## REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019



## **COMPANY INFORMATION**

Directors MMAP Crowe

G V Doherty

J lley D S Joseph M Lousada A M Norbury G M W Taylor

Secretary K J Whitehead

Company number 03405116

Registered office Riverside Building

County Hall

Westminster Bridge Road

London SE1 7JA

Auditor RSM UK Audit LLP

Chartered Accountants 25 Farringdon Street

London EC4A 4AB United Kingdom

Bankers Coutts & Co

440 Strand London WC2R 0QS

## STRATEGIC REPORT

## FOR THE YEAR ENDED 31 DECEMBER 2019

The directors present the strategic report for the year ended 31 December 2019.

#### **Business review**

The annual 39th BRIT Awards ("BRITs") took place on 20 February 2019 at the London O2 Arena and was broadcast live exclusively on ITV in the UK and on YouTube globally.

Jack Whitehall returned for a second year to host the 2019 BRITs, capitalising on his well-received debut in 2018; the trophy, a dark statuette cast out of solid glass, was designed by the renowned architect Sir David Adjaye OBE.

The BRIT Award shows continue to perform strongly in viewing figures, with the increasingly important digital engagement figures continuing to demonstrate strong growth. The company's other key financial relationships, with its sponsors and broadcaster are strong and long established, and the company continues to work with Julie's Bicycle, a London based charity that supports the creative community to act on climate change and environmental sustainability, towards minimizing any adverse environmental impact from the staging and broadcast of its award shows.

The UK recorded music market continues to produce and develop exceptionally talented artists and the BRIT Awards show celebrate this fact and recognise their achievements and success every twelve months.

## Principal risks and uncertainties

The key risks are withdrawal of support from the sponsors and broadcasters, and principal uncertainties lie in artist's availability to perform and the levels of ticket income generated at each show.

To mitigate the key risk, the company enters into medium term agreements with the headline sponsors and broadcasters. Other major risks around the delivery of the events are mitigated by comprehensive insurance cover.

Uncertainties around artist availability are mitigated by the parent company's (BPI (British Recorded Music Industry) Limited) position as the trade body for the British recorded music industry and its goals, supported by the individual record labels to whom the artists are signed, to promote British music.

Artist availability in turn impacts on the level of ticket income, as the BRITs offers a unique opportunity for the public to attend a star-studded event - the Grammy Awards, the only other comparable event, is by invitation only. A significant level of ticket income is generated form BPI's record label members who attend to support their artists.

On 23 March 2020 the UK government ordered a nationwide lockdown, with prescriptive social distancing measures. This mirrored similar restrictions on population movement in countries globally. In anticipation of this, our physical office closed down on Friday 13 March and workforce has been operating remotely since that date. Given our resilient infrastructure our work has been able to continue uninterrupted since that date.

We have taken the decision to move the date of the BRIT Awards in 2021 to May from February. At this stage it is unclear what social distancing measures will be in place for the revised date and therefore the associated financial impact cannot be accurately estimated. Having considered the funding structure of the group and the limited fixed costs associated with maintaining the operations of the group, the directors do not believe the effects of COVID-19 will have any impact on the presumption of the going concern position of the group. We are continuing to monitor the situation closely, and are planning for a number of potential outcomes.

## Financial key performance indicators

Given the straightforward nature of the business, the directors are of the opinion that analysis using KPIs is not necessary for the understanding of the development, performance or position of the business, however the BRIT Awards main show achieved an accumulated total viewership in the UK on ITV of 6.1 million (2018: 6.7 million), with a global audience from the YouTube live stream of 3.98m (2018: 1.49m).

## STRATEGIC REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

## Charitable donations

The company made a charitable donation in the year, to the British Record Industry Trust of £1,205,000 (2018: £1,250,000).

By order of the board

**Kiaron Whitehead** 

K J Whitehead

Secretary

Nov 23, 2020

Date: .....

## **DIRECTORS' REPORT**

## FOR THE YEAR ENDED 31 DECEMBER 2019

The directors present their annual report and financial statements for the year ended 31 December 2019.

### **Principal activities**

The principal activity of the company continued to be that of organising the BRIT Awards shows.

