



**FILE COPY**

**CERTIFICATE OF INCORPORATION  
OF A  
PRIVATE LIMITED COMPANY**

Company Number **10584108**

The Registrar of Companies for England and Wales, hereby certifies that

**LEICESTER BREAST FRIENDS**

is this day incorporated under the Companies Act 2006 as a private company, that the company is limited by guarantee, and the situation of its registered office is in England and Wales

Given at Companies House on **25th January 2017**



**\*N10584108E\***



**Companies House**



**THE OFFICIAL SEAL OF THE  
REGISTRAR OF COMPANIES**

IN01

Application to register a company



Companies House

A fee is payable with this form  
Please see 'How to pay' on the last page.

☒ What this form is for  
You may use this form to register a  
private or public company

☒ What this form is NOT for  
You cannot use this form to register  
a limited liability partnership.  
If you are using this form to register  
a company, please use form  
this, please use form  
use this form if any  
with significant control  
or has applied for pre-  
having their details of  
public register. Contact  
companieshouse.gov.uk  
separate form.

For further information, please



A14 18/01/2017 #57  
COMPANIES HOUSE  
A09 04/01/2017 #190  
COMPANIES HOUSE

Part 1 Company details

A1

Company name

Check if a company name is available by using our name availability search.  
[www.companieshouse.gov.uk/info](http://www.companieshouse.gov.uk/info)

Please show the proposed company name below

Proposed company  
name in full ●

LEICESTER BREAST FRIENDS

For official use

10584108

→ Filling in this form  
Please complete in typescript or in  
bold black capitals

All fields are mandatory unless  
specified or indicated by \*

● Duplicate names  
Duplicate names are not permitted.  
A list of registered names can  
be found on our website. There  
are various rules that may affect  
your choice of name. More  
information on this is available in  
our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

A2

Company name restrictions ●

Please tick the box only if the proposed company name contains sensitive  
or restricted words or expressions that require you to seek comments of a  
government department or other specified body

☐ I confirm that the proposed company name contains sensitive or restricted  
words or expressions and that approval, where appropriate, has been  
sought of a government department or other specified body and I attach a  
copy of their response.

● Company name restrictions  
A list of sensitive or restricted  
words or expressions that require  
consent can be found in our  
guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

A3

Exemption from name ending with 'Limited' or 'Cyfyngedig' ●

Please tick the box if you wish to apply for exemption from the requirement to  
have the name ending with 'Limited', 'Cyfyngedig' or permitted alternative.

☒ I confirm that the above proposed company meets the conditions for  
exemption from the requirement to have a name ending with 'Limited',  
'Cyfyngedig' or permitted alternative.

● Name ending exemption  
Only private companies that are  
limited by guarantee and meet other  
specified requirements or private  
companies that are charities are  
eligible to apply for this. For more  
details, please go to our website:  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

# IN01

## Application to register a company

A4

### Company type<sup>●</sup>

Please tick the box that describes the proposed company type and members' liability (only one box must be ticked)

- ☐ Public limited by shares  
☐ Private limited by shares  
☒ Private limited by guarantee  
☐ Private unlimited with share capital  
☐ Private unlimited without share capital

**● Company type**  
 If you are unsure of your company's type, please go to our website: [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

A5

### Principal business activity

Please show the trade classification code number(s) for the principal activity or activities <sup>●</sup>

Classification code 1					
Classification code 2					
Classification code 3					
Classification code 4					

If you cannot determine a code, please give a brief description of the company's business activity below

Principal activity description

PROVIDING INFORMATION AND SUPPORT  
 FOR MOTHERS WHO WANT TO  
 BREASTFEED ENGAGING THESE MOTHERS  
 AND OFFERING ADDITIONAL TRAINING  
 AND SERVICES

**● Principal business activity**  
 You must provide a trade classification code (SIC code 2007) or a description of your company's main business in this section.

A full list of the trade classification codes is available on our website: [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

A6

### Situation of registered office <sup>●</sup>

Please tick the appropriate box below that describes the situation of the proposed registered office (only one box must be ticked)

- ☒ England and Wales  
☐ Wales  
☐ Scotland  
☐ Northern Ireland

**● Registered office**  
 Every company must have a registered office and this is the address to which the Registrar will send correspondence.

For England and Wales companies, the address must be in England or Wales.

For Welsh, Scottish or Northern Ireland companies, the address must be in Wales, Scotland or Northern Ireland respectively

# IN01

## Application to register a company

**A7**

### Registered office address ●

Please give the registered office address of your company

Building name/number	13
Street	LYNDALE CLOSE THURMASTON
Post town	LEICESTER
County/Region	LEICESTERSHIRE
Postcode	L E 4 8 J L

#### ● Registered office address

You must ensure that the address shown in this section is consistent with the situation indicated in section A6.

You must provide an address in England or Wales for companies to be registered in England and Wales.

You must provide an address in Wales, Scotland or Northern Ireland for companies to be registered in Wales, Scotland or Northern Ireland respectively.

**A8**

### Articles of association ●

Please choose one option only and tick one box only

Option 1	I wish to adopt one of the following model articles in its entirety. Please tick only one box. <input type="checkbox"/> Private limited by shares <input checked="" type="checkbox"/> Private limited by guarantee <input type="checkbox"/> Public company
Option 2	I wish to adopt the following model articles with additional and/or amended provisions. I attach a copy of the additional and/or amended provision(s). Please tick only one box. <input type="checkbox"/> Private limited by shares <input checked="" type="checkbox"/> Private limited by guarantee <input type="checkbox"/> Public company
Option 3	<input type="checkbox"/> I wish to adopt entirely bespoke articles. I attach a copy of the bespoke articles to this application.

● For details of which company type can adopt which model articles, please go to our website: [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

A Community Interest Company (CIC) cannot adopt model articles. If you are incorporating a CIC you must tick option 3 and attach a copy of the bespoke articles.

**A9**

### Restricted company articles ●

Please tick the box below if the company's articles are restricted.

