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**The Companies Acts 1985 and 1989
Company Limited by Guarantee and not having a Share
Capital**

NEW

ARTICLES OF ASSOCIATION

OF

WILTSHIRE ARCHAEOLOGICAL AND NATURAL HISTORY SOCIETY



Definitions and Interpretation

1. In these Articles:

"the Society" means the company intended to be regulated by these Articles;

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

"the Articles" means these Articles of Association of the Society;

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

"executed" includes any mode of execution;

"the Memorandum" means the Memorandum of Association of the Society;

"ordinary resolution" means a resolution passed by a simple majority of members voting in person or by proxy at a general meeting;

"office" means the registered office of the Society;

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

"special resolution" means a resolution passed by a majority of not less than three-fourths of members voting in person or by proxy at a general meeting of which not less than 21 days notice specifying the intention to propose the resolution as a special resolution has been duly given;

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

"the Trustees" means the directors of the Society who are the charity trustees of the Society (and "Trustee" has a corresponding meaning);

"institutional organisation" means Wiltshire County Council, Kennet District Council, Devizes Town Council, the Salisbury and South Wiltshire Museum Trust and any additional organisation as may subsequently be approved by ordinary resolution;

"member organisation" means the institutional organisations and any other organisation which is a member of the Society;

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

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

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

Members

2.1. The subscribers to the Memorandum and such other persons or organisations as are admitted to membership in accordance with the rules made under Article 69.1 shall be members of the Society. No person shall be admitted a member of the Society unless his application for membership is approved by the Trustees.

2.2. Unless the Trustees or the Society in general meeting shall make other provision under Article 69, the Trustees may in their absolute discretion permit any member of the Society to retire provided that after such retirement the number of members is not less than two.

2.3. The Trustees may by a two-thirds majority of those present and voting at a meeting terminate any membership with good cause in the best interests of the Society provided that the member concerned shall have the right to be heard (accompanied by a friend who need not be a member of the Society) or to submit his case in writing to the Trustees for consideration at that meeting and for this purpose such member shall be entitled to be advised of the proposal to consider termination of his membership and to receive not less than fourteen days notice of the meeting.

General Meetings

3. The Society shall hold an annual general meeting each year, at which the Trustees shall report on their activities and present annual financial accounts, in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it; and not more than fifteen months shall elapse between the date of one annual general meeting of the Society and that of the next: Provided that so long as the Society holds its first annual general meeting within eighteen months of its incorporation, it need not hold it in the year of its incorporation or in the following year. The annual general meeting shall be held at such times and places as the Trustees shall appoint. All general meetings other than annual general meetings shall be called extraordinary general meetings.

4. The Trustees may call general meetings and, on the requisition of members pursuant to the provisions of the Act, shall forthwith proceed to convene an extraordinary general meeting for a date not later than eight weeks after receipt of the requisition. If there are not within the United Kingdom sufficient Trustees to call a general meeting, any Trustee or any member of the Society may call a general meeting.

Notice of General Meetings

5.1 An annual general meeting and an extraordinary general meeting called for the passing of a special resolution shall be called by at least twenty-one clear days' notice. All other extraordinary general meetings shall be called by at least fourteen clear days' notice but a general meeting may be called by shorter notice if it is so agreed:

5.1.1 in the case of an annual general meeting, by all the members entitled to attend and vote; and

5.1.2 in the case of any other meeting by a majority in number of members having a right to attend and vote, being a majority together holding not less than 95 per-cent of the total voting rights at the meeting of all the members.

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

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

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

Proceedings at General Meetings

7. No business shall be transacted at any meeting unless a quorum is present. Twenty persons entitled to vote upon the business to be transacted, each being a member or a duly authorised representative of a member organisation, or one tenth of the total number of such persons for the time being, whichever is the lesser, shall constitute a quorum.

