may from time to time be and to hold or otherwise deal with any investments made.
- (g) To lend and advance money or give credit on any terms and with or without security to any porson, firm or company (including without prejudice to the generality of the foregoing any holding company, subsidiary or fellow subsidiary of, or any other company essociated in any way with, the Company), to enter into guarantees, contracts of indemnity and suretyships of all kinds, to receive money on deposit or loan upon any terms, and to secure or guarantee in any manner and upon any terms the payment of any sum of money or the performance of any obligation by any person, firm or company (including without prejudice to the generality of the foregoing any such holding.) Company, subsidiary, fellow subsidiary or associated company as aforesald).
- (h) To borrow and raise money in any manner and to secure the repayment of any money borrowed, raised or owing by mortgage, charge, standard security, lien or other security upon the whole or any part of the Company's property or

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assets (whether present or future) and also by a similar mortgage, charge, standard security, lien or security to secure and guarantee the performance by the Company of any obligation or liability it may undertake or which may become binding on it.

- (i) To draw, make, accept, endorse, discount, negotiate, execute and issue cheques, bills of wxchange, promissory notes, bills of lading, warrants, debentures, and other negotiable or transferable instruments.
- (j) To apply for, premote, and obtain any Act of Parliament, order, or licence of the Department of Trade or other authority for enabling the Company to carry any of its objects into effect, or for effecting any modification of the Company's constitution, or for any other pressure as which may seem calculated directly or indirectly promote the Company's interests, and to oppose any proceedings or applications which may seem calculated directly or indirectly to prajudice the Company's interests.
- (k) To enter into any arrangements with any government or authority (suprema, municipal, local, or otherwise) that may seem conducive to the attainment of the Company's objects or any of them, and to obtain from any such government or authority any charters, decrees, rights, privileges or concessions which the Company may think desirable and to carry out, exercise, and comply with any such charters, decrees, rights, privileges, and concessions.
- (I) To subscribe for, take, purchase, or otherwise acquire, hold, sell, deal with and dispose of, place and underwrite shares, stocks, debentures, debenture stocks, bends, obligations or secrifices issued or guaranteed by any other company constituted or carrying on business in any part of the world, and debentures, debenture stocks, bonds, obligations or securities issued or guaranteed by any government or authority, municipal, local or otherwise, in any part of the world.
- (m) To control, manage, finance, subsidise, co-onlinate or otherwise assist any company or companies in which the Company has a direct or indirect financial interest, to provide secretarial, attninistrative, technical, commercial and other terrices and facilities of all kinds for any such company or companies and to make payments by very of subvention or otherwise and any other arrangements which may seem desirable with respect to any business or oportaions of or generally with respect to any such company or companies.
- (n) To promote any other company for the purpose of acquiring the whole or any part of the business or property or undertaking or any of the liabilities of the Company, or of undertaking any business or operations which may appear likely to assist or benefit the Company or to enhance the value of any property or business of the Company, and to place or guarantee the placing of, underwrite, subscribe for, or otherwise acquire all or any part of the shares or securities of any such company as aforesaid.
- (b) To sell or otherwise dispose of the whole or any part of the business or property of the Company, either together or in portions, for such consideration as the Company may think fit, and in particular for shares, debentures, or securities of any company purchasing the same.
- (p) To act as agents or brokers and as trustees for any person, film or company, and to undertake and perform sub-contracts.

- (q) To remunerate any person, firm or company rendering services to the Company either by cash payment or otherwise as may be thought expedient.
- (r) To distribute among the Members of the Company in kind any property of the Company of whatever nature.
- (s) To pay all or any expenses incurred in connection with the promotion, formation and incorporation of the Company, or to contract with any person, firm or company to pay the same.
- charitable or public object and to support and subscribe to any institution, society, or club which may be for the benefit of the Company or its Directors or employees, or may be connected with any town or place where the Company carries on business; to give or award pensions, annuities, gratuities, and superannuation or other allowances or benefits or charitable aid and generally to provide advantages, facilities and services for any persons who are or have been Directors of, or who are or have been employed by, or who are sarving or have served the Company, or any company which is a subsidiary of the Company or the holding company of the Company or a fellow subsidiary of the Company or of any such subsidiary wholding or fellow subsidiary company and the dispendents of such persons; to make parametris towards insurance including insurance insurance including insurance insurance including insurance in surance in
- (u) To procure the Company to be registered or recognised in any part of the world.
- (v) To do all or any of the things or matters aforesaid in any part of the world and either as principals, agents, contractors or otherwise, and by or through agents, brokers, sub-contractors or otherwise and either alone or in conjunction with others.
- (w) To do all such other things as may be deemed incidental or conducive to the attainment of the Company's objects or any of them.

#### AND so that:-

- (1) None of the objects set forth in any sub-clause of this Clause shall be restrictively construed but the widest interpretation shall be given to each such object, and none of such objects shall, except where the context oxpressly so requires, be in any way limited or restricted by reference to or inference from any other object or objects set forth in such sub-clause, or by reference to or inference from the terms of any other sub-clause of this Clause, or by reference from the name of the Company.
- (2) None of the sub-clauses of this Clause and none of the objects thorain specified shall be deemed subsidiary or ancillary to any of the objects specified in any other such sub-clau's, and the Company shall have us full a power to exercise each and every one of the objects specified in each

sub-clause of this Clause as though each such subclause contained the objects of a separate Company.

- (3) The word "Company" in this Clause, except where used in reference to the Company, shall be deemed to include any partnership or other body of persons, whether incorporated or unincorporated and whether domiciled in the United Kingdom or elsewhere.
- (4) In this Clause the expression "the Act" means the Companies Act 1985, but so that any reference in this Clause to any provision of the Act shall be deemed to include a reference to any statutory modification or re-enactment of that provision for the time being in force.
- 4. The liability of the Members is limited.
- 5. Every Member of the Company undertakes to contribute such amount as may be required (not exceeding £1) to the Company's assets if it should be wound up while he is a Member or within one year after he ceases to be a Member, for payment of the Company's debts and liabilities contracted before he ceases to be a Member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

WE, the subscribers to this Memorandum of Association, wish to be formed into a Company pursuant to this Memorandum.