☐

● Restricted company articles  
Restricted company articles are those containing provision for entrenchment. For more details, please go to our website: [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

# IN01

Application to register a company

## Part 2

## Proposed officers

For private companies the appointment of a secretary is optional, however, if you do decide to appoint a company secretary you must provide the relevant details. Public companies are required to appoint at least one secretary.

Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.

For a secretary who is an individual, go to Section B1. For a corporate secretary, go to Section C1. For a director who is an individual, go to Section D1. For a corporate director, go to Section E1.

## Secretary

B1

### Secretary appointments ●

Please use this section to list all the secretary appointments taken on formation. For a corporate secretary, complete Sections C1-C4.

Title*	MRS
Full forename(s)	ABIGAIL
Surname	STOCKER
Former name(s) ●	EWART

● Corporate appointments  
For corporate secretary appointments, please complete section C1-C4 instead of section B.

Additional appointments  
If you wish to appoint more than one secretary, please use the 'Secretary appointments' continuation page.

● Former name(s)  
Please provide any previous names (including maiden or married names) which have been used for business purposes in the last 20 years.

B2

### Secretary's service address ●

Building name/number	31
Street	BRAMCOTE ROAD
Post town	WIGSTON
County/Region	LEICESTERSHIRE
Postcode	LE118 1DB
Country	ENGLAND

● Service address

This is the address that will appear on the public record. This does not have to be your usual residential address.

Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of secretaries as the company's registered office.

If you provide your residential address here it will appear on the public record.

# IN01

## Application to register a company

### Corporate secretary

#### C1 Corporate secretary appointments ●

Please use this section to list all the corporate secretary appointments taken on formation.

Name of corporate body/ <input type="checkbox"/> Ltd	
Building name/number	
Street	
Post town	
County/Region	
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Country	

● Additional appointments  
If you wish to appoint more than one corporate secretary, please use the 'Corporate secretary appointments' continuation page.

Registered or principal address  
This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or UP (Legal Post in Scotland) number.

#### C2 Location of the registry of the corporate body or ☐ Ltd

Is the corporate secretary registered within the European Economic Area (EEA)?

- Yes Complete Section C3 only
- No Complete Section C4 only

#### C3 EEA companies ●

Please give details of the register where the company ☐ is kept (including the relevant state) and the registration number in that register.

Where the company/ <input type="checkbox"/> Ltd is registered ●	
Registration number	

● EEA  
A full list of countries of the EEA can be found in our guidance:  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

● This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).

#### C4 Non-EEA companies

Please give details of the legal form of the corporate body or ☐ Ltd and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.

Legal form of the corporate body or <input type="checkbox"/> Ltd	
Governing law	
If applicable, where the company/ <input type="checkbox"/> Ltd is registered ●	
Registration number	

● Non-EEA  
Where you have provided details of the register (including state) where the company or ☐ Ltd is registered, you must also provide its number in that register.

# IN01

## Application to register a company

### Director

#### D1 Director appointments●

	Please use this section to list all the director appointments taken on formation. For a corporate director, complete Sections E1-E4	
Title*	Mrs	
Full forename(s)	ISABEL	
Surname	JORDAN	
Former name(s)●	SHERATT	
Country/State of residence●	UK	
Nationality	BRITISH	
Month/year of birth●	XX 06 1971	
Business occupation (if any)●	IBCLC	

- Appointments  
Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.
  - Former name(s)  
Please provide any previous names (including maiden or married names) which have been used for business purposes in the last 20 years
  - Country/State of residence  
This is in respect of your usual residential address as stated in section D4
  - Month and year of birth  
Please provide month and year only
  - Business occupation  
If you have a business occupation, please enter here. If you do not, please leave blank.
- Additional appointments  
If you wish to appoint more than one director, please use the 'Director appointments' continuation page.

#### D2 Director's service address●

	Please complete the service address below. You must also fill in the director's usual residential address in Section D4	
Building name/number	13	
Street	LYNDALE CLOSE	
	THURMASTON	
Post town	LEICESTER	
County/Region	LEICESTERSHIRE	
Postcode	LE4 8JL	
Country	ENGLAND	

- Service address  
This is the address that will appear on the public record. This does not have to be your usual residential address.
- Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as the company's registered office.
- If you provide your residential address here it will appear on the public record.

# IN01

## Application to register a company

### Director

**D1**

#### Director appointments●

Please use this section to list all the director appointments taken on formation.  
For a corporate director, complete Sections E1-E4

Title*	Mrs
Full forename(s)	ABIGAIL
Surname	STOCKER
Former name(s)●	EWART
Country/State of residence●	UK
Nationality	BRITISH
Month/year of birth●	XX 01 1989
Business occupation (if any)●	BABY SIGNING TEACHER

**● Appointments**

Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.

**● Former name(s)**

Please provide any previous names (including maiden or married names) which have been used for business purposes in the last 20 years

**● Country/State of residence**

This is in respect of your usual residential address as stated in section D4

**● Month and year of birth**

Please provide month and year only

**● Business occupation**

If you have a business occupation, please enter here. If you do not, please leave blank.

**Additional appointments**

If you wish to appoint more than one director, please use the 'Director appointments' continuation page.

**D2**

#### Director's service address●

Please complete the service address below. You must also fill in the director's usual residential address in Section D4

Building name/number	31
Street	BRAMCOTE ROAD
Post town	WIGSTON
County/Region	LEICESTERSHIRE
Postcode	LE18 1DB
Country	ENGLAND

**● Service address**

This is the address that will appear on the public record. This does not have to be your usual residential address.

Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as the company's registered office.

If you provide your residential address here it will appear on the public record.



