

Company No. 03390506

PRIVATE COMPANY LIMITED BY SHARES

WRITTEN RESOLUTION OF THE SHAREHOLDERS OF

SANDWOOD DESIGN AND BUILD LIMITED

(the Company)

CIRCULATION DATE:

TUESDAY



Pursuant to Chapter 2 of Part 13 of the Companies Act 2006, the directors of the Company propose that the resolutions below (the **Resolutions**) are passed as special resolutions:

RESOLUTION

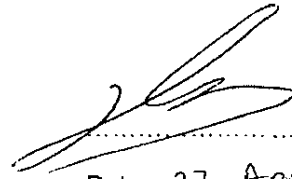
- 1 THAT, in accordance with section 618 of the Companies Act 2006, the 4,750 ordinary shares of £1.00 each held by Richard Garland in the issued share capital of the Company be subdivided into 9,500 ordinary shares of £0.50 each.
- 2 THAT, subject to the passing of resolution 1 above, in accordance with section 551 of the Companies Act 2006 (**Act**), the directors of the Company be and they are hereby generally and unconditionally authorised to allot ordinary shares of £0.50 each in the capital of the Company (collectively, the **Shares**) up to a maximum of 190,000 Shares each to such persons at such times and generally on such terms as the directors may determine provided that the authority hereby conferred shall, unless renewed, varied or revoked by the Company, expire on the fifth anniversary of the passing of this resolution save that the Company may, before such expiry, make an offer or agreement which would or might require Shares to be allotted and the directors may allot Shares in pursuance of such offer or agreement notwithstanding that the authority conferred by this resolution has expired. This authority is in substitution for all previous authorities conferred on the directors in accordance with section 551 of the Act but without prejudice to any allotment of shares already made, offered or agreed to be made pursuant to such authorities."
- 3 THAT, subject to the passing of resolution 2 above, any and all provisions relating to pre-emption rights on allotment contained in article 2(b) of the Company's articles of association or otherwise, shall not apply to any allotment of Shares provided that this power shall (a) be limited to any such allotment to a maximum of 190,000 Shares; and (b) expire on the fifth anniversary of the date of passing this resolution (unless renewed, varied or revoked by the Company before that date) except that the Company may, before such expiry, make an offer or agreement which would or might require Shares to be allotted and the directors may allot Shares in pursuance of such offer or agreement notwithstanding that the authority conferred by this resolution has expired.

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

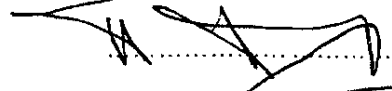
Please read the notes at the end of this document before signifying your agreement to the Resolutions.

The undersigned, being the persons entitled to vote on the Resolutions on hereby irrevocably agrees to the Resolutions

Signed by R F Garland


Date: 27 April 2018

Signed by P A Thompson


Date: 27 April 2018

NOTES

If you agree to all of the Resolutions, please indicate your agreement by signing and dating this document where indicated above and returning it to the Company using one of the following methods:

By Hand: delivering the signed copy to Richard Garland at 6 Chase Court Gardens, Enfield, Middlesex EN2 8DH.

Post: returning the signed copy by post to Richard Garland at 6 Chase Court Gardens, Enfield, Middlesex EN2 8DH.

E-mail: by attaching a scanned copy of the signed document to an e-mail and sending it to richardgarland@outlook.com.

If you do not agree the Resolutions, you do not need to do anything: you will not be deemed to agree if you fail to reply.

- 1 Once you have indicated your agreement to the Resolutions, you may not revoke your agreement.

- 2 Unless, by 28 days from the Circulation Date, sufficient agreement has been received for the resolutions to pass, they will lapse. If you agree to the Resolutions, please ensure that your agreement reaches us before or during this date.
- 3 In the case of joint holders of shares, only the vote of the senior holder who votes will be counted by the Company. Seniority is determined by the order in which the names of the joint holders appear in the register of members.
- 4 If you are signing this document on behalf of a person under a power of attorney or other authority please send a copy of the relevant power of attorney or authority when returning this document.

Company Number: 03390506

THE COMPANIES ACT 2006

PRIVATE COMPANY LIMITED BY SHARES

**ARTICLES OF ASSOCIATION
of
SANDWOOD DESIGN AND BUILD LIMITED**

(adopted by Special Resolution pass on 27 April 2018)



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Company number 03390506

THE COMPANIES ACT 2006

PRIVATE COMPANY LIMITED BY SHARES

ARTICLES OF ASSOCIATION

of

SANDWOOD DESIGN AND BUILD LIMITED

(adopted by special resolution passed on 2018)

PART 1

Exclusion of Other Regulations, Interpretation And Limitation of Liability

1 Exclusion of other regulations

No regulations for management of a company set out in any statute or subordinate legislation concerning companies shall apply to the Company and the following shall be the articles of association of the Company.

2 Interpretation

2.1 In these Articles, unless the context otherwise requires:

Act	means the Companies Act 2006;
Acting in Concert	has the meaning given in the City Code on Takeovers and Mergers issued by the Panel on Takeovers and Mergers (as amended from time to time);
address	includes a number or address used for the purposes of sending or receiving documents or information by electronic means;
Allocation Notice	has the meaning given in Article 52.7
Articles	means the Company's articles of association for the time being in force and Article is one of these Articles;
Bad Leaver	has the meaning given in Article 53.9;

Bankruptcy	means individual insolvency proceedings in any jurisdiction;
Business Day	means a day (other than a Saturday, Sunday or public holiday in England) on which clearing banks in the city of London are generally open for business;
Capitalised Sum	has the meaning given in Article 67.1;
Chairman	has the meaning given in Article 13;
Chairman of the meeting	has the meaning given in Article 70.3;
clear days	in relation to the period of a notice means that period excluding the day when the notice is given or deemed to be given or received and the day for which it is given or on which it is to take effect;
Companies Acts	means the Companies Acts (as defined in section 2 of the Act), in so far as they apply to the Company;
Company	means Sandwood Design and Build Limited, incorporated in England (company number 03390506);
Company's Lien	has the meaning given in Article 32.1;
Completion Date	has the meaning given in Article 52.7;
Control	has the meaning given in section 995 of the Income Tax Act 2007 and Controlled shall be construed accordingly;
Departing Employee Shareholder	has the meaning given in Article 53.9;
Director	means a director of the Company, and includes any person occupying the position of director, by whatever name called;
Distribution Recipient	has the meaning given in Article 61.2;
Document	includes, unless otherwise specified, any document sent or supplied in electronic form;
electronic form	has the meaning given in section 1168 of the Act;
Eligible Director	means a Director who would be entitled to vote on the matter at a meeting of Directors (but excluding any Director whose vote is not to be counted in respect of the matter);
Employee Shareholder	has the meaning given in Article 53.9;
Expert	has the meaning given in Article 56.3;

Fair Value	has the meaning given in Article 56;
Family Shareholder	means Garland, Silva, C Montes, M Montes, O Da Silva Motes and L Da Silva Motes.
Family Trust	means, in relation to an individual, a trust or settlement set up wholly for the benefit of that individual and/or his spouse or civil partner (as defined in the Civil Partnerships Act 2004) and/or any of his children, including his step and adopted children;
fully paid	in relation to a Share, means that the nominal value and any premium to be paid to the Company in respect of that Share have been paid to the Company;
Good Leaver	has the meaning given in Article 53.9;
Group and Group Company	have the meanings given in Article 53.9;
hard copy, electronic form and related expressions	have the meanings given in section 1168 of the Act;
Holder	in relation to shares means the person whose name is entered in the register of members as the holder of the shares;
Including	means including, without limitation, and include shall be construed accordingly;
Instrument	means a document in hard copy form;
Minimum Transfer Condition	has the meaning given in Article 52.1.4;
Offer Period	has the meaning given in Article 52.4;
Ordinary Resolution	has the meaning given in section 282 of the Act;
Original Shareholder	means a person (whether or not they remain a Shareholder) who is a Shareholder on or immediately after the date of adoption of these Articles, or who subsequently becomes a Shareholder otherwise than as a Permitted Transferee;
Ordinary Shares	means ordinary shares of £0.50 each in the capital of the Company;
paid	means paid or credited as paid;
participate	in relation to a Directors' meeting, has the meaning given in Article 11;

Permitted Transfer	means a transfer of Shares authorised by Article 51;
Permitted Transferee	means a person to whom Shares are, or may be, transferred pursuant to a Permitted Transfer;
Personal Company	means, in relation to an individual, a body corporate Controlled by him;
Persons Entitled	has the meaning given in Article 67.1;
Privileged Relation	means, in relation to an individual, his spouse or civil partner (as defined in the Civil Partnerships Act 2004) and any of his children, including his step and adopted children, not being a minor;
Proxy Notice	has the meaning given in Article 76.1;
Sale	means the bona fides transfer, whether through a single transaction or a series of transactions, to a person (being neither an Original Shareholder nor a Permitted Transferee nor the Company) or any such persons Acting in Concert with each other, of Shares as a result of which such person acquires 75 per cent or more of all the Shares (or interests in such Shares) (disregarding for the purpose of that calculation any Treasury Shares);
Sale Shares	has the meaning given in Article 52.1;
Selling Shareholder	has the meaning given in Article 52.1;
Shares	means the ordinary shares in the capital of the Company from time to time and Share means any one of them;
Shareholder	means a Holder for the time being of any Shares, other than the Company holding Treasury Shares;
Special Resolution	has the meaning given in section 283 of the Act;
subsidiary	has the meaning given in section 1159 of the Act;
Transfer Notice	has the meaning given in Article 52.1;
Transmittee	means a person entitled to a Share by reason of the death or Bankruptcy of a Shareholder or otherwise by operation of law;
Treasury Shares	means shares in the capital of the Company held by the Company as treasury shares from time to time within the meaning set out in section 724(5) of the Act;

Whole Interest	in relation to a Share, means the whole legal title to, and equitable interest in, it and any further Shares derived from it, free from all encumbrances, and with all rights attaching to it or them;
wholly-owned group	means a body corporate, any of its wholly-owned subsidiaries, any holding company of which it is a wholly-owned subsidiary and any other wholly-owned subsidiaries of that holding company; and
writing or written	means the representation or reproduction of words, symbols or other information in a legible and non-transitory form by any method or combination of methods, whether in electronic form or otherwise.

2.2 In these Articles, unless the context requires otherwise:

- 2.2.1 bodies corporate are **associated** if one is a subsidiary of the other or both are subsidiaries of the same body corporate;
- 2.2.2 an **interest** in a share includes any interest of any kind whatsoever in a share or a right attaching to it, including where there is a contingent interest or right;
- 2.2.3 **transfer** of a Share includes:
 - (a) any direction by a Shareholder that a Share be allotted, issued or transferred to a person other than himself; and
 - (b) any sale or any other disposition (including the creation, or allowing the creation, of any encumbrance over it) of any interest in it;
- 2.2.4 words importing the singular number shall include the plural and vice versa, words denoting any gender shall include a reference to each other gender and words denoting persons shall include bodies corporate or unincorporated;
- 2.2.5 subject to paragraph 2.2.6 a reference to any enactment or subordinate legislation (as defined by section 21(1) Interpretation Act 1978) shall include any modification or re-enactment of that provision for the time being in force;
- 2.2.6 other words or expressions shall bear the same meaning as in the Act as in force on the date when these Articles become binding on the Company; and
- 2.2.7 the headings are used for convenience only and shall not affect the interpretation of these Articles.