Names and addresses of Subscribers

 For and on behalf of instant Companies Limited
 Mitchell Lane
 Bristol BS1 6BU

Stadler

2. For and on behalf of Swift Incorporations Limited 1 Mitchell Lane Bristol BS1 6BU

Dated

23 SEP 1994

Millound

Witness to the above Signatures:

Mark Anderson 1 Mitchell Lane Bristol RS1 6BU

M Ander

THE COMPANIES ACTS 1985 to 1989

COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

#### ARTICLES OF ASSOCIATION

#### PRELIMINARY

- 1. (a) The Regulations contained in Table A in the Schedule to the Companies (Tables A to F) Regulations 1985 (SI 1985 No. 805) as amended by the Companies (Tables A to F) (Amendment) Regulations 1985 (SI 1985 No. 1052) (such Table being hereinafter called "Table A") shall apply to the Company save in so far as they are excluded or varied hereby and such Regulations (save as so excluded or varied) and the Articles hereinafter contained shall be the regulations of the Company.
- (b) Clauses 2 to 35 (inclusive), 57, 59, 102 to 108 (inclusive), 110, 114, 118 and 117 in Table A shall not apply to the Company.
- (c) In these Articles the expression "the Act" means the Companies Act 1985, but so that any reference in these Articles to any provision of the Act shall be deemed to include a reference to any statutory modification or re-enactment of that provision for the time being in force.

#### INTERPRETATION

2. Clause 1 in Table A shall be read and construed as if the definition of "the holder" were emitted therefrom.

#### **MEMBERS**

- 3. The subscribers to the Memorandum of Association of the Company and such other persons as are admitted to membership in accordance with these Articles shall be Members of the Company. No person shall be admitted as a Member of the Company unless he is approved by the Directors. Every person who wishes to become a Member shall deliver to the Company an application for membership, in such form as the Directors require, executed by him.
- 4. A Member may at any time withdraw from the Company by giving at least 48 hours notice to the Company. Membership shall not be transferable and shall cease on death.

#### **GENERAL MEETINGS AND RESOLUTIONS**

5. (a) An Annual General Meeting and an Extraordinary General Meeting called for the passing of a special resolution or a resolution appointing a person as a Director shall be called by at least twenty-one clear days' notice. All other Extraordinary General Meetings shall be called by at least fourteen clear days' notice but a General Meeting may be called by shorter notice if it is so agreed:-

- (i) in the case of an Annual General Meeting, by all the Members entitled to attend and vote thereat; and
- (ii) in the case of any other General Meeting by a majority in number of the Members having a right to attend and vote being a majority together holding (subject to the provisions of any elective resolution of the Company for the time being in force) not less than ninety-five per cent, of the total voting rights at the Meeting of all Members.
- (b) The notice shall specify the time and place of the k-eting and, in the case of an Annual General Meeting as such.
- (c) The notice shall be given to all the Members and to the Directors and Auditors.
- (d) Clause 38 in Table A shall not apply to the Company.
- (a) Any Member of the Company entitled to attend and vote at a General Meeting shall be entitled to appoint another person (whether a Member or not) as his proxy to attend and vote instead of him and any proxy so appointed shall have the same right as the Member to speak at the Meeting.
- 6. (a) No business shall be transacted at any General Meeting unless a quorum in present. Subject to paragraph (b) below two persons entitled to vote upon the business to be transacted, each being a Member or a proxy for a Member or a duly authorised representative of a corporation, shall be a quorum.
- (b) If and for so long as the Company has only one Member, that Member present in person or by proxy or if that Member is a corporation by a duly authorised representative shall be a quorum.
- (c) If a quorum is not present within half an hour from the time appointed for a General Meeting the General Meeting shall stand adjourned to the same day in the next week at the same time and place or to such other day and at such other time and place as the Directors may determine; and if at the adjourned General Meeting a quorum is not present within half an hour from the time appointed therefor such adjourned General Meeting shall be dissolved.
- (d) Clauses 40 and 41 in Table A shall not apply to the Company.
- 7. (a) If and for so long as the Company has only one Member and that Member takes any decision which is required to be taken in General Meeting or by means of a written resolution, that decision shall be as valid and effectual as if agreed by the Company in Goneral Meeting save that this paragraph shall not apply to resolutions passed pursuant to Sections 303 and 391 of the Act.
- (b) Any decision taken by a sole Member pursuant to paragraph (a) above shall be recorded in writing and delivered by that Member to the Company for entry in the Company's Minute Book.
- 8. (a) Clause 44 in Yable A shall be road and construed as if the words "and at any separate meeting of the holders of any class of shares in the Company" were omitted therefrom.
- (b) Clause 46 in Table A shall be read and construed as if paragraph (d) was omitted therefrom.

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#### **VOTES OF MEMBERS**

- 9. (a) On a show of honds, every Member present in person shall have one vote. On a poli every Member present in person or by proxy shall have one vote.
- (b) Clauses 54 and 55 in Table A shall not apply to the Company.

#### APPOINTMENT OF DIRECTORS

- 10. (a) Clause 64 in Table A shall not apply to the Company.
- (b) The maximum number and minimum number respectively of the Directors may be determined from time to time by Ordinary Resolution in General Meeting of the Company, Subject to and in default of any such determination there shall be no maximum number of Directors and the minimum number of Directors shall be one. Whensoever the minimum number of the Directors shall be one, a sole Director shall have authority to exercise all the powers and discretions by Table A and by those Articles expressed to be vested in the Directors generally, and Clause 89 in Table A shall be modified accordingly.
- (c) The Directors shall not be required to retire by rotation and Clauses 73 to 80 (inclusive) in Table A shall not apply to the Company.
- (d) Clause 83 in Table A shall be read and construed as if the words "of any class of shares or" were omitted therefrom.
- (e) No person shall be appointed a Director at any General Meeting unless either:-
- Directors; or he is recommended by the
- (ii) not loss than fourteen nor more than thirty-five clear days before the date appointed for the General Meeting, notice signed by a Member qualified 30 vote at the General Meeting has been given to the Company of the intention to propose that person for appointment, together with notice signed by that person of his willingness to be appointed.
- (f) Subject to paragraph (e) above, the Company may by Ordinary Resolution in General Meeting appoint any person who is willing to act to be a Director, either to fill a vacancy or as an additional Director.
- (g) The Directors may appoint a person who is willing to act to be a Director, either to fill a vacancy or as an additional Director, provided that the appointment does not cause the number of Directors to exceed any number determined in accordance with paragraph (b) above as the maximum number of Directors and for the time being in force.
- (h) In any case where as the result of the death of a sole Member of the Company the Company has no Members and no Directors the personal representatives of such decessed Member shall have the right by notice in writing to appoint a person to be a Director of the Company and such appointment shall be as effective as if made by the Company in General Meeting pursuant to paragraph (f) of this Article.

#### **BORROWING POWERS**

11. The Directors may exercise all the powers of the Company to borrow money without limit as to amount and upon such terms and in such manner as they think fit, and to grant any mortgage, charge or standard security over its undertaking and property, or any part thereof, and to issue debentures, whether outright or as security for any deht, liability or obligation of the Company or of any third party.