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## Application to register a company

### Corporate director

<b>E1</b>	<b>Corporate director appointments</b> ●	
Please use this section to list all the corporate directors taken on formation.		
Name of corporate body or <input type="checkbox"/> Ltd		<b>● Additional appointments</b> If you wish to appoint more than one corporate director, please use the 'Corporate director appointments' continuation page.  Registered or principal address This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number
Building name/number		
Street		
Post town		
County/Region		
Postcode	<input type="text"/>	
Country		
<b>E2</b>	<b>Location of the registry of the corporate body or <input type="checkbox"/> Ltd</b>	
Is the corporate director registered within the European Economic Area (EEA)? → Yes Complete Section E3 only → No Complete Section E4 only		
<b>E3</b>	<b>EEA companies</b> ●	
Please give details of the register where the company <input type="checkbox"/> is kept (including the relevant state) and the registration number in that register		<b>● EEA</b> A full list of countries of the EEA can be found in our guidance: <a href="http://www.gov.uk/companieshouse">www.gov.uk/companieshouse</a>  <b>● This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).</b>
Where the company/ <input type="checkbox"/> Ltd is registered ●		
Registration number		
<b>E4</b>	<b>Non-EEA companies</b>	
Please give details of the legal form of the corporate body or <input type="checkbox"/> Ltd and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.		<b>● Non-EEA</b> Where you have provided details of the register (including state) where the company or <input type="checkbox"/> Ltd is registered, you must also provide its number in that register
Legal form of the corporate body or <input type="checkbox"/> Ltd		
Governing law		
If applicable, where the company/ <input type="checkbox"/> Ltd is registered ●		
If applicable, the registration number		

# IN01

Application to register a company

## Part 3

## Statement of capital

Does your company have share capital?

→ Yes Complete the sections below

→ ☒ No Go to Part 4 (Statement of guarantee)

F1

### Statement of capital

Complete the table(s) below to show the share capital

Complete a separate table for each currency (if appropriate) For example, add pound sterling in 'Currency table A' and Euros in 'Currency table B'

Continuation pages  
Please use a continuation page if necessary

Currency Complete a separate table for each currency	Class of shares Eg. Ordinary/Preference etc.	Number of shares	Aggregate nominal value (£, €, \$, etc) Number of shares issued multiplied by nominal value	Total aggregate amount to be unpaid, if any (£, €, \$, etc) Including both the nominal value and any share premium
---	---	------------------	---	--

#### Currency table A

Totals				

#### Currency table B

Totals				

#### Currency table C

Totals				

	Total number of shares	Total aggregate nominal value●	Total aggregate amount unpaid●
Totals (including continuation pages)			

● Please list total aggregate values in different currencies separately  
For example: £100 + €100 + \$10 etc.

# IN01

## Application to register a company

F2

### Statement of capital (Prescribed particulars of rights attached to shares)

Please give the prescribed particulars of rights attached to shares for each class of share shown in the statement of capital share tables in Section F1

Class of share

Prescribed particulars

#### ● Prescribed particulars of rights attached to shares

The particulars are:

- particulars of any voting rights, including rights that arise only in certain circumstances;
- particulars of any rights, as respects dividends, to participate in a distribution;
- particulars of any rights, as respects capital, to participate in a distribution (including on winding up); and
- whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder

A separate table must be used for each class of share.

Continuation pages

Please use the next page or a 'Statement of Capital (Prescribed particulars of rights attached to shares)' continuation page if necessary

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## Application to register a company

Class of share		
Prescribed particulars ●		<p>● Prescribed particulars of rights attached to shares</p> <p>The particulars are:</p> <ul style="list-style-type: none"><li>a. particulars of any voting rights, including rights that arise only in certain circumstances;</li><li>b. particulars of any rights, as respects dividends, to participate in a distribution;</li><li>c. particulars of any rights, as respects capital, to participate in a distribution (including on winding up), and</li><li>d. whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder</li></ul> <p>A separate table must be used for each class of share.</p> <p>Continuation pages Please use a 'Statement of capital (Prescribed particulars of rights attached to shares)' continuation page if necessary</p>

# IN01

## Application to register a company

**F3**

### Initial shareholdings

This section should only be completed by companies incorporating with share capital.

Please complete the details below for each subscriber

The addresses will appear on the public record. These do not need to be the subscribers' usual residential address.

Initial shareholdings

Please list the company's subscribers in alphabetical order

Please use an 'Initial shareholdings' continuation page if necessary

Subscriber's details	Class of share	Number of shares	Currency	Nominal value of each share	Amount (if any) to be unpaid on each share (including the nominal value and any share premium)	Amount to be paid on each share (including the nominal value and any share premium)
Name						
Address						
Name						
Address						
Name						
Address						
Name						
Address						

# IN01

Application to register a company

## Part 4

## Statement of guarantee

Is your company limited by guarantee?

- Yes Complete the sections below
- No Go to Part 5 People with significant control (PSC)

G1

### Subscribers

Please complete this section if you are a subscriber of a company limited by guarantee. The following statement is being made by each and every person named below

I confirm that if the company is wound up while I am a member, or within one year after I cease to be a member, I will contribute to the assets of the company by such amount as may be required for

- payment of debts and liabilities of the company contracted before I cease to be a member;
- payment of costs, charges and expenses of winding up; and
- adjustment of the rights of the contributors among ourselves, not exceeding the specified amount below

● Name

Please use capital letters

● Address

The addresses in this section will appear on the public record. They do not have to be the subscribers' usual residential address

● Amount guaranteed

Any valid currency is permitted.

● Class of members

Only complete this if there will be more than one class of members and if the subscribers are electing to keep members' information on the public register

Continuation pages

Please use a 'Subscribers' continuation page if necessary

#### Subscriber's details

Forename(s) ●	ISABEL
Surname ●	JORDAN
Address ●	13 LINDALE CLOSE, THURNASTON LEICESTER
Postcode	LE4 8JL
Amount guaranteed ●	£1.00
Class of member (if applicable) ●	

#### Subscriber's details

Forename(s) ●	ABIGAIL
Surname ●	STOCKER
Address ●	31 BRAUCOTE ROAD, WIGSTON LEICESTERSHIRE
Postcode	LE16 1DB
Amount guaranteed ●	£1.00
Class of member (if applicable) ●	

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Application to register a company

## Subscriber's details

Forename(s) ●	JEMMA MARIE
Surname ●	BATEMAN
Address ●	23 MARKFIELD LANE, NEWTOWN LINFORD, LEICESTER
Postcode	LE6 0AB
Amount guaranteed ●	£1.00
Class of member (if applicable) ●	

## Subscriber's details

Forename(s) ●	
Surname ●	
Address ●	
Postcode	
Amount guaranteed ●	
Class of member (if applicable) ●	

## Subscriber's details

Forename(s) ●	
Surname ●	
Address ●	
Postcode	
Amount guaranteed ●	
Class of member (if applicable) ●	

## Subscriber's details

Forename(s) ●	
Surname ●	
Address ●	
Postcode	
Amount guaranteed ●	
Class of member (if applicable) ●	

### ● Name

Please use capital letters

### ● Address

The addresses in this section will appear on the public record. They do not have to be the subscribers' usual residential address.