2.3 These Articles include provisions of a scheme for encouraging or facilitating the holding of Shares by or for the benefit of:

- 2.3.1 the bona fide employees or former employees of the Company or any other body corporate which is associated with the Company; or

-
- 2.3.2 the spouses, civil partners, surviving spouses, surviving civil partners, or minor children or step-children of such employees or former employees.

3 Liability of members

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

PART 2

Directors

Directors' Powers and Responsibilities

4 Directors' general authority

Subject to the Articles and to any agreement made between the Company and any of the Shareholders from time to time, the Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company.

5 Shareholders' reserve power

- 5.1 The Shareholders may, by Special Resolution, direct the Directors to take, or refrain from taking, specified action.
- 5.2 No such Special Resolution invalidates anything which the Directors have done before the passing of the resolution.

6 Directors may delegate

- 6.1 Subject to the Articles, the Directors may delegate any of the powers which are conferred on them under the Articles:
- 6.1.1 to such person or committee;
 - 6.1.2 by such means (including by power of attorney);
 - 6.1.3 to such an extent;
 - 6.1.4 in relation to such matters or territories; and
 - 6.1.5 on such terms and conditions,
- as they think fit.
- 6.2 If the Directors so specify, any such delegation may authorise further delegation of the Directors' powers by any person to whom they are delegated.
- 6.3 The Directors may revoke any delegation in whole or part, or alter its terms and conditions.

7 Committees

- 7.1 Committees to which the Directors delegate any of their powers must follow procedures which are based as far as they are applicable on those provisions of the Articles which govern the taking of decisions by Directors.
- 7.2 The Directors may make rules of procedure for all or any committees, which prevail over rules derived from the Articles if they are not consistent with them.

DECISION-MAKING BY DIRECTORS

8 Directors to take decisions collectively

- 8.1 The general rule about decision-making by Directors is that any decision of the Directors must be either:
- 8.1.1 a majority decision at a meeting; or
 - 8.1.2 a decision taken in accordance with Article 9.
- 8.2 If and so long as:
- 8.2.1 the Company only has one Director; and
 - 8.2.2 no provision of the Articles, including as to the number of Directors and the quorum for Directors' meetings, requires it to have more than one Director,

the general rule about decision-making by Directors does not apply, and the Director may take decisions without regard to any of the provisions of the Articles relating to Directors' decision-making (apart from Article 19 regarding recording his decisions) and he may, alone, exercise all the powers and discretions expressed by these Articles to be vested in the Directors generally.

9 Unanimous decisions

- 9.1 A decision of the Directors is taken in accordance with this Article 9 when all Eligible Directors indicate to each other by any means that they agree on a matter.
- 9.2 Such a decision may take the form of a resolution in writing, where each Eligible Director has signed a copy of it or to which each Eligible Director has otherwise indicated agreement in writing.
- 9.3 A decision may not be taken in accordance with this Article 9 if the Eligible Directors would not have formed a quorum at a Directors' meeting.

10 Calling a directors' meeting

- 10.1 Any Director may call a Directors' meeting by giving two weeks' notice of the meeting to the Directors or by authorising the Company secretary (if any) to give such notice unless all of the Directors unanimously agree to shorter notice of the meeting being given.

- 10.2 Notice of any Directors' meeting must indicate:
- 10.2.1 its proposed date and time;
 - 10.2.2 where it is to take place; and
 - 10.2.3 if it is anticipated that Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting; and
 - 10.2.4 an agenda, specifying in reasonable detail the matters to be raised at the meeting and copies of any papers to be discussed at the meeting.
- 10.3 Matters not on the agenda for a meeting of the Directors may not be raised at such meeting unless all the Directors (including those not present) unanimously agree.
- 10.4 Notice of a Directors' meeting must be given to each Director, but need not be in writing.
- 10.5 Notice of a Directors' meeting need not be given to Directors who waive their entitlement to notice of that meeting, by giving notice to that effect to the Company before, on or after the date on which the meeting is held. Where such notice is given after the meeting has been held, that does not affect the validity of the meeting, or of any business conducted at it.

11 Participation in directors' meetings

- 11.1 Subject to the Articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when:
- 11.1.1 the meeting has been called and takes place in accordance with the Articles; and
 - 11.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
- 11.2 In determining whether Directors are participating in a Directors' meeting, it is irrelevant where any Director is or how they communicate with each other as long as they can all hear and speak to each other.
- 11.3 If all the Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

12 Quorum for directors' meetings

- 12.1 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, other than in accordance with Article 12.4.
- 12.2 Subject to Article 12.3, the quorum for Directors' meetings shall be two Eligible Directors.
- 12.3 For the purposes of any meeting (or part of a meeting) held pursuant to Article 17.1 to authorise a Director's conflict, if there is only one Eligible Director in office other than the conflicted Director(s), the quorum for such meeting (or part of a meeting) shall be one Eligible Director.

12.4 If the total number of Directors for the time being is less than the quorum required or the minimum number of Directors, the Directors must not take any decision other than a decision to:

12.4.1 effect transfers in accordance with these Articles; or

12.4.2 appoint further Directors sufficient to make up the quorum; or

12.4.3 propose a written resolution of Shareholders; or

12.4.4 call a general meeting.

13 Chairing of directors' meetings

13.1 The Directors may appoint a Director to chair their meetings.

13.2 The person so appointed for the time being is known as the **Chairman**.

13.3 The Directors may terminate the Chairman's appointment at any time (without prejudice to any claim which the Chairman may have for breach of any service contract between him and the Company).

13.4 If the Chairman is not participating in a Directors' meeting within ten minutes of the time at which it was to start, the participating Directors must appoint one of themselves to chair it.

14 Voting at directors' meetings

14.1 Subject to the Articles, a decision is taken at a Directors' meeting by a majority of the votes of the participating Eligible Directors.

14.2 Subject to the Articles, each Eligible Director participating in a Directors' meeting has one vote.

14.3 A Director, who pursuant to the Act or Article 17 has declared to the other Directors the nature and extent of his interest, or in respect of whom a conflict matter is authorised in accordance with 18.1 or otherwise, shall not be entitled to vote in respect of that matter or any matter arising from it, and he may not be taken into account in ascertaining whether or not a quorum is present at the meeting of the Directors or of the committee of Directors at which the vote is taken.

14.4 In relation to any conflict matter authorised in accordance with Article 17.1, the Director shall not have the right to vote on that matter if:

14.4.1 that right is removed by the terms and conditions of the authorisation; or

14.4.2 the Director is, either by himself or by the other Directors, excluded from any meeting or discussion on that matter pursuant to Article 17.2.2.

15 Chairman's casting vote at directors' meetings

15.1 Subject to Article 15.2 if the numbers of votes for and against a proposal at a meeting of Directors are equal, the Chairman or other Director chairing the meeting has a casting vote.

- 15.2 Article 15.1 shall not apply if the Chairman or other Director chairing the meeting is not an Eligible Director for the purposes of that meeting (or that part of the meeting).

16 Transactions or arrangements with the company

- 16.1 Provided that he has disclosed to the Directors the nature and extent of any material interest of his, a Director:

16.1.1 may be a party to, or otherwise interested in, any transaction or arrangement with the Company or in which the Company or any of its associated companies is otherwise interested; and

16.1.2 may be a director or other officer of, or employed by, or a party to any transaction or arrangement with, or otherwise interested in, any associated company of the Company or any other body corporate in which the Company is interested,

and:

- (a) he shall not, by reason of his office, be accountable to the Company for any benefit which he (or a person connected with him (as defined in section 252 of the Act)) derives from any such office or employment or from any such transaction or arrangement or from any interest in any such body corporate and no such transaction or arrangement shall be liable to be avoided on the ground of any such interest or benefit;
- (b) he shall not infringe his duty to avoid a situation in which he has, or can have, a direct or indirect interest that conflicts, or possibly may conflict, with the interests of the Company as a result of any such office or employment or any such transaction or arrangement or any interest in any such body corporate; and
- (c) he may absent himself from discussions, whether in meetings of the Directors or otherwise and exclude himself from information, which will or may relate to that office, employment, transaction, arrangement or interest.

- 16.2 For the purposes of this Article 16:

16.2.1 a general notice given to the Directors that a Director is to be regarded as having an interest of the nature and extent specified in the notice in any transaction or arrangement in which a specified person or class of persons is interested shall be deemed to be a disclosure that the Director has an interest in any such transaction of the nature and extent so specified;

16.2.2 an interest of which a Director has no knowledge and of which it is unreasonable to expect him to have knowledge shall not be treated as an interest of his;

16.2.3 a Director need not disclose an interest if it cannot be reasonably regarded as likely to give rise to a conflict of interest; and

- 16.2.4 a Director need not disclose an interest if, or to the extent that, the other Directors are already aware of it (and for this purpose the other Directors are treated as being aware of anything of which they ought reasonably to be aware).

17 Directors' authorisation of director's conflict of interest

- 17.1 The Directors may (subject to any terms and conditions as they may think fit, and subject always to their right at any time to vary or terminate such authorisation) authorise, pursuant to section 175 of the Act, any matter which would otherwise result in a Director infringing his duty to avoid a situation in which he has, or can have, a direct or indirect interest that conflicts, or possibly may conflict, with the interests of the Company and which may reasonably be regarded as likely to give rise to a conflict of interest (including a conflict of interest and duty or conflict of duties).

- 17.2 If a matter has been authorised by the Directors in accordance with Article 17.1, then, subject in any such case to any limits or conditions attached to such authorisation by the Directors:

- 17.2.1 the authorisation shall extend to any other actual or potential conflict of interest or duty which may reasonably be expected to arise out of the matter so authorised;

- 17.2.2 the Director may either attend or absent himself from:

- (a) meetings of the Directors, or of any committee of the Directors, at which anything relating to that matter will or may be discussed; or

- (b) any discussion on such matter, at a meeting or otherwise,

and the Directors may exclude him from any such meeting or discussion;

- 17.2.3 the Director or the Directors may make arrangements for the Company either to send and make available to him, or not to send or make available to him, any Documents and information relating to that matter;

- 17.2.4 the Director shall be entitled to accept any benefit which he may derive from that matter, and he shall not be accountable to the Company for any benefit which he or a person connected with him may derive from any such matter; and

- 17.2.5 no transaction or arrangement in relation to such matter shall be liable to be avoided on the ground of the Director's interest, duty or benefit,

and the Director shall not be in breach of any of his general duties to the Company as a Director in relation to such matter, so long as he does not infringe these Articles and any terms and conditions of the authorisation in relation to such matter.