#### ALTERNATE DIRECTORS

- 12. (a) An alternate Director shall not be entitled as such to receive any remuneration from the Company, save that he may be paid by the Company such part (if any) of the remoneration otherwise payable to his appointor as such appointor may by notice in writing to the Company from time to time direct, and the first scattence of Clause 66 in Table A shall be modified accordingly.
- (b) A Director, or any such other person as is mentioned in Clause 65 in Table A, may act as an alternate Director to represent more than one Director, and an alternate Director shall be entitled at any meeting of the Directors or of any committee of the Directors to one vote for every Director whom he represents in addition to his own vote (if any) as a Director, but he shall count as only one for the purpose of determining whether a quorum is present.

#### **GRATUITIES AND PENSIONS**

- 13. (a) The Directors may exercise the powers of the Company conferred by Clause 3(t) of the Memorandum of Association of the Company and shall be entitled to retain any benefits received by them or any of them by reason of the exercise of any such powers.
- (b) Clause 87 in Table A shall not apply to the Company.

#### PROCEEDINGS OF DIRECTORS

- 14. (a) A Director may vote, at any mosting of the Directors or of any committee of the Directors, on any resolution, notwithstanding that it in any way concerns or rolates to a matter in which he has, directly or indirectly, any kind of interest whatsoever, and if he shall vote on any such resolution as aforesaid his vote shall be counted; and in religion to any such resolution as aforesaid he shall (wh. her or not he shall vote on the same) be taken into account in calculating the quorum present at the meeting.
- (b) Clauses 94 to 97 (inclusive) in Table A shall not apply to the Company.

#### **MINUTES**

15. Clause 100 in Table A shall be read and construed as if the words "of the holders of any class of shares in the Company" were emitted therefrom.

#### THE SEAL

16. (a) If the Company has a seel it shall only be used with the authority of the Directors or of a committee of Directors. The Directors may determine who shall sign any instrument to which the seel is affixed and unless otherwise so determined it shall be

signed by a Director and by the Secretary or second Director. Clause 101 in Table A shall not apply to the Company.

(b) The Company may exercise the powers conferred by Section 39 of the Act with regard to having an official seal for use abroad, and such powers shall be vested in the Directors.

#### **NOTICES**

- 17. Clause 112 in Table A shall be read and construed as if the second sentence was omitted therefrom.
- 18. Clause 113 in Table A shall be read and construed as if the words "or of the holders of any class of shares in the Company" were omitted therefrom.

#### INCLIMITY

- 19. (a) Every Director or other officer or Auditor of the Company shall be indemnified out of the assets of the Company against all losses or ilabilities which he may sustain or incur in or about the execution of the duties of his office or otherwise in relation thereto, including any liability incurred by him in defending any proceedings, whether civil or criminal, or in connection with any application under Section 727 of the Act in which relief is granted to him by the Court, and no Director or other officer shall be liable for any loss, damage or misfortune which may happen to or be incurred by the Company in the execution of the duties of his office or in relation thereto. But this Article shall only have effect in so far as its provisions are not avoided by Section 310 of the Act.
- (b) The Directors shall have power to purchase and maintain for any Director, officer or Auditor of the Company insurance against any such liability as is referred to in Section 310(1) of the Act.
- (c) Clause 118 in Table A shall not apply to the Company.

#### RULES OR BYE LAWS

- 29. The Directors may from time to time make such Ruler or Bye Laws as they may deem necessary or expedient or convenient for the proper or educt and management of the Company and for the purposes of prescribing the classes of and conditions of membership, and in particular but without prejudice to the generality of the foregoing, they shall by such Rules or Bye Laws regulate:
- (i) The admission and classification of Members of the Company, and the rights and privileges of such Members, and the conditions of membership and the terms on which Members may resign or have their membership terminated and the entrance fees, subscriptions and other fees or payments to be made by Members.
- (ii) The conduct of Members of the Company's relation to one another, and to the Company's servents.
- (iii) The setting aside of the whole or any part or parts of the Company's premines at any particular time or times or for any particular purpose or purposes.

- (iv) The procedure at General Meetings and meetings of the Directors and Committees of the Company in so far as such procedure is not regulated by these presents.
- (v) And, generally, all such matters as are commonly the subject matter of Company rules

The Company in General Meeting shall have power to alter or repeal the Rules or Bye Laws and to make additions thereto and the Directors shall adopt such means as they deem sufficient to bring to the notice of Members of the Company all such Rules or Bye Laws, which so long as they shall be in force, shall be binding on all Members of the Company. Provided, nevertheless, that no Rule or Bye Law shall be inconsistent with, or shall affect or repeal anything contained in, the Memorandum or Articles of Association of the Company.

#### Names and addresses of Subscribers

 For end on behalf of Instant Companies Limited
 Mitchell Lane Bristol BS1 6BU



2. For and on behalf of Swift Incorporations Limited 1 Mitchell Lane Bristol BS1 6BU

Milounselle

Dated

23 SEP 1994

Witness to the above Signatures:-

Mark Anderson 1 Mitchell Lane Bristol BS1 6BU

M Ander





## CERTIFICATE OF INCORPORATION ON CHANGE OF NAME

Company No. 2974600

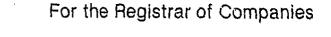
The Registrar of Companies for England and Wales hereby certifies that APPLYHOLD LIMITED

having by special resolution changed its name, is now incorporated under the name of SOUTH BANK EMPLOYERS GROUP

Given at Companies House, Cardiff, the 28th November 1994



*C029746004*





CON GERT/SAW

Company Number: 2974600

#### THE COMPANIES ACTS 1985 TO 1989

#### COMPANY LIMITED BY SHARES

SPECIAL RESOLUTIONS

<u>OF</u>

APPLYHOLD LIMITED

DATED: 15 November 1994





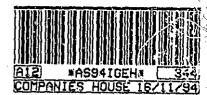
We, the under igned, being all the members of the above Company for the time being entitled to attend and wate at general meetings of the Company HEREBY RESOLVE that the following resolutions be adopted as Special Resolutions of the Company:

#### SPECIAL RESOLUTIONS

- 1. "That the name of the Company be changed to SOUTH BANK EMPLOYERS GROUP".
- 2. "That the Memorandum of Association of the Company be altered as to its objects by the substitution for the existing objects clause of the Company of the clause produced to the Meeting and initialled for the purposes of identification by the Chairman "
- 3. "That the regulations in the form produced to the Meeting and initialled by the Chairman for the purposes of identification be and they are here adopted in place of and in substitution for the existing Articles of Association."