8. If a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the Trustees may determine.

9. The Chairman, if any, of the Trustees or in his absence some other Trustee nominated by the Trustees shall preside as Chairman of the meeting, but if neither the Chairman nor such other Trustee (if any) be present within fifteen minutes after the time appointed for holding the meeting and willing to act, the Trustees present shall elect one of their number to be Chairman and, if there is only one Trustee present and willing to act, he shall be Chairman.

10. If no Trustee is willing to act as Chairman, or if no Trustee is present within fifteen minutes after the time appointed for holding the meeting, the members present and entitled to vote shall choose one of their number to be Chairman.

11. A Trustee shall, notwithstanding that he is not a member, be entitled to attend and speak at any general meeting.

12. The Chairman may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.

13. A resolution put to the vote of a meeting shall be decided on a show of hands unless before, or on the declaration of the result of the show of hands a poll is duly demanded. Subject to the provisions of the Act, a poll may be demanded:

(1) by the Chairman; or

(2) by a majority of members present having the right to vote at the meeting; or

(3) by a member or members representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.

14. Unless a poll is duly demanded a declaration by the Chairman that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the *minutes of the meeting* shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

15. The demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the Chairman. The withdrawal of a demand for a poll shall not invalidate the result of a show of hands declared before the demand for the poll was made.

16. A poll shall be taken as the Chairman directs and he may appoint scrutineers (who need not be members) and fix a time and place for declaring the results of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.

17. In the case of an equality of votes, whether on a show of hands or on a poll, the Chairman shall be entitled to a casting vote in addition to any other vote he may have.

18. A poll demanded on the election of a Chairman or on a question of adjournment shall be taken immediately. A poll demanded on any other question shall be taken either immediately or at such time and place as the Chairman directs not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent continuance of a meeting for the transaction of any business other than the question on which the poll is demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.

19. No notice need be given of a poll not taken immediately if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In other cases at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.

Votes of Members

20. Subject to Article 17, every member, including a joint member, shall have one vote, except that in the case of family membership two family members shall have a vote.

21. No member shall be entitled to vote at any general meeting unless all moneys then payable by him to the Society have been paid.

22. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the Chairman whose decision shall be final and conclusive.

23. A vote given or poll demanded by the duly authorised representative of a member organisation shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the Society at the office before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

24. Any member organisation may by resolution of its Council or other governing body authorise such person as it thinks fit to act as its representative at any meeting of the Society, and the person so authorised shall be entitled to exercise the same powers on behalf of the organisation which he represents as the organisation could exercise if it were an individual member of the Society.

Proxies

25. On a poll votes may be given either in person or by proxy

26. The instrument appointing a proxy shall be in writing under the hand of the appointor or of the appointor's attorney duly authorised in writing, or, if the appointor is a corporation, either under seal or under the hand of an officer or attorney duly authorised. A proxy need not be a member of the Society.

27. The instrument appointing a proxy and the power of attorney or other authority, if any, under which it is signed or a notarially certified copy of that power or authority shall be deposited at the office or at such other place within the United Kingdom as is specified for that purpose in the notice convening the meeting not less than forty eight hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote, or, in the case of a poll, not less than twenty four hours before the time appointed for the taking of the poll and in default the instrument of proxy shall not be treated as valid.

28. An instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances admit or which the Trustees may approve:-

"I/We _____ of _____, being a member/
members of the above-named Society, hereby
appoint _____ of _____
or failing him _____"

of _____ as my/our proxy to
vote for me/us on my/our behalf at the
(annual or extraordinary as the case may be)
general meeting of the Society to be held on _____ 20 , and
at any adjournment thereof
Signed this _____ day of _____ 20 ."

29. Where it is desired to afford members an opportunity of instructing the proxy how he shall act the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances admit or which the Trustees may approve:-

"I/We _____ of,
being a member/members of the above-named Society, hereby appoint
of _____
, or failing him,

of _____ , as my/our proxy to vote for me/us and on my/our
behalf at the (annual or extraordinary as the case may be) general meeting of
the Society to be held on _____ 20 , and at any
adjournment thereof.

This form is to be used in respect of the resolutions mentioned below as follows:

Resolution No 1 *for *against

Resolution No 2 *for *against

*Strike out whichever is not desired.