- 17.3 Articles 17.1 and 17.2 are without prejudice to the operation of any other provision or procedure authorising the Director's conflict of interest.

18 Questions as to a director's rights to participate

- 18.1 Subject to Article 18.2, if a question arises at a meeting of Directors or of a committee of Directors as to the right of a Director to participate in the meeting (or part of the meeting) for

voting or quorum purposes, the question may, before the conclusion of the meeting, be referred to the chairman of that meeting whose ruling in relation to any Director other than the chairman is to be final and conclusive.

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

19 Records of decisions to be kept

- 19.1 The Directors must ensure that the Company keeps a record, in writing, for at least 10 years from the date of the decision, of every decision made by the Directors.
- 19.2 All decisions of the Directors, whether made at a meeting or otherwise, must be recorded in writing.

20 Directors' discretion to make further rules

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

APPOINTMENT OF DIRECTORS

21 Number of directors

Unless otherwise determined by Special Resolution, the number of the Directors shall be not less than two and shall not be subject to any maximum.

22 Methods of appointing directors

- 22.1 Any person who is willing to act as a Director, and is permitted by law to do so, may be appointed to be a Director by Ordinary Resolution, as long as the appointment does not cause the number of Directors to exceed any maximum fixed by or otherwise determined in accordance with these Articles.
- 22.2 In any case where, as a result of death or Bankruptcy, the Company has no Shareholders and no Directors, the Transmitttee of the last Shareholder to have died or to have a Bankruptcy order made against him (as the case may be) has the right, by notice in writing, to appoint a natural person, who is willing to act and is permitted to do so, to be a Director.
- 22.3 For the purposes of Article 22.2, where two or more Shareholders die in circumstances rendering it uncertain who was the last to die, a younger Shareholder is deemed to have survived an older Shareholder.

23 Termination of director's appointment

A person ceases to be a Director as soon as:

- 23.1.1 that person ceases to be a Director by virtue of any provision of the Act or is prohibited from being a Director by law;
- 23.1.2 a Bankruptcy order is made against that person;
- 23.1.3 a composition is made with that person's creditors generally in satisfaction of that person's debts;
- 23.1.4 a registered medical practitioner who is treating that person gives a written opinion to the Company stating that that person has become physically or mentally incapable of acting as a Director and may remain so for more than three months; or
- 23.1.5 notification is received by the Company from the Director that the Director is resigning from office, and such resignation has taken effect in accordance with its terms.

24 Directors' remuneration

- 24.1 Directors may provide any services to the Company that the Directors decide.
- 24.2 Directors are entitled to such remuneration as determined by Ordinary Resolution:
 - 24.2.1 for their services to the Company as Directors; and/or
 - 24.2.2 for any other service which they provide to the Company.
- 24.3 Subject to the Articles, a Director's remuneration may:
 - 24.3.1 take any form; and
 - 24.3.2 include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that Director.
- 24.4 Unless the Directors decide otherwise, Directors' remuneration accrues from day to day.
- 24.5 Unless the Directors decide otherwise, Directors are not accountable to the Company for any remuneration which they receive as Directors or other officers or employees of the Company's subsidiaries or of any other body corporate in which the Company is interested.

25 Directors' expenses

The Company may pay any reasonable expenses which the Directors properly incur in connection with their attendance at:

- 25.1.1 meetings of Directors or committees of Directors; or
- 25.1.2 general meetings; or
- 25.1.3 separate meetings of the Holders of any class of Shares or of debentures of the Company; or

25.1.4 otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

PART 3

Shares and Distributions

Shares

26 Share capital

26.1 The share capital of the Company at the date of the adoption of these Articles is divided into Ordinary Shares.

26.2 Where a Shareholder agrees not to exercise, or waives, his voting rights in relation to any Shares held by him, he has no right to vote at meetings of Shareholders, and he is not entitled to vote on a written resolution, in respect of those Shares.

26.3 The Company has no right to attend or vote at meetings of Shareholders and it is not entitled to vote on a written resolution, in respect of any Treasury Shares.

26.4 The Ordinary Shares shall have the following rights and be subject to the following restrictions:

26.4.1 Voting:

- (a) on a show of hands, one vote per fully paid up Ordinary Share;
- (b) on a poll, an Ordinary Shareholder has one vote for each fully paid up Ordinary Share held; and
- (c) on a written resolution, an Ordinary Shareholder shall have one vote for each fully paid up Ordinary Share held.

A Share which is not fully paid shall not entitle the Shareholder to vote (at general meeting or a written resolution of the Shareholders) in respect of that Share.

26.4.2 Income:

- (a) on a distribution the Ordinary Shares shall rank *pari passu* with each other.

26.4.3 Capital:

- (a) on a liquidation, dissolution or winding up the Ordinary Shares shall rank *pari passu* with each other.

26.4.4 Redemption

- (a) the Ordinary Shares shall not be redeemable.

26.5 The Company may, in accordance with section 692(1)(b) of the Act, purchase its own Shares with cash up to an amount in a financial year not exceeding the lower of:

26.5.1 £15,000.00; or

26.5.2 the value of 5 per cent of the Company's share capital.

27 Powers to issue different classes of share

- 27.1 Subject to the Articles, but without prejudice to the rights attached to any existing Share, the Company may issue Shares with such rights or restrictions as may be determined by Ordinary Resolution.
- 27.2 The Company may issue Shares which are to be redeemed, or are liable to be redeemed at the option of the Company or the Holder, and the Directors may determine the terms, conditions and manner of redemption of any such Shares.

28 Company not bound by less than absolute interests

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

29 Allotment and issue of shares

- 29.1 Subject to the Articles, all unissued Shares and all Treasury Shares shall be at the disposal of the Directors who may allot, grant options over, sell, transfer or otherwise dispose of them to such persons on such terms and at such times as they think fit.
- 29.2 At any time when the Company has only one class of Shares, the Directors may exercise the powers given by section 550 of the Act.
- 29.3 All the requirements of sections 561 and 562 of the Act (Existing shareholders' right of pre-emption) are excluded generally in relation to the allotment by the Company of equity securities (as defined in section 560 of the Act) including the sale of Shares that immediately before the sale were Treasury Shares.
- 29.4 Unless otherwise agreed by special resolution of the Company, all Shares which the Directors propose to allot wholly for cash shall be offered on identical terms to all the Shareholders in proportion as nearly as may be to the number of Shares held by them respectively.
- 29.5 Any such offer under Article 29.3 shall be made by notice in writing specifying the number and class of Shares offered, the price, and the period (being not less than 20 Business Days) within which the offer must be accepted in writing. Any such offer which is not so accepted shall be deemed to be declined.
- 29.6 Any Shares not accepted pursuant to Article 29.5, or not capable of being offered except by fractions, may be disposed of by the Directors in such manner as they think fit, as long as they are disposed of on terms that are not more favourable to their subscribers or purchasers than the terms on which they were originally offered.
- 29.7 The Company shall only be permitted to sell or transfer any Treasury Shares to any person with the prior written consent of all the Shareholders.

30 Share certificates

- 30.1 The Company must issue each Shareholder, free of charge, with one or more certificates in respect of the Shares which that Shareholder holds.
- 30.2 Every certificate must specify:
- 30.2.1 in respect of how many Shares, of what class, it is issued;
 - 30.2.2 the nominal value of those Shares;
 - 30.2.3 that the Shares are fully paid; and
 - 30.2.4 any distinguishing numbers assigned to them.
- 30.3 No certificate may be issued in respect of Shares of more than one class.
- 30.4 If more than one person holds a Share, only one certificate may be issued in respect of it.
- 30.5 Certificates must:
- 30.5.1 have affixed to them the Company's common seal;
 - 30.5.2 be signed by a Director; or
 - 30.5.3 be otherwise executed in accordance with the Companies Acts.

31 Replacement share certificates

- 31.1 If a certificate issued in respect of a Shareholder's Shares is:
- 31.1.1 damaged or defaced; or
 - 31.1.2 said to be lost, stolen or destroyed,
- that Shareholder is entitled to be issued with a replacement certificate in respect of the same Shares.
- 31.2 A Shareholder exercising the right to be issued with such a replacement certificate:
- 31.2.1 may at the same time exercise the right to be issued with a single certificate or separate certificates;
 - 31.2.2 must return the certificate which is to be replaced to the Company if it is damaged or defaced; and
 - 31.2.3 must comply with such conditions as to evidence, indemnity and the payment of reasonable expenses as the Directors decide.

COMPANY'S LIEN

32 Company's lien over shares

- 32.1 The Company has a lien (the **Company's Lien**) over every Share for all monies presently payable by a Shareholder or his estate to the Company either alone or jointly with any other person. This lien shall attach to all Shares registered in the name of any person indebted or under liability to the Company whether he be the sole registered Holder of those Shares or one of two or more joint Holders.
- 32.2 The Company's Lien over a Share:
- 32.2.1 takes priority over any third party's interest in that Share; and
 - 32.2.2 extends to any dividend or other money payable by the Company in respect of that Share and (if the lien is enforced and the Share is sold by the Company) the proceeds of sale of that Share.
- 32.3 The Directors may at any time decide that a Share which is or would otherwise be subject to the Company's Lien shall not be subject to it, either wholly or in part.

33 Enforcement of the company's lien

- 33.1 Subject to the provisions of this Article 33 if:
- 33.1.1 a lien enforcement notice has been given in respect of a Share; and
 - 33.1.2 the person to whom the notice was given has failed to comply with it,
- the Company may sell that Share in such manner and to such person as the Directors decide.
- 33.2 A lien enforcement notice:
- 33.2.1 may only be given in respect of a Share which is subject to the Company's Lien, in respect of which a sum is payable and the due date for payment of that sum has passed;
 - 33.2.2 *must specify the Share concerned;*
 - 33.2.3 must require payment of the sum payable within 14 clear days of the notice;
 - 33.2.4 must be addressed either to the Holder of the Share or to any Transmittree of the Share or to any other person otherwise entitled to it; and
 - 33.2.5 *must state the Company's intention to sell the Share if the notice is not complied with.*
- 33.3 Where any Share is sold under this Article 33:
- 33.3.1 the Directors may authorise any person to execute an instrument of transfer of the Share to the purchaser or a person nominated by the purchaser; and

- 33.3.2 the transferee of the Share shall be registered as the Holder of the Share notwithstanding that he may not be able to produce the Share certificate, he is not bound to see to the application of the consideration, and the transferee's title is not affected by any irregularity in or invalidity of the process leading or relating to the sale.
- 33.4 The net proceeds of any such sale (after payment of the costs of sale and any other costs of enforcing the lien) must be applied:
- 33.4.1 first, in payment of so much of the sum for which the lien exists as was payable at the date of the lien enforcement notice;
- 33.4.2 second, to the person entitled to the Share at the date of the sale, but only after the certificate for the Share sold has been surrendered to the Company for cancellation or an indemnity for lost certificate in a form acceptable to the Directors has been given to the Company for any lost certificate, and subject to a lien (equivalent to the Company's Lien over the Share before the sale) for any other monies payable by him or his estate to the Company after the date of the lien enforcement notice.
- 33.5 A statutory declaration by a Director or the Company secretary (if any) that the declarant is a Director or the Company secretary and that a Share has been sold to satisfy the Company's Lien on a specified date:
- 33.5.1 is conclusive evidence of the facts stated in it as against all persons claiming to be entitled to the Share; and
- 33.5.2 subject to compliance with any other formalities of transfer required by the Articles or by law, constitutes a good title to the Share.