### ● Amount guaranteed

Any valid currency is permitted.

### ● Class of members

Only complete this if there will be more than one class of members and if the subscribers are electing to keep members' information on the public register

Continuation pages

Please use a 'Subscribers' continuation page if necessary

# IN01

Application to register a company

## Part 5

### People with significant control (PSC)

Use this Part to tell us about people with significant control or registrable relevant legal entities in respect of the company. Do not use this Part to tell us about any individual people with significant control whose particulars must not be disclosed on the public record. You must use a separate form, which you can get by contacting us [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

If on incorporation there will be someone who will count as a person with significant control (either a registrable person or registrable relevant legal entity (RLE)) in relation to the company, tick the box in H1 and complete any relevant sections. If there will be no registrable person or RLE tick the box in H2 and go to Part 6 Election to keep information on the public register

H1

#### Statement of initial significant control ●

- ☐ On incorporation, there will be someone who will count as a person with significant control (either a registrable person or registrable RLE) in relation to the company

● Statement of initial significant control  
If there will be a registrable person (which includes 'other registrable persons') or RLE, please complete the appropriate details in sections H1 & J

Please use the PSC continuation pages if necessary

H2

#### Statement of no PSC

(Please tick the statement below if appropriate)

- ☒ The company knows or has reason to believe that there will be no person with significant control (either a registrable person or RLE) in relation to the company



# IN01

## Application to register a company

### Individual PSC

H3

#### Individual's details

Use sections H3-H9 as appropriate to tell us about individuals with significant control who are registrable persons and the nature of their control in relation to the company

Title\*

Full forename(s)

Surname

Country/State of residence\*

Nationality

Month/year of birth\*

X X

m

m

y

y

y

y

● Country/State of residence  
This is in respect of the usual residential address as stated in section H6.

● Month and year of birth  
Please provide month and year only

H4

#### Individual's service address \*

Please complete the individual's service address below. You must also complete the individual's usual residential address in Section H6

Building name/number

Street

Post town

County/Region

Postcode

Country

● Service address  
This is the address that will appear on the public record. This does not have to be the individual's usual residential address.

If you provide the individual's residential address here it will appear on the public record.

# IN01

## Application to register a company

H7

### Nature of control for an individual ●

Please indicate how the individual is a person with significant control over the company

#### Ownership of shares

The individual holds, directly or indirectly, the following percentage of shares in the company (tick only one).

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

#### Ownership of voting rights

The individual holds, directly or indirectly, the following percentage of voting rights in the company (tick only one)

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

#### Ownership of right to appoint/remove directors

- ☐ The individual holds, directly or indirectly, the right to appoint or remove a majority of the board of directors of the company

Significant influence or control (Only tick if none of the above apply)

- ☐ The individual has the right to exercise, or actually exercises, significant influence or control over the company

● Tick each that apply

H8

### Nature of control by a firm over which the individual has significant control ●

The individual has the right to exercise or actually exercises significant influence or control over the activities of a firm that is not a legal person under its governing law, and:

the members of that firm (in their capacity as such) hold, directly or indirectly, the following percentage of shares in the company (tick only one).

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

the members of that firm (in their capacity as such) hold, directly or indirectly, the following percentage of voting rights in the company (tick only one)

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

- ☐ the members of that firm (in their capacity as such) hold the right, directly or indirectly, to appoint or remove a majority of the board of directors of the company

- ☐ the members of that firm (in their capacity as such) have the right to exercise, or actually exercise, significant influence or control over the company

● Tick each that apply

# IN01

## Application to register a company

H9

### Nature of control by a trust over which the individual has significant control ●

The individual has the right to exercise or actually exercises significant influence or control over the activities of a trust and:

the trustees of that trust (in their capacity as such) hold, directly or indirectly, the following percentage of shares in the company (tick only one):

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

the trustees of that trust (in their capacity as such) hold, directly or indirectly, the following percentage of voting rights in the company (tick only one)

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

☐ the trustees of that trust (in their capacity as such) hold the right, directly or indirectly, to appoint or remove a majority of the board of directors of the company

☐ the trustees of that trust (in their capacity as such) have the right to exercise, or actually exercise, significant influence or control over the company

● Tick each that apply

# IN01

## Application to register a company

### Individual PSC

H3 Individual's details	
Use sections H3-H9 as appropriate to tell us about individuals with significant control who are registrable persons and the nature of their control in relation to the company	
Title*	
Full forename(s)	
Surname	
Country/State of residence*	
Nationality	
Month/year of birth*	<div><div>X</div><div>X</div><div>m</div><div>m</div><div>y</div><div>y</div><div>y</div><div>y</div></div>
<div><div>● Country/State of residence This is in respect of the usual residential address as stated in section H6.</div><div>● Month and year of birth Please provide month and year only</div></div>	
H4 Individual's service address *	
Please complete the individual's service address below. You must also complete the individual's usual residential address in Section H6	
Building name/number	
Street	
Post town	
Country/Region	
Postcode	
Country	
<div><div>● Service address This is the address that will appear on the public record. This does not have to be the individual's usual residential address.</div><div>If you provide the individual's residential address here it will appear on the public record.</div></div>	

# IN01

## Application to register a company

H7

### Nature of control for an individual ●

Please indicate how the individual is a person with significant control over the company

#### Ownership of shares

The individual holds, directly or indirectly, the following percentage of shares in the company (tick only one)

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

#### Ownership of voting rights

The individual holds, directly or indirectly, the following percentage of voting rights in the company (tick only one)

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

#### Ownership of right to appoint/remove directors

- ☐ The individual holds, directly or indirectly, the right to appoint or remove a majority of the board of directors of the company

Significant influence or control (Only tick if none of the above apply)

- ☐ The individual has the right to exercise, or actually exercises, significant influence or control over the company

● Tick each that apply.