Unless otherwise instructed, the proxy may vote as he thinks fit or abstain from voting.

Signed this _____ day of _____ 20 ."

30. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.

Trustees

31. The number of Trustees shall not be less than three nor (unless otherwise determined by ordinary resolution) more than 20. There shall be up to 12 Elected Trustees and up to 5 Nominated Trustees. Other Trustees may be co-opted pursuant to Article 42.

32. Elected Trustees shall be appointed as provided in the Articles. Nominated Trustees shall be appointed as follows:-

Up to 2	Wiltshire County Council
Up to 1	Kennet District Council
Up to 1	Devizes Town Council
Up to 1	The Salisbury and South Wiltshire Museum Trust

Nominated trustees shall hold office until notice of termination of their appointment is lodged at the office by the relevant institutional organisation.

Powers of Trustees

33. Subject to the provisions of the Act, the Memorandum and the Articles and to any directions given by special resolution the business of the Society shall be managed by the Trustees who may exercise all the powers of the Society. No alteration of the Memorandum or the Articles and no such direction shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this Article shall not be limited by any special power given to the Trustees by the Articles and a meeting of Trustees at which a quorum is present may exercise all the powers exercisable by the Trustees.

Appointment and Retirement of Trustees

34. At the first annual general meeting all the Elected Trustees shall retire from office, and at every subsequent annual general meeting one-third of the Elected Trustees or, if their number is not three or a multiple of three, the number nearest to one third shall retire from office; but, if there is only one Trustee who is subject to retirement by rotation, he shall retire.

35. Subject to the provisions of the Act and these Articles, the Elected Trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment, but as between persons who became or were last reappointed Trustees on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.

36. If the Society at the meeting at which a Trustee retires by rotation, does not fill the vacancy the retiring Trustee shall, if willing to act, be deemed to have been reappointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the Trustee is put to the meeting and lost.

37. No person other than a Trustee retiring by rotation shall be appointed or reappointed a Trustee at any general meeting unless:

37.1. either he is recommended by the Trustees; or

37.2. not less than thirty-five clear days before the date appointed for the meeting, notice executed by two members qualified to vote at the meeting has been given to the Society of the intention to propose that person for appointment or reappointment stating the particulars which would, if he were so appointed or reappointed, be required to be included in the Society's register of Trustees together with a notice executed by that person of his willingness to be appointed or reappointed.

38. No person may be appointed as a Trustee:

38.1. unless he has attained the age of 18 years; or

38.2. in circumstances such that, had he already been a Trustee, he would have been disqualified from acting under the provisions of Article 44.

39. An Elected Trustee retiring by rotation shall not be eligible for reappointment as an Elected Trustee if he has held office for six consecutive years immediately prior to such retirement but shall be eligible for reappointment after a further period of one year shall have elapsed.

40. Not less than twenty one clear days before the date appointed for holding a general meeting notice shall be given to all persons who are entitled to receive notice of the meeting of any person (other than a Trustee retiring by rotation at the meeting) who is recommended by the Trustees for appointment or reappointment as a Trustee at the meeting or in respect of whom notice has been duly given to the Society of the intention to propose him at the meeting for appointment or reappointment as a Trustee. The notice shall give the particulars of that person which would, if he were so appointed or reappointed, be required to be included in the Society's register of Trustees.

41. Subject as aforesaid, the Society may by ordinary resolution appoint a person who is willing to act to be a Trustee either to fill a vacancy or as an additional Trustee and may also determine the rotation in which any additional Trustees are to retire.

42. The Trustees may appoint a person who is willing to act to be a Trustee either to fill a vacancy or as an additional Trustee provided that the appointment does not cause the number of Trustees to exceed any number fixed by or in accordance with the Articles as the maximum number of Trustees. A Trustee so appointed shall hold office only until the next following annual general meeting and shall not be taken into account in determining the Trustees who are to retire by rotation at the next meeting. If not reappointed at such annual general meeting, he shall vacate office at the conclusion thereof.