#### Directors

The directors who held office during the year and up to the date of signature of the financial statements were as follows:

M M A P Crowe

**G V Doherty** 

J lley

D S Joseph

M Lousada

A M Norbury G M W Taylor (Appointed 28 February 2019)

## Qualifying third party indemnity provisions

The company has made qualifying third party indemnity provisions for the benefit of its directors during the year. These provisions remain in force at the reporting date.

## **Future developments**

The company has tong-term arrangements with the headline sponsors and broadcaster for the forthcoming financial years. Demand for tickets to the shows is expected to remain at current high levels.

The board and management team are committed to the future of the business.

#### **Auditor**

RSM UK Audit LLP were appointed as auditor to the company and in accordance with section 485 of the Companies Act 2006, a resolution proposing that they be re-appointed will be put at a General Meeting.

## Statement of directors' responsibilities

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

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

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## DIRECTORS' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

### Statement of disclosure to auditor

So far as each person who was a director at the date of approving this report is aware, there is no relevant audit information of which the company's auditor is unaware. Additionally, each director has taken all the necessary steps that they ought to have taken as a director in order to make themselves aware of all relevant audit information and to establish that the company's auditor is aware of that information.

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

By order of the board

## Kiaron Whitehead

K J Whitehead Secretary

Nov 23, 2020

Date: .....

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BRIT AWARDS LIMITED

## **Opinion**

We have audited the financial statements of BRIT Awards Limited (the 'company') for the year ended 31 December 2019 which comprise the statement of comprehensive income, the statement of financial position and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 December 2019 and of its loss for the year then ended;
- · have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may
  cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting
  for a period of at least twelve months from the date when the financial statements are authorised for issue.

## Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The directors are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the strategic report and directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the strategic report and directors' report have been prepared in accordance with applicable legal requirements.

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BRIT AWARDS LIMITED (CONTINUED)

## Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- · the financial statements are not in agreement with the accounting records and returns; or
- · certain disclosures of directors' remuneration specified by law are not made; or
- · we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a strategic report or in preparing the directors' report.

#### Responsibilities of directors

As explained more fully in the directors' responsibilities statement set out on page 3, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

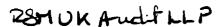
#### Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: http://www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

#### Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members, as a body, for our audit work, for this report, or for the opinions we have formed.



David Clark FCA (Senior Statutory Auditor)
For and on behalf of RSM UK Audit LLP, Statutory Auditor
Chartered Accountants
25 Farringdon Street
London
EC4A 4AB
United Kingdom
25.November, 2020

## STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31 DECEMBER 2019

	2019 £	2018 £
Turnover Administrative expenses	11,356,331 (11,389,210)	11,520,823 (11,423,443)
Operating (loss)/profit	(32,879)	97,380
Interest receivable and similar income	9,808	5,124
(Loss)/profit before taxation	(23,071)	102,504
Tax on (loss)/profit		(25,581)
(Loss)/profit for the financial year	(23,071)	76,923

## STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2019

		201	2019		2018	
•	Notes	£	£	£	£	
Current assets						
Stocks		1,032,837		981,982		
Debtors	4	1,177,244		475,986		
Cash at bank and in hand		2,270,751		1,442,767		
		4,480,832		2,900,735		
Creditors: amounts falling due within one year	5	(3,929,800)		(2,326,632)		
Net current assets	·		551,032		574,103	
Capital and reserves						
Called up share capital	6		2		2	
Profit and loss reserves	7		551,030		574,101	
Total equity			551,032		574,103	

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the board of directors and authorised for issue on 23 Nov. 2020 and are signed on its behalf by:

## **Geoff Taylor**

G M W Taylor **Director** 

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

## 1 Accounting policies

## **Company information**

BRIT Awards Limited is a private company limited by shares and is registered and incorporated in England and Wales. The registered office is Riverside Building, County Hall, Westminster Bridge Road, London, SE1 7JA.

## **Accounting convention**

These financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2006 as applicable to companies subject to the small companies regime. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared in Sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared with application of the FRS 102 Triennial Review 2017 amendments in full.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

## Going concern

On 23 March 2020 the UK government ordered a nationwide lockdown, with prescriptive social distancing measures. This mirrored similar restrictions on population movement in countries globally. In anticipation of this, our physical office closed down on Friday 13 March and workforce has been operating remotely since that date. Given our resilient infrastructure our work has been able to continue uninterrupted since that date.