H8

### Nature of control by a firm over which the individual has significant control ●

The individual has the right to exercise or actually exercises significant influence or control over the activities of a firm that is not a legal person under its governing law, and:

the members of that firm (in their capacity as such) hold, directly or indirectly, the following percentage of shares in the company (tick only one).

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

the members of that firm (in their capacity as such) hold, directly or indirectly, the following percentage of voting rights in the company (tick only one)

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

- ☐ the members of that firm (in their capacity as such) hold the right, directly or indirectly, to appoint or remove a majority of the board of directors of the company

- ☐ the members of that firm (in their capacity as such) have the right to exercise, or actually exercise, significant influence or control over the company

● Tick each that apply

# IN01

## Application to register a company

H9

### Nature of control by a trust over which the individual has significant control •

The individual has the right to exercise or actually exercises significant influence or control over the activities of a trust and:

the trustees of that trust (in their capacity as such) hold, directly or indirectly, the following percentage of shares in the company (tick only one)

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

the trustees of that trust (in their capacity as such) hold, directly or indirectly, the following percentage of voting rights in the company (tick only one):

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

☐ the trustees of that trust (in their capacity as such) hold the right, directly or indirectly, to appoint or remove a majority of the board of directors of the company

☐ the trustees of that trust (in their capacity as such) have the right to exercise, or actually exercise, significant influence or control over the company

• Tick each that apply

# IN01

## Application to register a company

### Relevant legal entity (RLE)

11 RLE details●	
Corporate or <input type="checkbox"/> Ltd name	
Building name/number	
Street	
Post town	
County/Region	
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Country	

● Registered or principal office address  
This is the address that will appear on the public record.

12 Legal form and governing law	
	Please give details of the legal form of the RLE and the law by which it is governed. If applicable, please also give details of the register of companies in which it is entered (including the country/state) and its registration number in that register
Legal form	
Governing law	
If applicable, register in which RLE is entered ●	
Country/State ●	
Registration number ●	

● Registration number  
Where you have provided details of the register (including country/state) where the RLE is registered, you must also provide its number in that register

# IN01

## Application to register a company

13

### Nature of control for the RLE ●

Please indicate how the RLE has significant control over the company

● Tick each that apply

#### Ownership of shares

The RLE holds, directly or indirectly, the following percentage of shares in the company (tick only one)

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

#### Ownership of voting rights

The RLE holds, directly or indirectly, the following percentage of voting rights in the company (tick only one)

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

#### Ownership of right to appoint/remove directors

- ☐ The RLE holds the right, directly or indirectly, to appoint or remove a majority of the board of directors of the company

Significant influence or control (only tick if none of the above apply)

- ☐ The RLE has the right to exercise, or actually exercises, significant influence or control over the company

14

### Nature of control by a firm over which the RLE has significant control ●

The RLE has the right to exercise or actually exercises significant influence or control over the activities of a firm that is not a legal person under its governing law, and:

● Tick each that apply

the members of that firm (in their capacity as such) hold, directly or indirectly, the following percentage of shares in the company (tick only one):

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

the members of that firm (in their capacity as such) hold, directly or indirectly, the following percentage of voting rights in the company (tick only one)

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

- ☐ the members of that firm (in their capacity as such) hold the right, directly or indirectly, to appoint or remove a majority of the board of directors of the company

- ☐ the members of that firm (in their capacity as such) have the right to exercise, or actually exercise, significant influence or control over the company



# IN01

## Application to register a company

15

### Nature of control by a trust over which the RLE has significant control ●

The RLE has the right to exercise or actually exercises significant influence or control over the activities of a trust and:

the trustees of that trust (in their capacity as such) hold, directly or indirectly, the following percentage of shares in the company (tick only one).

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

the trustees of that trust (in their capacity as such) hold, directly or indirectly, the following percentage of voting rights in the company (tick only one)

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

☐ the trustees of that trust (in their capacity as such) hold the right, directly or indirectly, to appoint or remove a majority of the board of directors of the company

☐ the trustees of that trust (in their capacity as such) have the right to exercise, or actually exercise, significant influence or control over the company

● Tick each that apply

# IN01

## Application to register a company

### Other registrable person (ORP)

J1

#### ORP details

An 'other registrable person' is:

- a corporation sole
- a government or government department of a country or territory or a part of a country or territory
- an international organisation whose members include two or more countries or territories (or their governments)
- a local authority or local government body in the UK or elsewhere

Name of ORP

J2

#### Principal office address ●

Building name/number

Street

Post town

County/Region

Postcode

Country

● Principal office address  
This is the address that will appear on the public record.

J3

#### Legal form and governing law

Legal form

Governing law

# IN01

## Application to register a company

J4

### Nature of control •

Please show how the ORP has significant control over the company

• Tick each that apply

#### Ownership of shares

The ORP holds, directly or indirectly, the following percentage of shares in the company (tick only one).

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

#### Ownership of voting rights

The ORP holds, directly or indirectly, the following percentage of voting rights in the company (tick only one)

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

#### Ownership of right to appoint/remove directors

- ☐ The ORP holds, directly or indirectly, the right to appoint or remove a majority of the board of directors of the company

#### Significant influence or control (Only tick if none of the above apply)

- ☐ The ORP has the right to exercise, or actually exercises, significant influence or control over the company

J5

### Nature of control by a firm over which the ORP has significant control •

The ORP has the right to exercise or actually exercises significant influence or control over the activities of a firm that is not a legal person under its governing law, and:

• Tick each that apply

the members of that firm (in their capacity as such) hold, directly or indirectly, the following percentage of shares in the company (tick only one)

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

the members of that firm (in their capacity as such) hold, directly or indirectly, the following percentage of voting rights in the company (tick only one)

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

- ☐ the members of that firm (in their capacity as such) hold the right, directly or indirectly, to appoint or remove a majority of the board of directors of the company

- ☐ the members of that firm (in their capacity as such) have the right to exercise, or actually exercise, significant influence or control over the company

# IN01

## Application to register a company

J6

### Nature of control by a trust over which the ORP has significant control •

The ORP has the right to exercise or actually exercises significant influence or control over the activities of a trust and:

the trustees of that trust (in their capacity as such) hold, directly or indirectly, the following percentage of shares in the company (tick only one).