For and on behalf of DH&B Nominees Limited

For and on behalf of Gray's Inn Nominees Limited





··· ЛИБЭТUТ :: No. 3U(5)(c)

### Declaration on change of name omitting "limited" or its Welsh equivalent



ot write in write in write in	Pursuant to section 30(5)(c) of the	e Companies Act 19	985	,
Please complete egibly, preferably n black type, or oold block		4	For official use	Company number
ettering	Name of company		r	2974600
insert full name of coinpany	APPLYHOLD LIMITED			
	of DH&B DIRECTORS LIMITED	ORISED SIGNATORY OF 5 CHANCERY I	Y LANE, CLIFFORD	'S INN, LONDON EC4A 1
Delete as appropriate &	[a director] the secretary of API	PLYHOLD LIMITED	3	(3)
	And I make this solemn Declaration Statutory Declarations Act 1835.  Declared at 8 Brean 1 Landar  the free to day  One thousand nine hundred and report to be a commissioner for Oaths or the Peace or Solicitor having	Buildugs  Etya ie  y of Noven be  ruety - for  The powers confe	Justice of	Declarant to sign below
:	Presentor's name, address and reference (if any):  MM/RAJ  DENTON HALL  FILE CHANCERY LANE  IFFERD S INN  ONDOW FC4A 1BU	Breans Briday  Landar Etha 164.  day of Naren bes  hundred and narety for M. M. M.  for Oaths or Notary Public or Justice of elicitor having the powers conferred on a paths. 147 M. (ORSETT)  didress and For official use  General Section  ANE		

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## * THE COMPANIES ACTS 1985 AND 1989 Company Limited by Guarantee and not having a Share Capital

#### MENDRANDUM OF ASSOCIATION

#### SOUTH BANK EMPLOYERS GROUP

- The Company's name is South Bank Employers Group (and in this document it is called "the Company").
- The Company's registered office is to be situated in England and Wales.
- 3. The Company's objects ("the Objects") are the following:-
  - To promote the general benefit of the inhabitants of cities (1) towns and villages (both existing and future) and their internal and surrounding neighbourhoods in the United Kingdom of Great Britain and Northern Ireland and more particularly in the environment of the South Bank of the River Thames within the boundaries set by the River Thames, Blackfriars Bridge Road, The Cut/Lower Marsh and Westminster Bridge Road ("the South Bank of the River Thames") by providing and maintaining and by promoting and developing the use for the benefit of such communities as aforeshid of open spaces parks woodlands lakes ponds gardens playerounds playing fields sports and recreational centres pavilions community centres village halls clubs women's institutes concert and lecture halls theatres art centres museums libraries citizens advice bureaux schools colleges and other educational institutions hospitals and nursing homes churches chapels and other places of worship and other premises, facilities or improvements for the benefit of the public PROVIDED THAT no payment or application of any part of parts of the property and funds of the Company shall be paid or made to any institution or body unless established for charitable purposes only



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- (2) To promote the study of and research into all aspects of the planning and development or re-development of such communities as aforesaid and of improving the social and environmental conditions of the inhabitants thereof and to disseminate to the public generally the results of such research
- (3) To preserve for the benefit of the nation at large whatever of the British historical architectural and constitutional heritage may exist in the form of buildings of particular importance, beauty or historical, architectural or constructional interest or ancient monuments
- (4) For the advancement of education and learning in the UK and for the promotion of useful research for charitable educational purposes in the UK into the urban and economic development of towns and cities in the UK and more particularly in the environment of the South Bank of the River Thames and of the techniques required to implement improvement in urban areas and their economies and the publication of the results of such study and for educational purposes incidental thereto
- (5) For the benefit of any one or more charitable purposes or charitable institutions at any time or times in any manner and in any proportions as the directors may from time to time in their discretion determine.

In furtherance of the Objects but not otherwise the Company may exercise the following powers:

to repair, renovate and maintain buildings, of particular importance, beauty or historical, architectural or constructional interest or ancient monuments and to repair, renovate and maintain (as appropriate) roads parks public spaces and any other area of amenity or public interest;

- to make such arrangements as are necessary to enable the public to view and enjoy (as appropriate) any such buildings and other facilities as are referred to in (1) above (whether free or at a charge);
- by publishing books or pamphlets or in other appropriate manner to make known to the public the existence of such buildings and other facilities as are referred to in (11) above;
- (iv) to undertake or support research into the means of preserving buildings of particular importance, beauty or historical, architectural or constructional interest and the maintenance of the other facilities referred to in (ii) above and the publication of the useful results of such research;
- (v) Go finance organise and promote recreational activities (including festivals) in furtherance of the Objects;
- (v1) to draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments, and to operate bank accounts in the name of the Company;
- (vii) to raise funds and to invite and receive contributions:

  provided that in raising funds the Company shall not

  undertake any substantial permanent trading activities
  and shall conform to any relevant statutory regulations:
- (viii) to award or finance any scholarship or other grant;
- to solicit applications for any such scholarship or grant to be awarded or financed under (vii) and to set rules and regulations as to the administration of and criteria for eligibility for any such scholarship or grant and to vary any such rules and regulations:

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- to finance and promote educational courses and programmes of research and learning and to publish the useful results thereof for the public benefit;
- (x1) to finance and promote the prolisions of books or other facilities and equipment for education and learning;
- (x1i) to establish and manage or contribute to the establishment or maintenance of any charitable projects educational departments or units or other similar institutions for educational research and learning for the public benefit;
- (xiii) to finance or contribute towards the costs of conference lectures courses seminars or other educational activities;
- (xiv) to establish and finance the establishment of and to maintain any library or archive reference library and to defray or contribute towards the costs of purchasing or acquiring any books journals, works of art photographs reproductions or other educational material for such library or libraries;
- (xv) to defray or contribute towards the costs of publishing any educational books papers journals or other works undertaken in furtherance of the Objects;
- (xvi) to defray or continue towards the costs of publicising the activities of the Company;
- (xvii) to establish and finance the establishment of and to maintain any centre and conference facilities;
- (xviii) to buy, take on lease or in exchange, hire or otherwise acquire any property necessary for the achievement of the Objects and to construct convert and maintain and equip it for use;