We have taken the decision to move the date of the BRIT Awards in 2021 to May from February. At this stage it is unclear what social distancing measures will be in place for the revised date and therefore the associated financial impact cannot be accurately estimated. Having considered the funding structure of the group and the limited fixed costs associated with maintaining the operations of the group, the directors do not believe the effects of COVID-19 will have any impact on the presumption of the going concern position of the group. We are continuing to monitor the situation closely, and are planning for a number of potential outcomes.

#### Turnover

Turnover in the current year represents receipts and related licensing sales from the annual BRIT Awards ceremony.

Amounts invoiced in the year and prior to the following year's ceremonies are recognised as deferred income. Turnover is released to the Statement of Comprehensive Income at the time the ceremony is held. All turnover originates in the United Kingdom.

### **Stocks**

Stocks and work in progress are valued at the lower of cost and net realisable value, and represents costs incurred in respect of award ceremonies occurring after the year end. These costs are recognised in the Statement of Comprehensive Income at the time the ceremony is held.

### Cash and cash equivalents

Cash and cash equivalents are basic financial instruments and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

### 1 Accounting policies (Continued)

### **Financial instruments**

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### Basic financial assets

Basic financial assets, which include trade and other debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the financial asset is measured at the present value of the future receipts discounted at a market rate of interest.

#### Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

### Basic financial liabilities

Basic financial liabilities, including trade and other creditors and loans from fellow group companies are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

### **Equity instruments**

Equity instruments issued by the company are recorded at the fair value of proceeds received, net of transaction costs. Dividends payable on equity instruments are recognised as liabilities once they are no longer at the discretion of the company.

## Taxation

The tax expense represents the sum of the current tax expense and deferred tax expense. Current tax assets are recognised when tax paid exceeds the tax payable.

Current and deferred tax is charged or credited to profit or loss, except when it relates to items charged or credited to other comprehensive income or equity, when the tax follows the transaction or event it relates to and is also charged or credited to other comprehensive income, or equity.

Current tax assets and current tax liabilities and deferred tax assets and deferred tax liabilities are offset, if and only if, there is a legally enforceable right to set off the amounts and the entity intends either to settle on the net basis or to realise the asset and settle the liability simultaneously.

Current tax is based on taxable profit for the year. Current tax assets and liabilities are measured using tax rates that have been enacted or substantively enacted by the reporting date.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

## 1 Accounting policies (Continued)

## **Employee benefits**

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### Retirement benefits

For defined contribution schemes the amount charged to profit or loss is the contributions payable in the year. Differences between contributions payable in the year and contributions actually paid are shown as either accruals or prepayments.

## 2 Judgements and key sources of estimation uncertainty

In the application of the company's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The directors do not consider there are significant estimates or judgements made during the preparation of the financial statements.

## 3 Employees

The average monthly number of persons (including directors) employed by the company during the year was 3 (2018 - 3).

## 4 Debtors

2019	2018
£	£
629,045	181,070
29,030	16,147
374,992	166,934
144,177	111,835
1,177,244	475,986
	629,045 29,030 374,992 144,177

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

5	Creditors: amounts falling due within one year		
		2019	2018
		£	£
	Trade creditors	312,569	286,946
	Amounts owed to group undertakings	45,373	1,740,420
	Corporation tax	-	19,476
	Other creditors	3,571,858	279,790
		3,929,800	2,326,632
		<del></del>	<del></del>
6	Called up share capital	•	
		2019	2018
		£	£
	Ordinary share capital		
	Issued and fully paid	_	_
	2 Ordinary shares of £1 each	2	2
		<del></del>	**********
7	Reserves		
		2019	2018
		£	£
	At the beginning of the year	574,101	497,178
	(Loss)/profit for the year	(23,071)	76,923
	At the end of the year	551,030	574,101
	·		

Profit and loss reserves represent the cumulative profit and loss of the company, net of distributions to shareholders.

## 8 Related party transactions

The company takes advantage of the exemption available under FRS 102 from providing details of related party transactions with group companies as they are incorporated within the financial statements of its parent company, BPI (British Recorded Music Industry) Limited.

During the year the company donated £1,205,000 (2018: £1,250,000) to the British Record Industry Trust, a charity, which has common directors to the company. The donation is charged to administration expenses.

As at 31 December 2019, there are no outstanding balances between related parties not within the wholly owned group.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

## 9 Parent company

The parent and ultimate controlling party is BPI (British Recorded Music Industry) Limited, a company incorporated in Great Britain and registered in England and Wales.