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

the trustees of that trust (in their capacity as such) hold, directly or indirectly, the following percentage of voting rights in the company (tick only one)

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

☐ the trustees of that trust (in their capacity as such) hold the right, directly or indirectly, to appoint or remove a majority of the board of directors of the company

☐ the trustees of that trust (in their capacity as such) have the right to exercise, or actually exercise, significant influence or control over the company

• Tick each that apply

**IN01**

Application to register a company

**Part 6**

**Election to keep information on the public register (if applicable)**

The subscribers of a private company can agree to elect to keep certain information on the public register at Companies House, rather than keeping their own registers. Tick the appropriate box to show which information the subscribers are electing to keep on the public register. If the subscribers have not agreed to keep any of this information on the public register, go to Part 7 Consent to Act

**K1**

**Election to keep secretaries' register information on the public register**

☒ All subscribers elect to keep secretaries' register information on the public register

● only applies if the proposed company will have a secretary

**K2**

**Election to keep directors' register information on the public register**

**IMPORTANT**

If the subscribers elect to keep this information on the public register, everyone who is an individual director while the election is in force will have their full date of birth available on the public record●

☒ All subscribers elect to keep directors' register information on the public register

● If the subscribers don't make this election, only the month and year of birth will be available on the public record.

**K3**

**Election to keep directors' usual residential address (URA) register information on the public register**

If the subscribers elect to keep this information on the public register, the URA will not be publicly available

☒ All subscribers elect to keep directors' URA register information on the public register

**K4**

**Election to keep members' register information on the public register**

**IMPORTANT**

If the subscribers elect to keep this information on the public register, everyone who is a member while the election is in place will have their name and address available on the public record

☒ All subscribers elect to keep members' register information on the public register

☐ The company will be a single member company (Tick if applicable)

**K5**

**Election to keep PSC register information on the public register**

**IMPORTANT**

If the subscribers elect to keep this information on the public register, everyone who is an individual PSC while the election is in force will have their full date of birth available on the public record●

☐ All subscribers elect to keep PSC register information on the public register

☐ No objection was received by the subscribers from any eligible person● within the notice period before making the election.

● If the subscribers don't make this election, only the month and year of birth will be available on the public record.

● Eligible person  
An eligible person is a person whose details would have to be entered in the company's PSC register

IN01

Application to register a company

## Part 7 Consent to act

### L1 Consent statement

Please tick the box to confirm consent

- ☒ The subscribers confirm that each of the persons named as a director or secretary has consented to act in that capacity

## Part 8 Statement about individual PSC particulars

### M1 Particulars of an individual PSC<sup>●</sup>

Please tick the box to confirm

- ☐ The subscribers confirm that each person named in this application as an individual PSC knows that their particulars are being supplied as part of this application.

● Only tick this if you have completed details of one or more individual PSCs in sections HB-HB

## Part 9 Statement of compliance

This section must be completed by all companies

Is the application by an agent on behalf of all the subscribers?

- ☒ No Go to Section N1 (Statement of compliance delivered by the subscribers)  
→ Yes Go to Section N2 (Statement of compliance delivered by an agent).

### N1 Statement of compliance delivered by the subscribers<sup>●</sup>

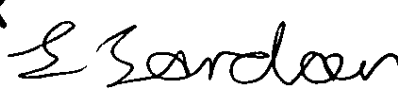
Please complete this section if the application is not delivered by an agent for the subscribers of the memorandum of association.

I confirm that the requirements of the Companies Act, 2006 as to registration have been complied with.

● Statement of compliance delivered by the subscribers  
Every subscriber to the memorandum of association must sign the statement of compliance.

Subscriber's signature

Signature

X  X

Subscriber's signature

Signature

X  X

Subscriber's signature

Signature

X  X

Subscriber's signature

Signature

X

X

Continuation pages  
Please use a 'Statement of compliance delivered by the subscribers' continuation page if more subscribers need to sign.

# IN01

## Application to register a company

**N2**

### Statement of compliance delivered by an agent

Please complete this section if this application is delivered by an agent for the subscribers to the memorandum of association.

Agent's name

Building name/number

Street

Post town

County/Region

Postcode

Country

I confirm that the requirements of the Companies Act 2006 as to registration have been complied with.

Agent's signature

Signature

X

X

# IN01

## Application to register a company



### Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name  
**ISABEL JORDAN**

Company name  
**LEICESTER BREAST FRIENDS**

Address  
**13 LYNDALE CLOSE**  
**THURMASTON**

Post town  
**LEICESTER**

County/Region  
**LEICESTERSHIRE**

Postcode  
**L E 4 8 J L**

Country  
**ENGLAND**

DX

Telephone  
**0116 2127166**



### Certificate

We will send your certificate to the presenter's address (shown above) or if indicated to another address shown below

- ☒ At the registered office address (Given in Section A7)  
☐ At the agent's address (Given in Section N2)



### Checklist

We may return forms completed incorrectly or with information missing

Please make sure you have remembered the following

- ☒ You have checked that the proposed company name is available as well as the various rules that may affect your choice of name. More information can be found in guidance on our website
- ☒ If the name of the company is the same as one already on the register as permitted by The Company LLP and Business (Names and Trading Disclosures) Regulations 2015, please attach consent
- ☒ You have used the correct appointment sections
- ☒ Any addresses given must be a physical location. They cannot be a PO Box number (unless part of a full service address), DX or LP (Legal Post in Scotland) number
- ☒ The document has been signed, where indicated.
- ☒ All relevant attachments have been included.
- ☒ You have enclosed the Memorandum of Association.
- ☒ You have enclosed the correct fee.