- in negotiating the purchase of any property or properties to enter into such contracts and covenants and to purchase subject to such conditions and stipulations as may be deemed reasonable or appropriate in the circumstances;
- (xx) (subject to any consent required by law) at any time or times to sell call in or convert into money the whole or any part or parts of the investments and property comprised in the funds of the Company and so that the net proceeds of sale shall be held in furtherance of the Objects and as part of the funds of the Company and the income thereof;
- (xx1) an invest the moneys produced by such sale calling in or conversion and any other moneys for the time being comprised in the funds of the Company and also any income of such funds of the Company and for the time being unapplied ir or upon any investments hereby authorised with power to vary or transpose investments for or into others of any nature hereby authorised;
- (xxii) to accept or disclaim any property real or personal which may from time to time be devised bequeathed or given to the Company in furtherance of the Objects or as an addition or accretion to the funds or progrety of the Company:
- (xxiii) to accept and retain or refuse any new shares stocks debentures or debenture stock in any company or undertaking which may be allotted to the Company in respect of investments held by the Company;
- (xxiv) subject to any consents required by law to sell, lease or otherwise dispose of all or any part of the property comprised in the funds of the Company;

- (xxv) subject to any consents required by law to borrow money and to charge the whole or any part of the funds of the Company with repayment of the money so borrowed;
- to pay and discharge any rent rates taxes costs of insurance improvements repairs or other outgoings or liabilities payable from time to time in respect of any property being part of the funds of the Company and to pay and discharge all expenses incurred in the exercise of any powers conferred upon the directors by or conformably with the provisions of this beed or by any assurance to the directors of any freehold leasehold or other property and any legal or administrative expenses payable from time to time in connection with the Objects or with any property held subject thereto
- (xxvii) to appoint and constitute and to pay upon such reasonable and proper terms as may be thought fit such advisory committees as the directors may think fit provided that any member of such advisory committee who is a director shall be unpaid;
- (xxviii) subject to clause 5 below to employ such staff, who shall not be directors, as are necessary for the proper pursuit of the Objects and to make all reasonable and necessary provision for the payment of pensions and superannuation to staff and their dependants;
- (xxix) to engage and pay for appoint or remove a person (who provided that he or she is unpaid and fulfils an honorary function may be one of the directors) to be a Secretary to the directors;
- (xxx) to hire rent or in any other manner provide themselves with suitable office accommodation and furniture and equipment therefor and to employ and pay upon such reasonable and proper terms as may be thought fit for

professional assistance for transacting the business of the Company and for keeping all books and records in connection therewith (whether as part of an arrangement for joint administration as aforesaid or not)

(xxx1) to invest the monies of the Company not immediately required for the furtherance of the Objects in or upon such securities or property as may be thought fit as if it were the beneficial owner of such monies subject nevertheless to such conditions (if any) and such

consents (if any) as may for the time being be imposed or required by law

PROVIDED THAT the directors may delegate to any company or firm of repute which is an authorised or exempted person for the purposes of the Financial Services Act 1986 the power to buy and sell investments on behalf of the Company in accordance with investment policy set by the directors, and that any such delegation shall provide that the directors may, with or without notice, revoke the delegation or alter any of its terms notwithstanding that the period of delegation has not expired and that any such sale or purchase shall be reported to the directors as soon as is reasonably practicable and that any such delegation shall be reviewed at intervals not exceeding 24 months

PROVIDED ALSO that the directors may if they think fit invest, or allow to remain, in the name or under the control of or transfer into the name or control of any corporation or corporations as nominees of the Company any investments and income provided therefrom

PROVIDED FURTHER that the directors may if they think fit pay reasonable remuneration to any company or firm to which investment powers have been delegated or to any nominee

- subject to such consent as may be required by law the directors may at any time or times enter into any compromise or arrangeme. With respect or may release or forbear to exercise all or any of their rights as shareholders stockholders debenture stockholders debenture holders or creditors of any company and whether in connection with a scheme of reconstruction or amalgamation or otherwise and may accept in or towards satisfaction of all or any of such rights such consideration as they shall think fit whether in the form of shares stocks debentures debenture stock cash obligations or securities of the same or any other company or companies and in any other form whatsoever
- (xxxiii) subject to such consent as may be required by law the directors may pledge or mortgage the whole or any part of the funds of the Company by way of principal collateral or other security or by way of guarantee to secure any bank overdraft or other moneys borrowed by a charitable institution or for charitable purposes
- (xxxiv) to permit any investments comprised in the funds of the Company to be held in the name of any clearing bank, any trust corporation or any stockbroking company which is a member of the Stock Exchange (or any subsidiary of such a stockbroking company) as nominee for the directors and to pay any such nominee reasonable and proper remuneration for acting as such;
- (xxxv1) to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the Objects or similar charitable purposes and to exchange information and advice with them;

(xxxvii) to pay cut of the funds of the Company the costs, charges and expenses of and incidental to the formation and registration of the Company;

(xxxviii) to do all such other lawful things as are necessary for the achievement of the Objects;

- 5. The income and property of the Company shall be applied solely towards the promotion of the Objects and no part shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise by way of profit, to members of the Company, and no director shall be appointed to any office of the Company paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Company: Provided that nothing in this document shall prevent any payment in good faith by the Company:
  - of the usual professional charges for business done by any director who is a solicitor, accountant or other person engaged in a profession, or by any partner of his or hers, when instructed by the Company to act in a professional capacity on its behalf: Provided that at no time shall a majority of the directors benefit under this provision and that a director shall withdraw from any meeting at which his or her appointment or remuneration, or that of his or her partner, is under discussion;
  - of reasonable and proper remuneration or payment for any goods or services provided or rendered to the Company by any member, officer or servant of the Company who is not a director;
    - of interest on money lent by any member of the Company or director at a reasonable and proper rate per annum not exceeding 2 per cent less than the published base lending rate of a clearing bank to be selected by the directors;

- of fees, payment, remuneration or other benefit in money or money's worth to any company of which a director may also be an employee or a member holding not more than 1/100th part of the issued capital of that company;
- of reasonable and proper rent for premises demised or let by any member of the Company or a director;
- (6) to any director of reasonable out-of-pocket expenses.
- 6. The liability of the members is limited.
- 7. Every member of the company undertakes to contribute the amount of £1 to the Company's assets if it should be wound up while he or she is a member or within one year after he or she ceases to be a member, for payment of the Company's debts and liabilities contracted before he or she ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.
- 8. If the Company is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any property it shall not be paid to or distributed among the members of the Company, but shall be given or transferred to some other charity or charities having objects similar to the Objects which prohibits the distribution of its or their income and property to an extent at least as great as is imposed on the Company by Clause 5 above, chosen by the members of the Company at or before the time of dissolution and if that cannot be done then to some other charitable object.

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WE, the subscribers to this Memorandum of Association, wish to be formed into a Company pursuant to this Memorandum.