34 Call notices

- 34.1 Subject to these Articles and the terms on which Shares are allotted, the Directors may send a notice (a "**call notice**") to a Shareholder (or his estate) requiring such Shareholder (or his estate) to pay the Company a specified sum of money (a "**call**") which is payable to the Company in respect of Shares which that Shareholder (or his estate) holds at the date when the Directors decide to send the call notice.
- 34.2 A call notice:
- 34.2.1 may not require a Shareholder (or his estate) to pay a call which exceeds the total sum unpaid on the Shareholder's Shares in question (whether as to nominal value or any amount payable to the Company by way of premium);
- 34.2.2 must state when and how any call to which it relates is to be paid; and
- 34.2.3 may permit or require the call to be paid by instalments.
- 34.3 A Shareholder (or his estate) must comply with the requirements of a call notice but shall not be obliged to pay any call before 14 clear days (that is, excluding the date on which the notice is given and the date on which that 14 day period expires) have passed since the notice was sent.

- 34.4 Before the Company has received any call due under a call notice, the Directors may revoke it wholly or in part or specify a later date and/or time for payment than is specified in the notice, by a further notice in writing to the Shareholder (or his estate) in respect of whose Shares the call is made.

35 Liability to pay calls

- 35.1 Liability to pay a call is not extinguished or transferred by transferring the Shares in respect of which it is required to be paid. Joint holders of a Share are jointly and severally liable to pay all calls in respect of that Share.
- 35.2 Subject to the terms on which Shares are allotted, the Directors may, when issuing Shares, provide that call notices sent to the holders of those shares may require them to pay calls which are not the same or to pay calls at different times.

36 Payment in advance of calls

- 36.1 The Directors may, if they think fit, receive from any Shareholder willing to advance it all or any part of the moneys uncalled and unpaid on the Shares held by him. Such payment in advance of calls shall extinguish only to that extent the liability on the Shares on which it is made.
- 36.2 The Company may pay interest on the money paid in advance or so much of it as exceeds the amount for the time being called up on the Shares in respect of which such advance has been made at such rate not exceeding 15% per annum as the Directors may decide until and to the extent that it would, but for the advance, become payable.
- 36.3 The Directors may at any time repay the amount so advanced on giving to such Shareholder not less than 14 days' notice (that is, excluding the date on which the notice is given and the date on which that 14 day period expires) of its intention in that regard, unless before the expiration of such notice the amount so advanced shall have been called up on the Shares in respect of which it was advanced.
- 36.4 No sum paid in advance of calls shall entitle the holder of a Share in respect of them to any portion of a dividend subsequently declared in respect of any period prior to the date upon which such sum would, but for such payment, become payable.

37 When call notice need not be issued

- 37.1 A call notice need not be issued in respect of sums which are specified, in the terms on which a share is issued, as being payable to the Company in respect of that Share (whether in respect of nominal value or premium):
- 37.1.1 on allotment;
 - 37.1.2 on the occurrence of a particular event; or
 - 37.1.3 on a date fixed by or in accordance with the terms of issue.
- 37.2 If, however, the due date for payment of such a sum has passed and it has not been paid, the holder of the Share(s) concerned (or his estate) is treated in all respects as having failed to

comply with a call notice in respect of that sum, and is liable to the same consequences as regards the payment of interest and forfeiture.

38 Failure to comply with call notice: automatic consequences

38.1 If a person is liable to pay a call and fails to do so by the call payment date (as such is defined below) the Directors may issue a notice of intended forfeiture to that person and unless and until the call is paid, that person must pay the Company interest on the call from the call payment date at the relevant rate (as such is defined below).

38.2 Subject to 38.2.2(a), for the purposes of this Article:

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

38.2.2 the "**relevant rate**" is:

- (a) the rate fixed by the terms on which the share in respect of which the call is due was allotted; or, if none,
- (b) such other rate as was fixed in the call notice which required payment of the call, or has otherwise been determined by the Directors,

38.2.3 provided that if no rate is fixed in either of the manners specified in paragraph 38.2.2(a) or 38.2.2(b) above it shall be, 5 per cent per annum.

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

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

39 Notice of intended forfeiture

39.1 A notice of intended forfeiture:

39.1.1 may be sent in respect of any Share in respect of which a call has not been paid as required by a call notice;

39.1.2 must be sent to the holder of that Share (or to all the joint holders of that Share) or to a transmittee of that holder;

39.1.3 must require payment of the call and any accrued interest together with all costs and expenses that may have been incurred by the Company by reason of such non-payment by a date which is not less than 14 clear days after the date of the notice (that is, excluding the date on which the notice is given and the date on which that 14 day period expires);

39.1.4 must state how the payment is to be made; and

- 39.1.5 must state that if the notice is not complied with, the Shares in respect of which the call is payable will be liable to be forfeited.

40 Directors' power to forfeit Shares

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

41 Effect of forfeiture

- 41.1 Subject to these Articles, the forfeiture of a Share extinguishes all interests in that Share, and all claims and demands against the Company in respect of it and all other rights and liabilities incidental to the Share as between the person whose share it was prior to the forfeiture and the Company.

- 41.2 Any Share which is forfeited in accordance with these Articles:

41.2.1 is deemed to have been forfeited when the Directors decide that it is forfeited;

41.2.2 is deemed to be the property of the Company; and

41.2.3 may be sold, re-allotted or otherwise disposed of as the Directors think fit.

- 41.3 If a person's Shares have been forfeited:

41.3.1 the Company must send that person notice that forfeiture has occurred and record it in the register of members;

41.3.2 that person ceases to be a Shareholder in respect of those shares;

41.3.3 that person must surrender the certificate for the Shares forfeited to the Company for cancellation;

41.3.4 that person remains liable to the Company for all sums payable by that person under these Articles at the date of forfeiture in respect of those Shares, including any interest, costs and expenses (whether accrued before or after the date of forfeiture); and

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

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

42 Procedure following forfeiture

- 42.1 If a forfeited Share is to be disposed of by being transferred, the Company may receive the consideration for the transfer and the Directors may authorise any person to execute the instrument of transfer.
- 42.2 A statutory declaration by a director or the Company secretary that the declarant is a Director or the Company secretary and that a Share has been forfeited on a specified date is conclusive evidence of the facts stated in it as against all persons claiming to be entitled to the Share and subject to compliance with any other formalities of transfer required by these Articles or by law, constitutes a good title to the Share.
- 42.3 A person to whom a forfeited Share is transferred is not bound to see to the application of the consideration (if any) nor is that person's title to the Share affected by any irregularity in or invalidity of the process leading to the forfeiture or transfer of the Share.
- 42.4 If the Company sells a forfeited Share, the person who held it prior to its forfeiture is entitled to receive from the Company the proceeds of such sale, net of any commission, and excluding any amount which:
- 42.4.1 was, or would have become, payable; and
 - 42.4.2 had not, when that Share was forfeited, been paid by that person in respect of that share,
 - 42.4.3 but no interest is payable to such a person in respect of such proceeds and the Company is not required to account for any money earned on them.

43 Surrender of Shares

- 43.1 A shareholder may surrender any Share:
- 43.1.1 in respect of which the Directors may issue a notice of intended forfeiture;
 - 43.1.2 which the Directors may forfeit; or
 - 43.1.3 which has been forfeited.
- 43.2 The Directors may accept the surrender of any such Share. The effect of surrender on a Share is the same as the effect of forfeiture on that Share. A Share which has been surrendered may be dealt with in the same way as a share which has been forfeited.

RESTRICTIONS ON SHAREHOLDERS' RIGHTS

44 No voting of shares where money owed to company

For so long as the Company's Lien subsists over a Share, the Directors may decide that no voting rights, or any other rights in relation to general meetings or Shareholders' resolutions attached to that Share, may be exercised, unless and until all amounts payable to the Company in respect of that lien have been paid.

ALTERATION OF SHARE CAPITAL

45 Sub-division or consolidation of shares

- 45.1 An Ordinary Resolution authorising a sub-division, consolidation or division of Shares may determine that, as between the resulting Shares, any of them may have any preference, deference or advantage or be subject to any restriction as compared with the others.
- 45.2 Whenever as a result of a sub-division, consolidation or division of Shares any difficulty arises, the Directors may settle it as they think fit, including as to fractions of a Share.

APPLICATION OF ARTICLES TO CLASS MEETINGS

46 Class meetings

The provisions of the Act and these Articles relating to general meetings, and of the Act relating to separate general meetings of the Holders of a class of Shares, of the Company apply, with necessary modifications, to meetings of the Holders of any class of Shares.

VARIATION OF RIGHTS

47 Variation of rights

Whenever the capital of the Company is divided into different classes of Shares, the rights attached to any class of Shares may only be varied or abrogated (either whilst the Company is a going concern or during or in contemplation of a winding up) in accordance with the Act, and in particular section 630 of the Act.

48 Rights deemed varied and not varied

Unless otherwise expressly provided by the rights attached to any class of Shares, those rights:

48.1.1 shall be deemed to be varied by:

- (a) the reduction of the capital paid up (as to nominal value) on those Shares; and
- (b) the allotment or issue of further Shares ranking in priority for payment of a dividend or in respect of capital or which otherwise carry more favourable rights than the first-mentioned Shares; and

48.1.2 shall be deemed not to be varied by:

- (a) the purchase or acquisition by the Company of any of its own Shares; and
- (b) the allotment or issue of further Shares having the same rights as, or ranking *pari passu* with, or subordinate to, or carrying less favourable rights than the first-mentioned Shares.

TRANSFER OF SHARES

49 Share transfers

- 49.1 Shares may be transferred by means of an instrument of transfer, in any usual form or any other form approved by the Directors, which is executed by or on behalf of the transferor.
- 49.2 Notwithstanding any other provisions of these Articles, no Shares may be transferred unless those Shares are fully paid up.
- 49.3 No fee may be charged for registering any instrument of transfer or other Document relating to or affecting the title to any Share.
- 49.4 The Company may retain any instrument of transfer which is registered.
- 49.5 The transferor remains the Holder of a Share until the transferee's name is entered in the register of members as Holder of it.
- 49.6 Notwithstanding any other provisions of these Articles, no transfer of any Share shall be registered if it is to a minor.
- 49.7 The Directors must refuse to register the transfer of a Share which is not permitted by these Articles. The Directors may also refuse to register the transfer of a Share on which the Company has a lien and/or unless the certificate for the Share (or an indemnity for lost certificate in a form acceptable to the Directors) and other evidence satisfactory to the Directors of the right to make the transfer is produced to them and/or unless the transfer is duly stamped or certified (if appropriate). Subject to this or as required by law, the Directors must register the transfer of a Share made in accordance with these Articles.
- 49.8 If the Directors refuse to register the transfer of a Share, the instrument of transfer must be returned to the transferee with the notice of refusal, unless the Directors suspect that the proposed transfer may be fraudulent.