43. Subject as aforesaid, a Trustee who retires at an annual general meeting may, if willing to act, be reappointed.

Disqualification and Removal of Trustees

44. A Trustee shall cease to hold office if he:

44.1. ceases to be a Trustee by virtue of any provision in the Act or is disqualified from acting as a Trustee by virtue of Section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);

44.2. becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs;

44.3. resigns his office by notice to the Society (but only if at least two Trustees will remain in office when the notice of resignation is to take effect); or

44.4. is absent without the permission of the Trustees from all their meetings held within a period of six months and the Trustees resolve that his office be vacated.

44.5. having been nominated by an institutional organisation ceases to hold the nomination of that institutional organisation.

Trustees' Expenses

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

Trustees' Appointments

46. Subject to the provisions of the Act and to Clause 5 of the Memorandum, the Trustees may appoint one or more of their number to unremunerated executive office under the Society. Any such appointment may be made upon such terms as the Trustees determine. Any appointment of a Trustee to an executive office shall terminate if he ceases to be a Trustee.

47. Except to the extent permitted by Clause 5 of the Memorandum, no Trustee shall take or hold any interest in property belonging to the Society or receive remuneration or be interested otherwise than as a Trustee in any other contract to which the Society is a party.

Proceedings of Trustees

48. Subject to the provisions of the Articles, the Trustees may regulate their proceedings as they think fit. One third in number of the Trustees at any time may, and the secretary at the request of one third in number of the Trustees at any time shall, call a meeting of the Trustees. It shall not be necessary to give notice of a meeting to a Trustee who is absent from the United Kingdom. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the Chairman shall have a second or casting vote.

49. The quorum for the transaction of the business of the Trustees may be fixed by the Trustees but shall not be less than one third of their number or three Trustees, whichever is the greater provided that Elected Trustees shall at all times comprise a majority of the quorum.

50. The Trustees may act notwithstanding any vacancies in their number, but, if the number of Trustees is less than the number fixed as the quorum, the continuing Trustees or Trustee may act only for the purpose of filling vacancies or of calling a general meeting.

51. The Chairman shall unless he is unwilling to do so, preside at every meeting of Trustees at which he is present. But if there is no Trustee holding that office, or if the Trustee holding it is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Deputy Chairman shall preside, failing whom the Trustees present may appoint one of their number to be Chairman of the meeting.

52. The Trustees may appoint one or more committees or working groups consisting of such of the Trustees and such others as they shall determine for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Trustees would be more conveniently undertaken or carried out by a committee or working group: provided that all acts and proceedings of any such committee or working group shall be fully and promptly reported to the Trustees.

53. All acts done by a meeting of Trustees, or of a committee or working group appointed by the Trustees shall notwithstanding that it be afterwards discovered that there was a defect in the appointment of any Trustee or member of such committee or working group or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a Trustee or member of such committee or working group, as the case may be, and had been entitled to vote.

54. A resolution in writing, signed by all Trustees entitled to receive notice of a meeting of Trustees or of a committee, or a working group appointed by the Trustees shall be as valid and effective as if it had been passed at a meeting of Trustees or (as the case may be) such committee or working group duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more of the Trustees or members of the committee or working group as the case may be.

55. Any bank account in which any part of the assets of the Society is deposited shall be operated by the Trustees and shall indicate the name of the Society. All cheques and orders for the payment of money for amounts determined by the Trustees from time to time from such account shall be signed by at least two signatories which shall include at least one Trustee.

Chairman, Deputy Chairman and Treasurer

56.1 The Trustees shall elect a Chairman, Deputy Chairman and Treasurer from amongst their number annually. No Trustee shall be elected as Chairman, Deputy Chairman or Treasurer as the case may be for more than six years consecutively.

56.2 The following provisions shall apply in relation to the office of Chairman, Deputy Chairman and Treasurer:

- (1) The Trustees may remove the Chairman, Deputy Chairman and Treasurer from office
- (2) The Chairman, Deputy Chairman and Treasurer shall not be subject to retirement by rotation under Article 34.