Names and addresses of Subscribers

 For and on behalf of Instant Companies Limited,
 1 Mitchell Lane,
 Bristol, BS1 6BU

2. For and on behalf of Swift Incorporations Limited 1 Mitchell Lane, Bristu: BS1 6BU

Dated this 23rd day of September, 1994.

Witness to the above Signatures:-

Mark Anderson, 1 Mitchell Lane, Bristol. BS1 6BU

## THE COMPANIES ACTS 1985 AND 1989 Company Limited by Guarantee and not having a Share Capital

#### ARTICLES OF ASSOCIATION

#### SOUTH BANK EMPLOYERS GROUP

#### <u>Interpretation</u>

#### 1. In chese articles:

"the Company" means the company intended to be regulated by these articles:

"the Act" means the Companies Act 1985 including any statutory modification or re-enactment thereof for the time being in force;

"the articles" means these Articles of Association of the Company;

"clear days" in relation to the period of a notice means the period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;

"the directors" means the directors of the Company (and "director" has a corresponding meaning);

"executed" includes any mode of execution;

"the memorandum" means the memorandum of association of the Company;

"office" means the registered office of the Company;

"the seal" means the common seal of the Company if it has one;

"secretary" means the secretary of the Company or any other person appointed to perform the duties of the secretary of the Company, including a joint, assistant or deputy secretary:

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"the United Kingdom" means Great Britain and Northern Ireland; and

words importing the masculine gender only shall include the feminine gender.

Subject as aforesaid, words or expressions contained in these Articles shall, unless the context requires otherwise, bear the same meaning as in the Act.

#### Members

- 2. (1) The subscribers to the memorandum and such other persons or organisations as are admitted to membership in accordance with the rules made under Article 70(1) shall be members of the Company.
  - (2) No person shall be admitted as a member of the Company unless:
    - (a) his application for membership is approved by the directors; and
    - (b) he shall have agreed to pay an annual subscription to the Company in the sum of £10,000 or such other sum as the directors shall from time to time determine; and
    - (c) he shall have paid his first annual subscription to the Company.
  - (3) Unless the directors or the Company in general meeting shall make other vision under Article 70(1), the directors may in their absolute discretion permit any member of the Company to retire, provided that after such retirement the number of members is not less than two.

(JMH: E-3957p/1963C)

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#### General meetings

- 3. The Company shall hold an annual general meeting each year in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it; and not more than fifteen months shall elapse between the date of one annual general meeting of the Company and that of the next: Provided that so long as the Company holds its first annual general meeting within eighteen months of its incorporation, it need not hold it in the year of its incorporation or in the following year. The annual general meeting shall be held at such times and places as the directors shall appoint. All general meetings other than annual general meetings shall be called extraordirary general meetings.
- 4. The directors may call general meetings and, on the requisition of members pursuant to the provisions of the Act, shall forthwith proceed to convene an extraordinary general meeting for a date not later than eight weeks after receipt of the requisition. If there are not within the United Kingdom sufficient directors to call a general meeting, any director, or any member of the Company may call a general meeting.

#### Notice of general meetings

- An annual general meeting and an extraordinary general meeting called for the passing of a special resolution appointing a person as a director shall be called by at least twenty-one clear days' notice. All other extraordinary general meetings shall be called by at least fourteen clear days' notice but a general meeting may be called by shorter notice if it is so agreed:
  - (1) in the case of an annual general meeting, by all the members entitled to attend and vote; and
  - (2) In the case of any other meeting by a majority in number of members having a right to attend and vote, being a majority

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together holding not less than 95 percent of the total voting rights at the meeting of all the members.

The notice shall specify the time and place of the meeting and the general nature of the business to be transacted and, in the case of an annual general meeting, shall specify the meeting as such.

The notice shall be given to all the members and to the directors and auditors.

6. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

#### Proceedings at general meetings

- 7. No business shall be transacted at any meeting unless a quorum is present. Five persons entitled to vote upon the business to be transacted, each being a member or a duly authorised representative of a member organisation, or one third of the total number of such persons for the time being, whichever is the greater, shall constitute a quorum.
- 8. If a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting a querum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the directors may determine.
- The chairman, if any, of the directors or in his absence some other director nominated by the directors shall preside as chairman of the meeting, but if meither the chairman nor such other director (if any) be present within fifteen minutes after the time appointed for holding the meeting and willing to act, the directors present shall elect one of their number to be chairman and, if there is only one director present and willing to act, he shall be chairman.

(JMH:E-3957p/1963C)

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- 10. If no director is willing to act as chairman, or if no director is present within fifteen minutes after the time appointed for holding the meeting, the members present and entitled to vote shall choose one of their number to be chairman.
- 11. A director shall, notwithstanding that ne is not a member, be entitled to attend and speak at any general meeting.
- The chairman may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had adjournment not taken place. When a meeting to be fourteen days or more, at least seven clear days notice shall be given specifying the time and place of the day out meeting and the general nature of the business to be transacted. Therewise it shall not be necessary to give any such notice.
- 13. A resolution put to the vote of a meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the show of hands a poll is duly demanded. Subject to the provisions of the Act, a poll may be demanded:
  - (1) by the chairman; or
  - (2) by at least two members having the right to vote at the meeting; or
  - (3) by a member or members representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.
- 14. Unless a poll is duly demanded a declaration by the chairman that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting

shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

- 15. The demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the chairman. The withdrawal of a demand for a poll shall not invalidate the result of a show of hands declared before the demand for the poll was made.
- 16. A poll shall be taken as the chairman directs and he may appoint scrutineers (who need not be members) and fix a time and place for declaring the results of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
- on a poll, the chairman shall be entitled to a casting vote in addition to any other vote he may have.
- A poll demanded on the election of a chairman or on a question of adjournment shall be taken immediately. A poll demanded on any other question shall be taken either immediately or at such time and place as the chairman directs not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent continuance of a meeting for the transaction of any business other than the question on which the poll is demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.
- No notice need be given of a poll not take immediately if the time and place at which it is to be taken are counced at the meeting at which it is demanded. In other cases at last seven clear days notice shall be given specifying the time and place at which the poll is to be taken.

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#### Votes of members

- 20. Subject to Articles 17, 29 and 30, every member shall have one vote.
- 21. No member shall be entitled to vote at any general meeting unless all moneys (including but not limited to the donation described in Article 2(2) above) then payable by him to the Company have been paid.
- 22. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote rejected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chairman whose decision shall be final and conclusive.
- A vote given or poll demanded by the duly authorised representative of a member organisation shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the Company at the office before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.
- Any organisation which is a member of the Company may by resolution of its Council or other governing body authorise such person as thinks fit to act as its representative at any meeting of the Company, and the person so authorised shall be entitled to exercise the same powers on behalf of the organisation which he represents as the organisation could exercise if it were an individual member of the Company.