50 Restrictions on transfers of shares

- 50.1 No person shall be entitled to transfer any Share unless the transfer is made pursuant to:
 - 50.1.1 the prior written consent of all the Shareholders (other than the Company in relation to any Shares held by it as treasury shares);
 - 50.1.2 Article 51 (Permitted Transfers);
 - 50.1.3 Article 52 (Transfers subject to pre-emption);
 - 50.1.4 Article 53 (Compulsory transfers);
 - 50.1.5 Article 54 (Tag along);
 - 50.1.6 Article 55 (Drag along); or
 - 50.1.7 Article 33 (Enforcement of the Company's Lien),

provided that those restrictions on transfer provisions listed in this Article 50.1 do not apply to the sale or transfer by the Company of Treasury Shares.

Information request

- 50.2 To enable the Directors to determine that these Articles have been complied with, including that there has been a Permitted Transfer, the Directors may require:

- 50.2.1 any Shareholder;
- 50.2.2 *the legal personal representatives of any deceased Shareholder;*
- 50.2.3 any person entitled to any Shares in consequence of the Bankruptcy or insolvency of a Shareholder;
- 50.2.4 any person named as transferee in any transfer lodged for registration; or
- 50.2.5 any other person whom the Directors reasonably believe to have relevant information,

to provide the Company with any information that they may require for this purpose.

- 50.3 If the information requested under Article 50.2 is not provided in writing, within such period as the Directors may reasonably allow, to enable the Directors to determine to their reasonable satisfaction that no breach of these Articles has occurred, or if as a result of the information provided the Directors are reasonably satisfied that a breach has occurred, the Directors may immediately notify the Holder of the Shares in question in writing of that fact and a Transfer Notice is deemed to have been given in respect of the Shares at a time determined by the Directors.

51 Permitted transfers

Transfers by individuals and Family Trusts

- 51.1 A Shareholder who is an individual may transfer the Whole Interest in any Share held by him to:

- 51.1.1 any of his Privileged Relations;
- 51.1.2 the trustees of any Family Trust in relation to him; or
- 51.1.3 any Personal Company of his,

except that, if the Share has already been transferred pursuant to Article 51.1.1 or 51.1.2, or if the Share is derived from such a Share, he may only make the transfer back to the Original Shareholder or to a Privileged Relation of, or the trustees of a Family Trust in relation to, or a Personal Company of, that Original Shareholder.

- 51.2 If an individual Permitted Transferee dies or becomes Bankrupt, his Transmitttee may transfer the Whole Interest in his Shares to any person to whom that individual, if not dead or Bankrupt, *would have been permitted to transfer them under Article 51.1.*

51.3 Where Shares are held by trustees of a Family Trust in relation to a particular individual Original Shareholder in accordance with this Article 51, the trustees and their successors in office may transfer the whole of their interest in and rights in respect of all or any of such Shares:

51.3.1 to the trustees for the time being of the Family Trust concerned on any change of its trustees;

51.3.2 to the trustees for the time being of any other Family Trust in relation to the same individual Original Shareholder; or

51.3.3 to the particular individual Original Shareholder, or to any of his Privileged Relations or to a Personal Company of his.

Transfers by corporate Shareholders

51.4 A Shareholder, which is a body corporate and a member of a wholly-owned group, may transfer the Whole Interest in any Shares held by it to another body corporate in that wholly-owned group.

51.5 A Personal Company in relation to an individual Original Shareholder may transfer the Whole Interest in any Shares either back to that Original Shareholder or to another Permitted Transferee of that Original Shareholder.

Change of relationship with Original Shareholder

51.6 If any person to whom Shares are transferred pursuant to any of Articles 51.1 to 51.5, ceases to be within the required relationship to the Original Shareholder, as permitted by these Articles, that Shareholder or his Transmitttee must immediately notify the Directors in writing of that event and transfer the Whole Interest in the Shares and any other Shares derived from those Shares back to the Original Shareholder, or to another Permitted Transferee of the Original Shareholder.

51.7 If a transfer under Article 51.6 is not presented to the Company for registration within 10 Business Days of the event, that Shareholder or his Transmitttee is deemed to have given a Transfer Notice at a time determined by the Directors.

51.8 This Article 51 (Permitted Transfers) is subject to Article 53 (Compulsory transfers).

52 Transfers subject to pre-emption

Service of Transfer Notice

52.1 Any person wishing to transfer any of his Shares (a **Selling Shareholder**) must first give a notice in writing (a **Transfer Notice**) to the Company, specifying:

52.1.1 the number of Shares that he wishes to transfer (the **Sale Shares**);

52.1.2 the price in cash for which he wishes to transfer each of the Sale Shares;

52.1.3 the name of the third party (if any) to whom he proposes to transfer the Sale Shares; and

52.1.4 whether the notice is conditional upon all, or a specified number of, the Sale Shares being sold to other Shareholders (the **Minimum Transfer Condition**),

but this does not apply to a transfer pursuant to any of Articles 33 (Enforcement of the Company's lien), 51 (Permitted Transfers), 54 (Tag along) or 55 (Drag along) unless or to the extent described in any of those Articles.

52.2 A Transfer Notice appoints the Company the agent of the Selling Shareholder for the sale of the Whole Interest in the Sale Shares at the Fair Value, subject if applicable to the Minimum Transfer Condition.

Offer of Shares

52.3 As soon as practicable and in any event within 15 Business Days following the determination of the Fair Value pursuant to Article 56, and after expiry of any right of the Selling Shareholder to revoke his Transfer Notice under Article 52.11 (after Expert's certificate), where applicable, the Company shall give notice in writing to the Company and the Shareholders (other than the Selling Shareholder) offering the Sale Shares for sale at the Fair Value.

52.4 The Sale Shares shall be offered in the following priority:

52.4.1 first, to the Company; and

52.4.2 second, to the Shareholders of the Company.

52.5 Transfers: First Offer

52.5.1 The Directors shall offer the Sale Shares to the Company to be purchased as part of a share buy back scheme subject to the necessary approval of the Shareholders within the period from the date of the offer to the date 10 Business Days after the offer (inclusive) (the "**First Offer Period**") for the maximum number of Sale Shares the Company wishes to buy back.

52.5.2 If the Sale Shares are subject to a Minimum Transfer Condition then any allocation made under Articles 52.5 and 52.6 will be conditional on the fulfilment of the Minimum Transfer Condition.

52.5.3 If, at the end of the First Offer Period, the number of Sale Shares applied for is equal to the number of Sale Shares, the Company shall be entitled to buy back all Sale Shares.

52.5.4 If, at the end of the First Offer Period, the number of Sale Shares applied for by the Company is less than the number of Sale Shares, the balance (the "**Initial Surplus Shares**") will be dealt with in accordance with Article 52.6.

52.6 Transfers: Second Offer

52.6.1 At the end of the First Offer Period, the Board shall offer the Initial Surplus Shares to all the Shareholders of the Company inviting them to apply in writing within the period from the date of the offer to the date 10 Business Days after the date of the offer (inclusive) (the "**Second Offer Period**") for the maximum number of the Initial Surplus Shares they wish to buy.

- 52.6.2 If, at the end of the Second Offer Period, the number of Initial Surplus Shares applied for exceeds the number of Initial Surplus Shares, the Board shall allocate the remaining Initial Surplus Shares to each Shareholder in the proportion (fractional entitlements being rounded to the nearest whole number) which his existing holding of Shares bears to the total number of shares (including Sale Shares) held by those Shareholders who have applied during the Second Offer Period for Initial Surplus Shares but no allocation shall be made to a Shareholder of more than the maximum number of Initial Surplus Shares which he has stated he is willing to buy.
- 52.6.3 If, at the end of the Second Offer Period, the number of Sale Shares applied for is less than the number of Initial Surplus Shares, the balance (the "**Secondary Surplus Shares**") will be offered to any other person in accordance with Article 52.10.

Completion of sale

- 52.7 If the Transfer Notice includes a Minimum Transfer Condition and the total number of Shares applied for is less than the number of Sale Shares the Board shall notify the Selling Shareholder and all those to whom Sale Shares have been conditionally allocated under Articles 52.5 and 52.6 stating the condition has not been met and that the relevant Transfer Notice has lapsed with immediate effect.

52.8 If:

52.8.1 the Transfer Notice does not include a Minimum Transfer Condition; and/or

52.8.2 allocations have been made in respect of all the Sale Shares,

the Directors shall, when no further offers are required to be made under Articles 52.5 and 52.6 give written notice to all those Shareholders and the Selling Shareholder of their allocation of Sale Shares (an **Allocation Notice**). The Allocation Notice shall be in writing and shall specify the name and address of each purchasing Shareholder and/or the Company, the number of Sale Shares to be purchased by each of them and the place and time (being, in the case of the sale to purchasing Shareholders if the Company does not wish to purchase, not earlier than five Business Days and not later than 10 Business Days after the date of the Allocation Notice) at which the sale of those Sale Shares to purchasing Shareholders and/or the Company shall be completed (the **Completion Date**).

- 52.9 The Selling Shareholder shall be bound, upon the payment of the Fair Value, to deliver the relevant Share certificates (or an indemnity for lost certificate in a form acceptable to the Directors) and transfer the Whole Interest in the Sale Shares as specified in the Allocation Notice on the Completion Date.

Selling Shareholder's right to sell Sale Shares to third party

- 52.10 In the event that any Sale Shares are not sold in accordance with the preceding provisions of this Article 52 (either through the Company not finding purchasers for Sale Shares following the offers under Articles 52.3 and 52.4, or through the Minimum Transfer Condition not being satisfied or waived, or, through no default of the Selling Shareholder, the purchase of any of the Sale Shares not being completed in accordance with the Allocation Notice), the Selling Shareholder may, within 40 Business Days after receiving written notice from the Company of that event, transfer the Whole Interest in any such unsold Sale Shares, at a price at least equal

to the Fair Value, to any person, whose identity the Shareholders have approved (such approval not to be unreasonably withheld or delayed). It will be reasonable for the Shareholders to withhold such approval if they are reasonably of the opinion that:

- 52.10.1 the transferee is a person (or a nominee for a person) who is a competitor with (or associated with or interested in a competitor with) the business of the Company or with a subsidiary of the Company; or
- 52.10.2 the sale of the Sale Shares is not bona fide or the price is subject to a deduction, rebate or allowance to the transferee; or
- 52.10.3 the Selling Shareholder has failed or refused to provide promptly information available to the Selling Shareholder and reasonably requested by the Directors to enable them to form this opinion.