The parent company has prepared group financial statements. Copies of the parent company's group financial statements are available from its registered office, Riverside Building, County Hall, Westminster Bridge Road, London, SE1 7JA.

## DETAILED TRADING AND PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2019

		2019		2018
	£	£	£	£
Turnover				
BRITs income		9,294,163		9,189,790
Classic BRITs income		-		363,349
Digital income		1,834,668		1,642,684
Additional programming income		227,500		325,000
				<del></del>
		11,356,331		11,520,823
Administrative expenses		(11,389,210)		(11,423,443)
Operating (loss)/profit		(32,879)	•	97,380
Interest receivable and similar income	•			
Bank interest received	9,808		5,124	
		9,808		5,124
(Loss)/profit before taxation		(23,071)		102,504

## SCHEDULE OF ADMINISTRATIVE EXPENSES FOR THE YEAR ENDED 31 DECEMBER 2019

	2019	2018
	£	£
Administrative expenses		
Wages and salaries	240,231	265,835
Social security costs	24,959	39,995
Temporary staff	63,641	62,574
Staff recruitment costs	130	-
Staff pension costs defined contribution	9,687	13,727
Directors' remuneration	128,846	135,150
Directors' pension costs - defined contribution scheme	11,346	11,015
Management charge	885,800	860,000
Production costs	5,452,413	5,174,659
Venue costs	793,288	812,549
Voting costs	44,300	66,260
Design and artwork	204,511	222,500
Streaming costs	32,837	12,454
Ticketing costs	35,982	39,467
BRITs development project	79,903	56,010
Insurance	166,279	181,709
Licences and clearances	102,962	91,969
Catering	434,890	492,801
Postage, courier and delivery charges	7,327	6,630
Legal and professional fees	1,677	21,086
Non audit remuneration paid to auditors	3,593	2,720
Audit fees	12,900	19,034
Charitable donations	1,205,000	1,250,000
BPI share of profits	955,000	1,055,000
Bank charges	1,686	2,088
Credit card charges	3,895	1,585
Bad and doubtful debts	-	(33,278
Advertising	98,253	62,335
Public relations	79,214	92,166
Website costs	99,346	91,230
Sundry expenses	176,635	285,819
Staff expenses	32,679	28,354
	11,389,210	11,423,443

Signature:

Email: geoff.taylor@bpi.co.uk

Signature: Kiaron Whitehood Nov 23, 2020 20:18 GMT)

Email: kiaron.whitehead@bpi.co.uk

# 201112 BRIT Awards Limited 2019 Final Accounts - for signing

Final Audit Report

2020-11-23

Created:

2020-11-19

By:

MJ Olaore (mj.olaore@bpi.co.uk)

Status:

Signed

Transaction ID:

CBJCHBCAABAAonO-Olz62gPmfYb9eRn2ATo36vXiEktm

## "201112 BRIT Awards Limited 2019 Final Accounts - for signing" History

- Document created by MJ Olaore (mj.olaore@bpi.co.uk) 2020-11-19 5:27:24 PM GMT- IP address: 94.2.131.81
- Document emailed to Geoff Taylor (geoff.taylor@bpi.co.uk) for signature 2020-11-19 5:29:30 PM GMT
- Email viewed by Geoff Taylor (geoff.taylor@bpi.co.uk) 2020-11-20 1:51:35 PM GMT- IP address: 86.147.21.23
- Document e-signed by Geoff Taylor (geoff.taylor@bpi.co.uk)

  Signature Date: 2020-11-20 1:51:42 PM GMT Time Source: server- IP address: 86.147.21.23
- Document emailed to Kiaron Whitehead (kiaron.whitehead@bpi.co.uk) for signature 2020-11-20 1:51:44 PM GMT
- Email viewed by Kiaron Whitehead (kiaron.whitehead@bpi.co.uk) 2020-11-23 8:16:00 PM GMT- IP address: 51.146.35.204
- Document e-signed by Kiaron Whitehead (kiaron.whitehead@bpi.co.uk)
  Signature Date: 2020-11-23 8:18:09 PM GMT Time Source: server- IP address: 51.146.35.204
- Agreement completed.
   2020-11-23 8:18:09 PM GMT