#### Directors

25. The number of directors shall be not less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.

(JMH:E-3957p/1963C)

#### Powers of directors

- Subject to the provisions of the Act, the memorandum and the articles and to any directions given by special resolution, the business of the Company shall be managed by the directors who may exercise all the powers of the Company. No alteration of the memorandum or the articles and no such direction shall invalidate any prior act of the directors which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this article shall not be limited by any special power given to the directors by the articles and a meeting of directors at which a quorum is present may exercise all the powers exercisable by the directors.
- 27. In addition to all powers hereby expressly conferred upon them and without detracting from the generality of their powers under the articles the directors shall have the following powers, namely:
  - (1) to expend the funds of the Company in such manner as they shall consider most beneficial for the achievement of the objects and to invest in the name of the Company such part of the funds as they may see fit and to direct the sale or transposition of any such investments and to expend the proceeds of any such sale in furtherance of the objects of the Company;
  - (2) to enter into contracts on behalf of the Company.

#### Appointment and retirement of directors

28. Subject to Articles 32 and 35, each member shall be entitled to appoint a director and shall give notice in writing to the other directors of any such appointment. Each member shall be entitled to remove any director appointed by him by notice in writing on such director and on the other directors.

(JMH: E-3957p/1963G)

- 29. In the event of any resolution to remove any director appointed by a member under Article 28, any vote of such member shall be treated as equal to twice the number of votes of the other members cast in favour of any such resolution.
- 30. In the event of any resolution to alter Artifice 29, any vote of any member against such resolution shall be treated as equal to twice the number of votes of the other members cast in favour of any such resolution.
- 31 . The director, shall not be entitled to remove any director appointed by a member under Article 28 above.
- 32. No person may be appointed as a director:

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- unless he has attained the age of 18 years; or
- (2) in circumstances such that, had he already been a director, he would have been disqualified from acting under the provisions of Article 35.
- 33. Subject as aforesaid, the Company may by ordinary resolution appoint a person who is willing to act to be a director either to fill a vacancy or as an additional director.
- 34. The directors may appoint a person who is willing to act to be a director either to fill a vacancy or as an additional director provided that the appointment does not cause the number of directors to exceed any number fixed by or in accordance with the articles as the maximum number of directors. A director so appointed shall hold office only until the next following annual general meeting. If not reappointed at such annual general meeting, he shall vacate office at the conclusion thereof.

(JMH:E-3957p/1963C)

#### Disqualification and removal of directors

- 35. A director shall cease to hold office if he
  - (1) ceases to be a director by virtue of any provision in the Act or he becomes prohibited by law from being a director; or
  - (2) he becomes bankrupt or makes any arrangement or composition with his creditors generally; or
  - (3) becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs:
  - (4) resigns his office by notice to the Company (but only if at least two directors will remain in office when the notice of resignation is to take effect);
  - (5) is removed from office by the member who appointed him or her:
  - (8) is absent without the permission of the directors from all their meetings held within a period of six months and the directors resolve that his office be vacated, or
  - (7) if after a period of six months from the date that the armual subscription as described at Clause 2(2)(b) above of the member of the Company by whom he or she was appointed becomes due such annual subscription has not been paid and remains outstanding.

#### Directors' expenses

The directors may be paid all reasonable travelling, hotel and other expenses properly incurred by them in connection with their attendance at meetings of directors or committees of directors or general meetings or otherwise in connection with the discharge of their duties, but shall otherwise be paid no remuneration.

(JMH: E-3957p/1963C)

#### Directors' appointments

- 37. Subject to the provisions of the Act and to Clause 5 of the memorandum, the directors may appoint one or more of their number to the unremunerated office of managing director or to any other unremunerated executive office under the Company. Any such appointment may be made upon such terms as the directors determine. Any appointment of a director to an executive office shall terminate if he ceases to be a director.
- 38. Except to the extent permitted by clause 5 of the memorandum, no director shall take or hold any interest in property belonging to the Company or receive remuneration or be interested otherwise than as a director in any other contract to which the Company is a party.

#### Proceedings of directors

- Subject to the provisions of the articles, the directors may regulate their proceedings as they think fit. A director may, and the secretary at the request of a director shall, call a meeting of the directors. It shall not be necessary to give notice of a meeting to a director who is absent from the United Kingdom.

  Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the chairman shall have a second or casting vote.
- 40. The quorum for the transaction of the business of the directors may be fixed by the directors but shall not be less than one half of their number or two directors, whichever is the greater.
- 41. The directors may act notwithstanding any vacancies in their number, but, if the number of directors is less than the number fixed as the quorum, the continuing directors or director may act only for the purpose of filling vacancies or of calling a general meeting.
- 42. The directors may appoint one of their number to be the chairman of their meetings and may at any time remove him from that office.

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Unless he is unwilling to do so, the director so appointed shall preside at every meeting of directors at which he is present. But if there is no director holding that office, or if the director holding it is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the directors present may appoint one of their number to be chairman of the meeting.

- The directors may appoint one or more sub-committees consisting of three or more persons to be determined by the directors provided that at least one member of each sub-committee shall be a director for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the directors would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committees shall be fully and promptly report d to the directors.
- All acts done by a meeting of directors, or of a committee of directors, shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any director or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a director and had been entitled to vote.
- A resolution in writing, signed by all the directors entitled to receive notice of a meeting of directors or of a committee of directors, shall be as valid and effective as if it had been passed at a meeting of directors or (as the case may be) a committee of directors duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more of the directors.
- 46. Any bank account in which any part of the assets of the Company is deposited shall be operated by the directors and shall indicate the name of the Company. All cheques and orders for the payment of money from such account shall be signed by at least two directors.

#### Delegation

- 47. The directors may delegate any of their powers or the implementation of any of their resolutions to any committee consisting of such persons as the directors may determine provided that at least one member of each committee shall be a director and the committee shall nonetheless have power to co-opt up to one quarter more members.
- 48. The resolution making that delegation shall specify the financial limits within which any committee shall function
- 49. The deliberations of any such committee shall be reported regularly to the directors and any resolution passed or decision taken by any such committee shall be reported forthwith to the directors and for that purpose every committee shall appoint a secretary
- 50. All delegations under this clause shall be revocable at any time
- 51. The directors may make such regulations and impose such terms and conditions and give such mandates to any such committee or committees as they may from time to time think fit
- 52. For the avoidance of doubt the directors may delegate all financial matters to any committee and may empower such committee to resolve upon the operation of any bank account according to such mandate as they shall think fit whether or not requiring a signature of any director
- Notwithstanding any other provision of these Articles FIRSTLY no meeting of any committee as aforesaid shall be quorate unless at least one director shall be present and SECONDLY no resolution of any committee as aforesaid shall be passed unless the director or directors present (or a majority of them if more than two) shall vote in favour of the resolution concerned in addition to a majority of the committee as a whole

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The meetings and proceedings of any committee shall be governed by the provisions of these Articles regulating the meetings and proceedings of the directors so far as the same are applicable and are not superseded by any regulations made by the directors

#### Secretary

Subject to the provisions of the Act, the secretary shall be appointed by the directors for such term, at such remuneration (if not a director) and upon such (...ditions as they may think fit; and any secretary so appointed may be removed by them.