Revocation of Transfer Notice

- 52.11 In the event that the Fair Value specified in any Expert's certificate obtained in accordance with Article 56 is less than 95 per cent of the proposed price specified by the Selling Shareholder in his Transfer Notice pursuant to Article 52.1, the Selling Shareholder shall, subject to Article 52.14, have the right, by notice in writing to the Company given within five Business Days after the copy of the Expert's certificate is sent to him in accordance with Article 56.5, to revoke his Transfer Notice.
- 52.12 A Selling Shareholder may revoke his Transfer Notice at any other time with the unanimous written consent of the Directors who may impose such conditions on any such consent as they see fit, including a condition that the Selling Shareholder bear all the related costs.
- 52.13 Upon revocation by the Selling Shareholder of a Transfer Notice the Company shall return to the Selling Shareholder the original Transfer Notice in respect of the Sale Shares.
- 52.14 If the Selling Shareholder within 12 months of revoking a Transfer Notice pursuant to Articles 52.11 or 52.12 serves a further Transfer Notice, the right of revocation contained in those Articles shall not apply in respect of such further Transfer Notice.

Failure by Selling Shareholder to transfer Sale Shares

- 52.15 If the Selling Shareholder fails to transfer any of the Sale Shares in accordance with Article 52.9:
 - 52.15.1 one of the Directors, nominated by a resolution of the Directors for the purpose, shall be deemed to be duly appointed as the agent of the Selling Shareholder, with full power to execute, complete and deliver, in the name and on behalf of the Selling Shareholder, all Documents necessary to transfer the relevant Shares to the purchasing Shareholder and/or the Company (as the case may be);
 - 52.15.2 the appointment referred to in Article 52.15.1 is irrevocable and is given to secure the performance of the obligations of the Selling Shareholder under these Articles;
 - 52.15.3 the Directors may receive and give a good discharge for the purchase money on behalf of the Selling Shareholder and (subject to the transfer being duly stamped, or as appropriate certified, if necessary) enter the name of the purchasing Shareholder

in the register of members as the Holder by transfer of the Shares so purchased by him and/or register the Shares as Treasury Shares or cancel those Shares, or treat them as cancelled, in accordance with sections 729 or 706 of the Act (as the case may be);

52.15.4 the purchasing Shareholder or Company shall then become indefeasibly entitled to the Whole Interest in those Shares on such a purchase and if, on a purchase by the Company, those Shares are cancelled or treated as cancelled, they shall not be available for reissue; and

52.15.5 the Directors shall then pay the purchase money into a separate bank account in the name of the Company on trust (but without interest), or otherwise hold the purchase money on trust, for the Selling Shareholder until he has sent his certificate for the relevant Shares (or an indemnity for lost certificate in a form acceptable to the Directors) to the Company at which point he shall be paid the purchase money without interest and less any sums owed to the Company by him.

53 Compulsory transfers

Deemed Transfer Notice

53.1 Whenever a person is deemed to have given a Transfer Notice under these Articles, the provisions of Article 52 apply, with appropriate modifications, including the following, but subject to any other modifications as described in these Articles:

53.1.1 the deemed Transfer Notice concerns all the Shares held by that person, or in which that person is interested, or to which that person is entitled;

53.1.2 there is no Minimum Transfer Condition;

53.1.3 the right of revocation in Article 52.11 does not apply;

53.1.4 in the case of a Transfer Notice deemed to have been given in accordance with Article 53.7 by a Departing Employee Shareholder, the purchase price for the Shares is as provided in Article 53.8; and

53.1.5 if that person subsequently acquires further Shares, or an interest in them, or becomes entitled to them, then he is deemed to have given another Transfer Notice in respect of those further Shares, on the terms of this Article 53.1, on the date of that acquisition.

Disenfranchisement of Shares

53.2 As from the date on which a Transfer Notice is deemed to have been given and until completion of the transfer of the relevant Shares, the Holder of the Shares in respect of which the Transfer Notice is deemed given, or any further Shares derived from any of those Shares, shall not be entitled to:

53.2.1 receive notice of, attend or speak at, any general meeting of the Company or of a separate meeting of any class of those Shares; or

53.2.2 exercise any voting or other rights attaching to such Shares.

Bankruptcy of individual Original Shareholder

- 53.3 If an Original Shareholder, being an individual, becomes Bankrupt, unless Article 53.7 (Good/Bad Leavers) applies, the Transmittor or Permitted Transferee of the Shares originally held by the Original Shareholder, and any other Shares derived from any of those Shares, is deemed to have given a Transfer Notice in respect of all those Shares at a time determined by the Directors.

Death of individual Original Shareholder

- 53.4 If an Original Shareholder (not including a Family Shareholder), being an individual, dies or becomes Bankrupt, unless Article 53.7 (Good/Bad Leavers) applies, the Transmittor or Permitted Transferee of the Shares originally held by the Original Shareholder (not including a Family Shareholder), and any other Shares derived from any of those Shares, is deemed to have given a Transfer Notice in respect of all those Shares at a time determined by the Directors.

Death or Bankruptcy of an individual Permitted Transferee

- 53.5 A person entitled to any Shares in consequence of the Bankruptcy of an individual Permitted Transferee, unless a Permitted Transfer has been effected, is deemed to have given a Transfer Notice in respect of all those Shares at a time determined by the Directors.

Change of Control of a corporate Original Shareholder

- 53.6 If there is a change of the person in Control of an Original Shareholder that is a body corporate, that Original Shareholder, or its Permitted Transferee that is the current Holder of the Shares originally held by the Original Shareholder and any other Shares derived from any of those Shares, is deemed to have given a Transfer Notice in respect of all those Shares at a time determined by the Directors.

Good/Bad Leavers

- 53.7 If an Employee Shareholder becomes a Departing Employee Shareholder, he or his Transmittor is deemed to have given a Transfer Notice on that date or at a later time as decided by the Directors.

- 53.8 In the case of a Transfer Notice deemed to have been given in accordance with Article 53.7 by a Departing Employee Shareholder, the purchase price of the Shares is, where the relevant employee or director in relation to the Departing Employee Shareholder is:

53.8.1 a Bad Leaver, the lower of their Fair Value and the price he originally paid to acquire the Shares; or

53.8.2 a Good Leaver, the higher of their Fair Value and the price he originally paid to acquire the Shares.

- 53.9 For the purposes of this Article 53:

53.9.1 **Group** means the Company and its subsidiaries and **Group Company** means one of them;

- 53.9.2 an **Employee Shareholder** is a Shareholder (excluding any Family Shareholder) who is, or was, a director of any Group Company, or is a Permitted Transferee, directly or indirectly, of any such director;
- 53.9.3 a **Departing Employee Shareholder** is an Employee Shareholder in relation to:
- (a) a person who ceases to be, and is no longer continuing as a director of any Group Company; or
 - (b) a person to or from whom notice has been given or received of termination of his directorship leading directly to either such cessation described in paragraph (a) above;
- 53.9.4 a director in relation to a Departing Employee Shareholder is a **Good Leaver** if he is ceasing to be, and no longer continuing as, a director of any Group Company by reason of:
- (a) injury, ill-health or disability (evidenced to the satisfaction of the Directors);
 - (b) death;
 - (c) redundancy (within the meaning of section 139(1) of the Employment Rights Act 1996); or
 - (d) the Group Company by which he is engaged or its business being transferred outside the Group;
- 53.9.5 a director in relation to a Departing Employee Shareholder is a **Bad Leaver** if he is ceasing to be, and no longer continuing as, a director of any Group Company for a reason that does not make him a Good Leaver.

54 Tag along

- 54.1 If the effect of any proposed transfer of Shares would be a Sale, the intending transferor of such Shares may not complete that transfer unless it has first procured the proposed acquirer under the Sale to make an offer (the **Tag Offer**) to buy from all the other Shareholders all the Shares held by them, together with all their interests in such Shares, in accordance with this Article 54.
- 54.2 The Tag Offer must be in writing and specify:
- 54.2.1 that the proposed acquirer under the Sale is offering to buy from all the other Shareholders all the Shares held by them, together with all their interests in such Shares, in accordance with this Article 54;
 - 54.2.2 the purchase price per Share, which must be at least equal to the highest price per Share, to be satisfied in the same form and on at least as favourable terms, as (including as to alternatives which the other Shareholder has the option to select, or the default applies) under the proposed Sale;
 - 54.2.3 that completion of the purchase will be conditional on, and will occur contemporaneously with, the completion of the proposed Sale;

- 54.2.4 that it is open for acceptance for a period which must be not less than 10 Business Days;
 - 54.2.5 that the offeree Shareholder shall not be required to give any warranty or indemnity in relation to the transfer other than a warranty as to capacity and the full title guarantee of the Shares held by such Shareholder; and
 - 54.2.6 no other terms or conditions that are less favourable for the offeree Shareholder than under the proposed Sale.
- 54.3 If any offeree Shareholder fails to transfer his Shares pursuant to the Tag Offer which he has accepted, the provisions of Article 52.15, with appropriate modifications, apply.
- 54.4 The purchase of Shares pursuant to the Tag Offer is not subject to any of the other restrictions on transfer of Shares under these Articles.
- 54.5 No Tag Offer need be made if a Drag along Notice has been served under Article 55.

55 Drag along

- 55.1 If the effect of any proposed transfer of Shares would be a Sale, the intending transferor of such Shares has the right to give notice to all the other Shareholders requiring them to transfer all the Shares held by them, together with all their interests in such Shares, to the proposed acquirer under the Sale (the **Drag along Notice**) in accordance with this Article 55.
- 55.2 The Drag along Notice must be in writing and specify:
- 55.2.1 that those Shareholders are required to transfer all the Shares held by them, together with all their interests in such Shares, to the proposed acquirer under the Sale, in accordance with this Article 55;
 - 55.2.2 the purchase price per Share, which must be at least equal to the highest price per Share, to be satisfied in the same form and on at least as favourable terms, as (including as to alternatives which the other Shareholder has the option to select, or the default applies) under the proposed Sale;
 - 55.2.3 that completion of the purchase will be conditional on, and will occur contemporaneously with, the completion of the proposed Sale;
 - 55.2.4 that the other Shareholder shall not be required to give any warranty or indemnity in relation to the transfer other than a warranty as to capacity and the full title guarantee of the Shares held by such Shareholder; and
 - 55.2.5 no other terms or conditions that are less favourable to the other Shareholder than under the proposed Sale.
- 55.3 If any of those other Shareholders fails to transfer his Shares pursuant to the Drag along Notice, the provisions of Article 52.15, with appropriate modifications, apply.
- 55.4 The purchase of Shares pursuant to the Drag along Notice is not subject to any of the other restrictions on transfer of Shares under these Articles.