### Important information

Please note that all information on this form will appear on the public record, apart from information relating to usual residential addresses. Day of birth will only be shown on the public record if the subscribers have elected to keep PSC and/or directors' information on the public register



### How to pay

A fee is payable on this form. Make cheques or postal orders payable to 'Companies House'. For information on fees, go to: [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)



### Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below

For companies registered in England and Wales:  
The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ  
DX 33050 Cardiff.

For companies registered in Scotland  
The Registrar of Companies, Companies House,  
Fourth Floor, Edinburgh Quay 2,  
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF  
DX ED235 Edinburgh 1  
or LP - 4 Edinburgh 2 (Legal Post)

For companies registered in Northern Ireland  
The Registrar of Companies, Companies House,  
Second Floor, The Linenhall, 32-38 Linenhall Street,  
Belfast, Northern Ireland, BT2 8BG  
DX 481 NR Belfast 1

Section 243 or 790ZF exemption  
If you are applying for, or have been granted a section 243 or 790ZF exemption, please post this whole form to the different postal address below  
The Registrar of Companies, PO Box 4082,  
Cardiff, CF14 3WE



### Further information

For further information, please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)



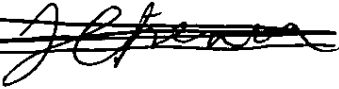

This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)



## COMPANY NOT HAVING A SHARE CAPITAL

### Memorandum of association of Leicester Breast Friends

Each subscriber to this memorandum of association wishes to form a company under the Companies Act 2006 and agrees to become a member of the company

<i>Name of each subscriber</i>	<i>Authentication by each subscriber</i>
ISABEL JORDAN	
Abigail Stocker	
<del>Jenny French</del>	<del></del>
JEMMA BATEMAN	

Dated



3<sup>rd</sup> January 2017.

## **SCHEDULE 2**

**Regulation 3**

# **MODEL ARTICLES FOR PRIVATE COMPANIES LIMITED BY GUARANTEE**

## **ARTICLES of ASSOCIATION of Leicester Breast Friends**

### **INDEX TO THE ARTICLES**

#### **PART 1**

#### **INTERPRETATION AND LIMITATION OF LIABILITY**

1. Defined terms
2. Liability of members
3. Objects

#### **PART 2**

#### **DIRECTORS**

#### **DIRECTORS' POWERS AND RESPONSIBILITIES**

4. Directors' general authority
5. Members' reserve power
6. Directors may delegate
7. Committees

#### **DECISION-MAKING BY DIRECTORS**

8. Directors to take decisions collectively
9. Unanimous decisions
10. Calling a directors' meeting
11. Participation in directors' meetings
12. Quorum for directors' meetings
13. Chairing of directors' meetings
14. Casting vote
15. Conflicts of interest
16. Records of decisions to be kept
17. Directors' discretion to make further rules

#### **APPOINTMENT OF DIRECTORS**

18. Methods of appointing directors
19. Termination of director's appointment

- 20 Directors' remuneration
- 21. Directors' expenses

### **PART 3**

#### **MEMBERS**

#### **BECOMING AND CEASING TO BE A MEMBER**

- 22 Applications for membership
- 23. Termination of membership

#### **ORGANISATION OF GENERAL MEETINGS**

- 24. Attendance and speaking at general meetings
- 25. Quorum for general meetings
- 26. Chairing general meetings
- 27. Attendance and speaking by directors and non-members
- 28. Adjournment

#### **VOTING AT GENERAL MEETINGS**

- 29. Voting. general
- 30. Errors and disputes
- 31. Poll votes
- 32. Content of proxy notices
- 33. Delivery of proxy notices
- 34 Amendments to resolutions

### **PART 4**

#### **ADMINISTRATIVE ARRANGEMENTS**

- 35. Means of communication to be used
- 36. Company seals
- 37. No right to inspect accounts and other records
- 38. Provision for employees on cessation of business

#### **DIRECTORS' INDEMNITY AND INSURANCE**

- 39. Indemnity
- 40. Insurance
- 41. Dissolving the company

### **PART 1**

#### **INTERPRETATION AND LIMITATION OF LIABILITY**

#### **Defined terms**

- 1. In the articles, unless the context requires otherwise—
  - “articles” means the company's articles of association;

“bankruptcy” includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;

“chairman” has the meaning given in article 12;

“chairman of the meeting” has the meaning given in article 25;

“Companies Acts” means the Companies Acts (as defined in section 2 of the Companies Act 2006), in so far as they apply to the company;

“director” means a director of the company, and includes any person occupying the position of director, by whatever name called;

“document” includes, unless otherwise specified, any document sent or supplied in electronic form;

“electronic form” has the meaning given in section 1168 of the Companies Act 2006;

“member” has the meaning given in section 112 of the Companies Act 2006;

“ordinary resolution” has the meaning given in section 282 of the Companies Act 2006,

“participate”, in relation to a directors’ meeting, has the meaning given in article 10;

“proxy notice” has the meaning given in article 31;

“special resolution” has the meaning given in section 283 of the Companies Act 2006,

“subsidiary” has the meaning given in section 1159 of the Companies Act 2006; and

“writing” means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

Unless the context otherwise requires, other words or expressions contained in these articles bear the same meaning as in the Companies Act 2006 as in force on the date when these articles become binding on the company

### **Liability of members**

**2.** The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the company in the event of its being wound up while he is a member or within one year after he ceases to be a member, for—

(a) payment of the company’s debts and liabilities contracted before he ceases to be a

- member,
- (b) payment of the costs, charges and expenses of winding up, and
- (c) adjustment of the rights of the contributories among themselves.

## **Objects**

### **3. The company's objects are**

[Insert objects, listed as (1), (2), (3) etc if appropriate]

**3.1** The company's objects are restricted to those set out in article 3 (but subject to article 3 2)

To support individuals to access breastfeeding support

To run drop in sessions for mothers who wish to breastfeed

To set up weekly support groups in Leicester City for families to attend

To Provide peer support training in order to provide mother to mother support.