#### Minutes

- 56. The directors shall keep minutes in books kept for the purpose :
  - (1) of all appointments of officers made by the directors; and
  - of all proceedings at meetings of the Company and of the directors and of committees of directors including the names of the directors present at each such meeting.

#### The Seal

The seal shall only be used by the authority of the directors or of a committee of directors authorised by the directors. The directors may determine who shall sign any instrument to which the seal is affixed and unique otherwise so determined it shall be signed by a director and by the secretary or by a second director.

#### Accounts

58. Accounts shall be prepared in accordance with the provisions of Part VII of the Act.

/ RMLE 3067E/1363(1)

#### Annual Report

59. The directors shall comply with their obligations under the Companies Act 1985 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report.

#### Annual Return

60. The directors shall comply with their obligations under the Companies Act 1985 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return.

#### Notices

- 61. Any notice to be given to or by any person pursuant to the articles shall be in writing except that a notice calling a meeting of the directors need not be in writing.
- The Company may give any notice to a member either personally or by sending it electronically or by post in a prepaid envelope addressed to the member at his registered address or by leaving it at that address. A member whose registered address is not within the United Kingdom and who gives to the company an address within the United Kingdom at which notices may be given to him shall be entitled to have notices given to him at that address, but otherwise no such member shall be entitled to receive any notice from the Company.
- 63. A member present in person at any meeting of the Company shall be deemed to have received notice of the meeting and, where necessary, of the purposes for which it was called.
- Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 45 hours after the envelope containing it was posted. Where a notice

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is sent electronically on a business day before 4pm, it shall unless the contrary is shown, be deemed to be served on that day and in any other case, on the business day next following. For these purposes a business day means any day other than a Saturday, a Sunday, Christmas Day, Good Friday or a bank holiday.

#### Indemnity

Subject to the provisions of the Act in the professed execution of the objects of the Company no director or member of any committee appointed hereunder shall be liable for any loss arising by reason of any improper investment or application of the funds of the Company or any part thereof made in good faith or for the negligence or fraud of any agent employed by him or by any other director hereof although the employment of such agent was not strictly necessary or expedient or by reason of any mistake or omission made in good faith by any director hereof or member of such committee or by reason of any other matter or thing except wilful and individual fraud or wrengdoing on the part of the director or member of such committee who is sought to be made liable

#### Company shares and secunities

The directors shall not be required to interfere in the management or conduct of the business of any company the shares or securities of which comprise the whole or part of the funds of the Company Provided Always that while any holding of such chares or securities is sufficient to confer voting control of the company concerned the directors shall nevertheless from time to time obtain such information from the company as would be made available to a non-executive director in order to satisfy themselves (as far as may be possible from such information) that the affairs of the lompany are being properly managed and in the absence of any notice to the contrary the directors shall be at liberty to leave the conduct of such company's business (including the payment or non-payment) of dividends) wholly to such company's directors

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- vested in them by reason of any securities (which expression shall in this clause mean and include shares stocks detentures and any other corporate securities of whatever nature) comprising the funds of the Company or any part thereof in order to lecure the appointment of any director to any position (which expression shall in this clause mean and include any directorship or other office or employment) with any company, the securities of which are comprised in the funds of the Company or any part thereof PROVIDED THAT the foregoing restriction shall not apply where the directors consider both that the voting rights attaching to their holding of securities are sufficient to affect the outcome of the vote in question and that it is necessary or desirable in the interests of the Company that the director should be appointed to the position in question
- No director shall be accountable for any remuneration or other benefit received by him (whether by reason of his position with the company or otherwise) from any company securities of which comprise the funds of the Company or any part thereof PROVIDED THAT where the director's appointment to a position with such company resulted wholly or partly from the exercise (in accordance with the proviso to Article 67 above) of voting rights vested in the directors then such director shall be accountable for any benefit or other remuneration received by him except to the extent that such benefit or remuneration represents reasonable compensation for the services provided by the director to the company concerned
- Subject to the foregoing provisions of this clause no director shall be accountable for any remuneration or other benefit received by him by reason of his holding of securities of any company or his position with or his interest in any company or unincorporated business dealing with or acquiring any property from or selling any property to the directors PROVIDED THAT the director concerned shall have disclosed to all of his co-directors his interest in the transaction concerned and that such transaction shall have been approved by his co-directors alone as being necessary or desirable in the interests of the Company

#### Rules

- 10. (1) The directors may from time to time make such rules or bye laws as they may deem necessary or expedient or convenient for the proper conduct and management of the Company and for the purposes of prescribing classes of and conditions of membership, and in particular but without prejudice to the generality of the foregoing, they may by such rules or bye laws regulate:
  - (i) the admission and classification of members of the Company (including the admission of organisations to membership) and the rights and privileges of such members, and the conditions of membership and the terms on which members may have their membership terminated and the entrance fees, subscriptions and other fees or payments to be made by members;
  - (ii) the conduct of members of the Company in relation to one another, and to the Company's servants;
  - (ii) the setting aside of the whole or any part or parts of the Company's premises at any particular time or times or for any particular purpose or purposes;
  - (iv) the procedure at general meetings and meetings if the directors and committees of the directors in so far as such procedure is not regulated by the articles;
  - (v) generally, all such matters as are commonly the subject matter of company rules.
  - (2) The Company in general meeting shall have power to alter, add to or repeal the rules or bye laws and the directors shall adopt such means as they think sufficient to bring to the notice of members of the Company all such rules or bye laws, which shall be binding on all members of the Company. Provided that no rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the memorandum or the articles.

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#### Names and addresses of Subscribers

 For and on behalf of Instant Companies Limited,
 Mitchell Lane,
 Bristol. BS1 6BU

2. For and on behalf of Swift Incorporations Limited 1 Mitchell Lane, Bristol. BS1 6BU

Dated this 23rd day of September, 1994.

Witness to the above Signatures:-

Mark Anderson, 1 Mitchell Lane, Bristol. BS1 6BU