56 Determining fair value

- 56.1 The **Fair Value** in relation to any Sale Shares shall be such price per Share:
- 56.1.1 as agreed between the Directors and the Selling Shareholder within five Business Days after the date on which the Directors become aware that a Transfer Notice is given or deemed given; or
 - 56.1.2 failing such agreement as described in Article 56.1.1, as certified by an Expert in accordance with the following provisions of this Article.
- 56.2 If the Directors and the Selling Shareholder are unable to agree the Fair Value pursuant to Article 56.1.1, an Expert shall be appointed to certify the Fair Value of the Sale Shares.
- 56.3 For the purpose of this Article 56, the **Expert** is either the Company's auditors or, if they are unable or unwilling to act or if the Directors or the Selling Shareholder do not wish the auditors to act, an independent firm of accountants or valuers, which is chosen and appointed as follows. The Directors and the Selling Shareholder may agree on the identity of such a firm and approve and sign its terms of engagement; but if no such firm is agreed and/or if its terms of engagement are not signed by all the parties within 15 Business Days after the date on which the Directors become aware that a Transfer Notice is given or deemed given, the Directors or the Selling Shareholder may apply for the nomination and/or appointment of such a firm, and/or for the determination of its terms of engagement, by the President for the time being of the Institute of Chartered Accountants in England and Wales and whichever of them does not make such application to the President may not oppose or seek to delay, in any manner whatsoever, any such nomination, appointment and determination by the President. If either the Selling Shareholder or the Directors on behalf of the Company fail to sign reasonable terms of engagement of the firm nominated by the said President within 10 Business Days after the date they are sent those reasonable terms, the nominated firm shall be deemed to have been appointed and shall be permitted to act upon such terms of engagement as if they had been signed by each of the parties.
- 56.4 The Fair Value shall then be the value that the Expert certifies, in his opinion, to be the fair value of the Sale Shares, as at the date on which the Transfer Notice is given or deemed given. The Fair Value shall be calculated by reference to the open market value of the Sale Shares as at the date of the event giving rise to the valuation on the following assumptions and bases:
- 56.4.1 valuing those Sale Shares as on an arm's length sale between a willing vendor and a willing purchaser;
 - 56.4.2 if the Company is then carrying on business as a going concern, on the assumption that it will continue to do so;
 - 56.4.3 that those Sale Shares are capable of being transferred without restriction;
 - 56.4.4 valuing those Sale Shares as a rateable proportion of the total value of all the issued shares of the Company without any premium or discount being attributable to the class of the Shares or the percentage of the issued share capital of the Company which they represent; and
 - 56.4.5 taking into account the rights and obligations under these Articles.
- 56.5 On appointment, the Expert shall be requested to deliver its certificate of the Fair Value of the Sale Shares in writing to the Company, so that the Company receives it within 25 Business

Days of the appointment. As soon as the Company receives the certificate it shall send a copy of it to the Selling Shareholder.

- 56.6 The Expert shall act as an expert and not as an arbitrator and its determination shall be final and binding on the parties (in the absence of fraud or manifest error).
- 56.7 The Expert may have access to all accounting records or other relevant Documents of the Company, subject to any confidentiality restrictions.
- 56.8 *The cost of obtaining the Expert's certificate shall be borne equally by the Company and the Selling Shareholder, except that if the Selling Shareholder, within 12 months of revoking a Transfer Notice under Article 52.11, gives a further Transfer Notice, the cost of obtaining the Expert's certificate in relation to such further Transfer Notice shall be borne wholly by the Selling Shareholder.*

TRANSMISSION OF SHARES

57 Transmission of shares

- 57.1 If title to a Share passes to a Transmittée, the Company may only recognise the Transmittée as having any title to that Share.
- 57.2 A Transmittée who produces such evidence of entitlement to Shares as the Directors may properly require:
 - 57.2.1 may, subject to the Articles, choose either to become the Holder of those Shares or to have them transferred to another person; and
 - 57.2.2 subject to the Articles, and pending any transfer of the Shares to another person, has the same rights as the Holder had.
- 57.3 Transmittees do not have the right to attend or vote at a general meeting, or agree to a proposed written resolution, in respect of Shares to which they are entitled, by reason of the Holder's death or Bankruptcy or otherwise, unless they become the Holders of those Shares.

58 Exercise of transmittées' rights

- 58.1 Transmittées who wish to become the Holders of Shares to which they have become entitled *must notify the Company in writing of that wish.*
- 58.2 If the Transmittée wishes to have a Share transferred to another person, the Transmittée must execute an instrument of transfer in respect of it.
- 58.3 Any transfer made or executed under this Article 58 is subject to the Articles and is to be treated as if it were made or executed by the person from whom the Transmittée has derived rights in respect of the Share, and as if the event which gave rise to the transmission had not occurred.

59 Transmittees bound by prior notices

If a notice is given to a Shareholder in respect of Shares and a Transmittree is entitled to those Shares, the Transmittree is bound by the notice if it was given to the Shareholder before the Transmittree's name, or the name of any other person nominated under Article 57.2 has been entered in the register of members.

DIVIDENDS AND OTHER DISTRIBUTIONS

60 Procedure for declaring dividends

- 60.1 The Company may by Ordinary Resolution declare dividends, and the Directors may decide to pay interim dividends.
- 60.2 A dividend must not be declared unless the Directors have made a recommendation as to its amount. Such a dividend must not exceed the amount recommended by the Directors.
- 60.3 No dividend may be declared or paid unless it is in accordance with Shareholders' respective rights.
- 60.4 A Share which is not fully paid shall not entitle the Shareholder to a dividend in respect of that Share.
- 60.5 If the Company's Share capital is divided into different classes, no interim dividend may be paid on Shares carrying deferred or non-preferred rights if, at the time of payment, any preferential dividend is in arrear.
- 60.6 The Directors may pay at intervals any dividend payable at a fixed rate if it appears to them that the profits available for distribution justify the payment.
- 60.7 If the Directors act in good faith, they do not incur any liability to the Holders of Shares conferring preferred rights for any loss they may suffer by the lawful payment of an interim dividend on Shares with deferred or non-preferred rights.

61 Payment of dividends and other distributions

- 61.1 Where a dividend or other sum which is a distribution is payable in respect of a Share, it must be paid by one or more of the following means:
 - 61.1.1 transfer to a bank or building society account specified by the Distribution Recipient in writing;
 - 61.1.2 sending a cheque made payable to the Distribution Recipient by post to the Distribution Recipient at the Distribution Recipient's registered address (if the Distribution Recipient is a Holder of the Share), or (in any other case) to an address specified by the Distribution Recipient in writing;
 - 61.1.3 sending a cheque made payable to such person by post to such person at such address as the Distribution Recipient has specified in writing; or

61.1.4 any other means of payment as the Directors agree with the Distribution Recipient in writing.

61.2 In the Articles, the **Distribution Recipient** means, in respect of a Share in respect of which a dividend or other sum is payable:

61.2.1 the Holder of the Share; or

61.2.2 if the Share has two or more joint Holders, whichever of them is named first in the register of members; or

61.2.3 if the Holder is no longer entitled to the Share by reason of death or Bankruptcy, or otherwise by operation of law, the Transmittree.

62 Deductions from distributions in respect of sums owed to the company

62.1 If:

62.1.1 a Share is subject to the Company's Lien; and

62.1.2 the Directors are entitled to issue a lien enforcement notice in respect of it,

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

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

62.3 The Company must notify the Distribution Recipient in writing of:

62.3.1 the fact and amount of any such deduction;

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

62.3.3 how the money deducted has been applied.

63 No interest on distributions

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

63.1.1 the terms on which the Share was issued; or

63.1.2 the provisions of another agreement between the Holder of that Share and the Company.

64 Unclaimed distributions

64.1 All dividends or other sums which are:

64.1.1 payable in respect of Shares; and

64.1.2 unclaimed after having been declared or become payable,

may be invested or otherwise made use of by the Directors for the benefit of the Company until claimed.

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

64.3 If:

64.3.1 twelve years have passed from the date on which a dividend or other sum became due for payment; and

64.3.2 the Distribution Recipient has not claimed it,

the Distribution Recipient is no longer entitled to that dividend or other sum and it ceases to remain owing by the Company.

65 Non-cash distributions

65.1 Subject to the terms of issue of the Share in question, the Company may, by Ordinary Resolution on the recommendation of the Directors, decide to pay all or part of a dividend or other distribution payable in respect of a Share by transferring non-cash assets of equivalent value (including, without limitation, shares or other securities in any company).

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

65.2.1 fixing the value of any assets;

65.2.2 paying cash to any Distribution Recipient on the basis of that value in order to adjust the rights of recipients; and

65.2.3 vesting any assets in trustees.

66 Waiver of distributions

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

66.1.1 the Share has more than one Holder; or

66.1.2 more than one person is entitled to the Share, whether by reason of the death or Bankruptcy of one or more joint Holders, or otherwise,

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

CAPITALISATION OF PROFITS

67 Authority to capitalise and appropriation of capitalised sums

67.1 Subject to the Articles, the Directors may, if they are so authorised by an Ordinary Resolution:

67.1.1 decide to capitalise any profits of the Company (whether or not they are available for distribution) which are not required for paying a preferential dividend, or any sum standing to the credit of the Company's share premium account or capital redemption reserve; and

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

except that where a Capitalised Sum is applied in paying up in full new Shares, the Persons Entitled are extended to include the Company in respect of any Treasury Shares, in accordance with Article 67.3.

67.2 Capitalised Sums must be applied:

67.2.1 on behalf of the Persons Entitled; and

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

67.3 Any Capitalised Sum may be applied in paying up new Shares of a nominal amount equal to the Capitalised Sum which are then allotted credited as fully paid to the Persons Entitled or as they may direct, and for this purpose the Company is able to participate in the relevant allotment in relation to any Treasury Shares.

67.4 A Capitalised Sum which was appropriated from profits available for distribution may be applied in paying up new debentures of the Company which are then allotted credited as fully paid to the Persons Entitled or as they may direct.

67.5 Subject to the Articles, the Directors may:

67.5.1 apply Capitalised Sums in accordance with Articles 67.3 and 67.4 partly in one way and partly in another;

67.5.2 make such arrangements as they think fit to deal with Shares or debentures becoming distributable in fractions under this Article 67 (including the issuing of fractional certificates or the making of cash payments); and

67.5.3 authorise any person to enter into an agreement with the Company on behalf of all the Persons Entitled which is binding on them in respect of the allotment of Shares and debentures to them under this Article 67.

PART 4

Decision-making by Shareholders

Organisation of general meetings

68 Attendance and speaking at general meetings

- 68.1 A person is able to exercise the right to speak at a general meeting when that person is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions which that person has on the business of the meeting.
- 68.2 A person is able to exercise the right to vote at a general meeting when:
- 68.2.1 that person is able to vote, during the meeting, on resolutions put to the vote at the meeting; and
 - 68.2.2 that person's vote can be taken into account in determining whether or not such resolutions are passed at the same time as the votes of all the other persons attending the meeting.
- 68.3 The Directors may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it.
- 68.4 In determining attendance at a general meeting, it is immaterial whether any two or more persons attending it are in the same place as each other as long as they can all hear and speak to each other.
- 68.5 Two or more persons who are not in the same place as each other attend a general meeting if their circumstances are such that if they have (or were to have) rights to speak and vote at that meeting, they are (or would be) able to exercise them.