Secretary

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

Minutes

58. The Trustees shall keep minutes in books kept for the purpose:

58.1. of all appointments of officers made by the Trustees; and

58.2. of all proceedings at meetings of the Society and of the Trustees and of committees and working groups appointed by the Trustees including the names of those present at each such meeting.

The Seal

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

Accounts

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

Annual Report

61. The Trustees shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Charity Commission.

Annual Return

62. The Trustees shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Charity Commission.

Notices

63. Any notice to be given to or by any person pursuant to the Articles shall be in writing (or shall be given using electronic communications) except that a notice calling a meeting of the Trustees need not be in writing.

64. The Society may give any notice to a member either personally or by sending it by post in a prepaid envelope addressed to the member at his registered address or by leaving it at that address or by transmission to an electronic mail address or facsimile number notified to the Society for that purpose.

65. A member present in person at any meeting of the Society shall be deemed to have received notice of the meeting and, where necessary, of the purposes for which it was called.

66. Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. Notice of a meeting shall be deemed to have been given:

Method of delivery	date of deemed receipt
Personal delivery	date of delivery
Post	Forty-eight hours after the envelope containing the notice was posted
Hand delivery to member's notified Address	Date of delivery
Facsimile transmission	Date of successful transmission
Electronic mail message	Date of transmission

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

Indemnity

68.1. Subject to the provisions of the Act every Trustee or other officer or auditor of the Society shall be indemnified out of the assets of the Society against any liability incurred by him in that capacity in defending any proceedings, whether civil or criminal, in which judgment is given in his favour or in which he is acquitted or in connection with any application on which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Society.

68.2 The Trustees shall have power pursuant to the Memorandum to effect indemnity insurance notwithstanding their interest in such policy.

Rules

69.1 The Trustees may from time to time make such rules or bye laws as they may deem necessary or expedient or convenient for the proper conduct and management of the Society and for the purposes of prescribing classes of and conditions of membership, and in particular but without prejudice to the generality of the foregoing, they may by such rules or bye laws regulate:

69.1.1. *the admission and classification of members of the Society (including the admission of organisations to membership) and the rights and privileges of such members, and the conditions of membership and the terms on which members may resign or have their membership terminated and the entrance fees, subscriptions and other fees or payment to be made by members;*

69.1.2. *the conduct of members of the Society in relation to one another, and to the Society's servants;*

69.1.3. *the setting aside of the whole or any part or parts of the Society's premises at any particular time or times or for any particular purpose or purposes;*

69.1.4. *the procedure at general meetings and meetings of the Trustees and committees and working parties appointed by the Trustees in so far as such procedure is not regulated by the Articles;*

69.1.5. *generally, all such matters as are commonly the subject matter of company rules.*

69.2. The Society in general meeting shall have the power to alter, add to or repeal the rules or bye laws and the Trustees shall adopt such means as they think sufficient to bring to the notice of members of the Society all such rules or bye laws, which shall be binding on all members of the Society, provided that no rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the memorandum or the Articles.

Honorary President and Vice President

70. The members in general meeting shall be entitled at any time and from time to time on the recommendation of the Trustees to appoint not more than one person as the Honorary President of the Society and not more than five persons as Honorary Vice-Presidents of the Society and to specify the length of time for

which any such appointment shall have effect. No rights or obligations shall be attached to the offices of Honorary President or Honorary Vice-President except the right to use the relevant title and in particular but without prejudice to the generality of the foregoing an Honorary President or Honorary Vice-President shall not be entitled to bind the Society in any way. Even if the Trustees have specified a time during which any appointment of Honorary President or Honorary Vice-President shall have effect, the Trustees may terminate any such appointment at any time whether with or without notice and shall not be obliged to give any reason for such termination.

Dissolution

71. The provisions of the Memorandum relating to the dissolution of the Society take effect as if repeated in these Articles.

Name and Addresses of Subscribers

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Dated 23rd November 1999

Witness to the above signatures:

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