69 Quorum for general meetings

- 69.1 No business other than the appointment of the Chairman of the meeting is to be transacted at a general meeting if the persons attending it do not constitute a quorum.
- 69.2 Two persons entitled to vote upon the business to be transacted, each being a Shareholder or a proxy for a Shareholder or a duly authorised representative of a corporation which is a Shareholder (but not including for this purpose proxies or corporate representatives of the same Shareholder), shall be a quorum.

70 Chairing general meetings

- 70.1 *If the Directors have appointed a Chairman, the Chairman shall chair general meetings if present and willing to do so.*
- 70.2 If the Directors have not appointed a Chairman, or if the Chairman is unwilling to chair the meeting or is not present within ten minutes of the time at which a meeting was due to start:

70.2.1 the Directors present; or

70.2.2 (if no Directors are present) the meeting,

must appoint a Director or Shareholder to chair the meeting, and the appointment of the Chairman of the meeting must be the first business of the meeting.

70.3 The person chairing a meeting in accordance with this Article 70 is referred to as the **Chairman of the meeting**.

71 Attendance and speaking by directors and non-shareholders

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

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

71.2.1 Shareholders; or

71.2.2 otherwise entitled to exercise the rights of Shareholders in relation to general meetings,

to attend and speak at a particular general meeting.

72 Adjournment

72.1 If the persons attending a general meeting within half an hour of the time at which the meeting was due to start do not constitute a quorum, or if during a meeting a quorum ceases to be present, the Chairman of the meeting must adjourn it.

72.2 The Chairman of the meeting may adjourn a general meeting at which a quorum is present if:

72.2.1 the meeting consents to an adjournment; or

72.2.2 it appears to the Chairman of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner.

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

72.4 When adjourning a general meeting, the Chairman of the meeting must:

72.4.1 either specify the time and place to which it is adjourned or state that it is to continue *at a time and place to be fixed by the Directors; and*

72.4.2 have regard to any directions as to the time and place of any adjournment which have been given by the meeting.

72.5 If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the Company must give at least seven clear days' notice of it:

- 72.5.1 to the same persons to whom notice of the Company's general meetings is required to be given; and
 - 72.5.2 containing the same information which such notice is required to contain.
- 72.6 No business may be transacted at an adjourned general meeting which could not properly have been transacted at the meeting if the adjournment had not taken place.

VOTING AT GENERAL MEETINGS

73 Voting: general

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

74 Errors and disputes

- 74.1 No objection may be raised to the qualification of any person voting at a general meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid.
- 74.2 Any such objection must be referred to the Chairman of the meeting, whose decision is final.

75 Poll votes

- 75.1 A poll on a resolution may be demanded:
 - 75.1.1 in advance of the general meeting where it is to be put to the vote; or
 - 75.1.2 at a general meeting, either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared.
- 75.2 A poll may be demanded at any general meeting by:
 - 75.2.1 the Chairman of the meeting; and
 - 75.2.2 a person having the right to vote on the resolution.
- 75.3 A demand for a poll may be withdrawn if:
 - 75.3.1 the poll has not yet been taken; and
 - 75.3.2 the Chairman of the meeting consents to the withdrawal,

and a demand so withdrawn shall not invalidate the result of a show of hands declared before the demand was made.
- 75.4 Polls must be taken immediately and in such manner as the Chairman of the meeting directs.

76 Content of proxy notices

76.1 Proxies may only validly be appointed by a notice in writing (a **Proxy Notice**) which:

- 76.1.1 states the name and address of the Shareholder appointing the proxy;
- 76.1.2 identifies the person appointed to be that Shareholder's proxy and the general meeting in relation to which that person is appointed;
- 76.1.3 is signed by or on behalf of the Shareholder appointing the proxy, or is authenticated in such manner as the Directors may determine; and
- 76.1.4 is delivered to the Company in accordance with the Articles and in accordance with any instructions contained in the notice of the general meeting (or adjourned meeting) to which they relate,

and a Proxy Notice which is not delivered in such manner shall be invalid, unless the Directors, in their discretion, accept the Proxy Notice at any time before the meeting.

76.2 The Company may require Proxy Notices to be delivered in a particular form, and may specify different forms for different purposes.

76.3 Proxy Notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.

76.4 Unless a Proxy Notice indicates otherwise, it must be treated as:

- 76.4.1 allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
- 76.4.2 appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

77 Delivery of proxy notices

77.1 A Proxy Notice in relation to which a right to vote is to be exercised must be delivered so that it is received by the Company:

- 77.1.1 in the case of a meeting or adjourned meeting, at any time before the time for holding the meeting or adjourned meeting, or any lesser time that the Directors may specify; and
- 77.1.2 in the case of a poll taken otherwise than at the meeting or adjourned meeting, before the poll is taken.

77.2 In calculating the periods mentioned in Article 77.1 no account shall be taken of any part of a day that is not a Business Day.

77.3 A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid Proxy Notice has been delivered to the Company by or on behalf of that person.

- 77.4 An appointment under a Proxy Notice may be revoked by delivering to the Company a notice in writing given by or on behalf of the person by whom or on whose behalf the Proxy Notice was given.
- 77.5 A notice revoking a proxy appointment only takes effect if it is delivered before the poll is taken.
- 77.6 If a Proxy Notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

78 Amendments to resolutions

- 78.1 An Ordinary Resolution to be proposed at a general meeting may be amended by Ordinary Resolution if:
- 78.1.1 notice of the proposed amendment is given to the Company in writing by a person entitled to vote at the general meeting at which it is to be proposed not less than 48 hours before the meeting is to take place (or such later time as the Chairman of the meeting may determine); and
 - 78.1.2 the proposed amendment does not, in the reasonable opinion of the Chairman of the meeting, materially alter the scope of the resolution.
- 78.2 A Special Resolution to be proposed at a general meeting may be amended by Ordinary Resolution, if:
- 78.2.1 the Chairman of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed; and
 - 78.2.2 the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.
- 78.3 If the Chairman of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the Chairman's error does not invalidate the vote on that resolution.

PART 5

Administrative Arrangements

79 Means of communication to be used

- 79.1 Subject to the Articles, anything sent or supplied by or to the Company under the Articles may be sent or supplied in any way in which the Act provides for Documents or information which are authorised or required by any provision of the Act to be sent or supplied by or to the Company.
- 79.2 The Company may send or supply Documents or information to Shareholders by making them available on a website.
- 79.3 Subject to the Articles, any notice or Document or other information to be sent or supplied to a Director in connection with the taking of decisions by Directors may also be sent or supplied by

the means by which that Director has asked to be sent or supplied with such notices or Documents or other information for the time being.

- 79.4 A Director may agree with the Company that notices or Documents or other information sent to that Director in a particular way are to be deemed to have been received within a specified time of their being sent, and for the specified time to be less than 48 hours.
- 79.5 Any notice, Document or other information shall be deemed served on or delivered to the intended recipient:
- 79.5.1 if properly addressed and sent by prepaid United Kingdom first class post to an address in the United Kingdom, 48 hours after it was posted (or five Business Days after posting either to an address outside the United Kingdom or from outside the United Kingdom to an address within the United Kingdom, if (in each case) sent by reputable international overnight courier addressed to the intended recipient, provided that delivery in at least five Business Days was guaranteed at the time of sending and the sending party receives a confirmation of delivery from the courier service provider);
 - 79.5.2 if properly addressed and delivered by hand, when it was given or left at the appropriate address;
 - 79.5.3 if properly addressed and sent or supplied by electronic means, one hour after the Document or information was sent or supplied; and
 - 79.5.4 if sent or supplied by means of a website, when the material is first made available on the website or (if later), when the recipient receives (or is deemed to have received) notice of the fact that the material is available on the website.

For the purposes of this Article 79.5, no account shall be taken of any part of a day that is not a Business Day.

- 79.6 Proof that an envelope containing a notice or other Document was properly addressed, prepaid and posted shall be conclusive evidence that the notice or other Document was sent. Proof that a notice or other Document contained in an electronic communication was sent in accordance with guidance issued from time to time by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice or other Document was sent.

80 Company seals

- 80.1 Any common seal of the Company may only be used by the authority of the Directors.
- 80.2 The Directors may decide by what means and in what form any common seal is to be used.
- 80.3 Unless otherwise decided by the Directors, if the Company has a common seal and it is affixed to a Document, the Document must also be signed at least by:
- 80.3.1 two Authorised Persons; or
 - 80.3.2 one Authorised Person in the presence of a witness who attests the signature.

80.4 For the purposes of this Article 80, an **Authorised Person** is:

80.4.1 any Director of the Company;

80.4.2 the Company secretary (if any); or

80.4.3 any person authorised by the Directors for the purpose of signing Documents to which the common seal is affixed.

WINDING UP

81 Winding up

If the Company is wound up, the liquidator may, with the sanction of a Special Resolution and any other sanction required by the Act, divide among the Shareholders in specie the whole or any part of the assets of the Company and may, for that purpose, value any assets and determine how the division shall be carried out as between the Shareholders or different classes of Shareholders. The liquidator may, with the like sanction, vest the whole or any part of the assets in trustees upon such trusts for the benefit of the Shareholders as he with the like sanction determines, but no Shareholder shall be compelled to accept any assets upon which there is a liability.

DIRECTORS' INDEMNITY AND INSURANCE

82 Indemnity

82.1 Subject to Article 82.2, but without prejudice to any indemnity to which a relevant officer is otherwise entitled, each relevant officer may be indemnified out of the Company's assets (including by funding any expenditure incurred or to be incurred by him) against all costs, charges, losses, expenses and liabilities incurred by him as a relevant officer in connection with:

82.1.1 any negligence, default, breach of duty or breach of trust in relation to the company of which he is a relevant officer; and

82.1.2 the actual or purported execution and/or discharge of his duties.

82.2 This Article 82 does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law.

82.3 In this Article 82 a **relevant officer** means any director, or other officer of the Company.

83 Insurance

83.1 The Directors may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any relevant officer in respect of any relevant loss.

83.2 In this Article 83:

- 83.2.1 a **relevant loss** means any loss or liability which has been or may be incurred by a relevant officer in connection with that relevant officer's duties or powers in relation to the Company, any associated company of the Company, or a pension fund, employee share scheme or another trust in which current or former employees of the Company or any such associated company are or have been interested; and
- 83.2.2 a **relevant officer** means any current or former director or other officer of the Company or of an associated company of the Company or a current or former trustee of a pension fund, employee share scheme or another trust in which current or former employees of the Company or any such associated company are or have been interested.