**3.2** The company may (subject to first obtaining the consent of OSCR) add to, remove or alter the statement of the company's objects in article 3; on any occasion when it does so, it must give notice to the registrar of companies and the amendment will not be effective until that notice is registered on the register of companies

## **PART 2**

## **DIRECTORS**

### **DIRECTORS' POWERS AND RESPONSIBILITIES**

#### **Directors' general authority**

**4.** Subject to the articles, the directors are responsible for the management of the company's business, for which purpose they may exercise all the powers of the company.

**4.1** the company shall have the powers to do all such lawful things as are consistent with the furtherance of its Objects

**4.2** the income and property of the company shall be applied solely towards the promotion of its objects and no portion thereof shall be paid or transferred directly or indirectly by way of distribution, bonus or otherwise by way of profit to the members of the company except as genuine compensations for services rendered or expenses incurred on behalf of the company.

**4.3** the surplus of the social enterprise shall be applied as follows, in such proportion and in such a manner as determined by the members

a) First to a general reserve for the continuation and development of the social enterprise,

b) second to make payments for social and charitable purposes

### **Members' reserve power**

5.—(1) The members may, by special resolution, direct the directors to take, or refrain from taking, specified action.

(2) No such special resolution invalidates anything which the directors have done before the passing of the resolution.

### **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—

- (a) to such person or committee;
- (b) by such means (including by power of attorney);
- (c) to such an extent,
- (d) in relation to such matters or territories, and
- (e) on such terms and conditions;

as they think fit

(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.

(3) The directors may revoke any delegation in whole or part, or alter its terms and conditions.

### **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.

(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**

### **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 a majority decision at a meeting or a decision taken in accordance with article 8.

(2) If—

(a) the company only has one director, and

(b) no provision of the articles requires it to have more than one director, the general rule does not apply, and the director may take decisions without regard to any of the provisions of the articles relating to directors' decision-making.

### **Unanimous decisions**

- 9.—(1) A decision of the directors is taken in accordance with this article when all eligible directors indicate to each other by any means that they share a common view on a matter.
- (2) Such a decision may take the form of a resolution in writing, copies of which have been signed by each eligible director or to which each eligible director has otherwise indicated agreement in writing.
- (3) References in this article to eligible directors are to directors who would have been entitled to vote on the matter had it been proposed as a resolution at a directors' meeting.
- (4) A decision may not be taken in accordance with this article if the eligible directors would not have formed a quorum at such a meeting.

#### **Calling a directors' meeting**

- 10.—(1) Any director may call a directors' meeting by giving notice of the meeting to the directors or by authorising the company secretary (if any) to give such notice.
- (2) Notice of any directors' meeting must indicate—
- (a) its proposed date and time;
  - (b) where it is to take place, and
  - (c) 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.
- (3) Notice of a directors' meeting must be given to each director, but need not be in writing.
- (4) 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 not more than 7 days 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.

#### **Participation in directors' meetings**

- 11.—(1) Subject to the articles, directors participate in a directors' meeting, or part of a directors' meeting, when—
- (a) the meeting has been called and takes place in accordance with the articles, and
  - (b) they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
- (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
- (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.

#### **Quorum for directors' meetings**

- 12.—(1) At a directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting

- (2) The quorum for directors' meetings may be fixed from time to time by a decision of the directors, but it must never be less than two, and unless otherwise fixed it is two.
- (3) If the total number of directors for the time being is less than the quorum required, the directors must not take any decision other than a decision—
- (a) to appoint further directors, or
  - (b) to call a general meeting so as to enable the members to appoint further directors.

### **Chairing of directors' meetings**

- 13.—(1) The directors may appoint a director to chair their meetings
- (2) The person so appointed for the time being is known as the chairman.
- (3) The directors may terminate the chairman's appointment at any time.
- (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.

### **Casting vote**

- 14.—(1) If the numbers of votes for and against a proposal are equal, the chairman or other director chairing the meeting has a casting vote.
- (2) But this does not apply if, in accordance with the articles, the chairman or other director is not to be counted as participating in the decision-making process for quorum or voting purposes.

### **Conflicts of interest**

- 15.—(1) If a proposed decision of the directors is concerned with an actual or proposed transaction or arrangement with the company in which a director is interested, that director is not to be counted as participating in the decision-making process for quorum or voting purposes.
- (2) But if paragraph (3) applies, a director who is interested in an actual or proposed transaction or arrangement with the company is to be counted as participating in the decision-making process for quorum and voting purposes.
- (3) This paragraph applies when—
- (a) the company by ordinary resolution dis-applies the provision of the articles which would otherwise prevent a director from being counted as participating in the decision-making process,
  - (b) the director's interest cannot reasonably be regarded as likely to give rise to a conflict of interest; or
  - (c) the director's conflict of interest arises from a permitted cause.
- (4) For the purposes of this article, the following are permitted causes—
- (a) a guarantee given, or to be given, by or to a director in respect of an obligation incurred by or on behalf of the company or any of its subsidiaries;
  - (b) subscription, or an agreement to subscribe, for securities of the company or any of its subsidiaries, or to underwrite, sub-underwrite, or guarantee subscription for any such securities; and



(c) arrangements pursuant to which benefits are made available to employees and directors or former employees and directors of the company or any of its subsidiaries which do not provide special benefits for directors or former directors.

(5) For the purposes of this article, references to proposed decisions and decision-making

processes include any directors' meeting or part of a directors' meeting.

(6) Subject to paragraph (7), 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 whose ruling in relation to any director other than the chairman is to be final and conclusive.

(7) If any question as to the right to participate in the meeting (or part of the meeting) should arise in respect of the chairman, 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.

#### **Records of decisions to be kept**

16. The directors must ensure that the company keeps a record, in writing, for at least 10 years from the date of the decision recorded, of every unanimous or majority decision taken by the directors.

#### **Directors' discretion to make further rules**

17. 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**

#### **Methods of appointing directors**

18.—(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—

- (a) by ordinary resolution, or
- (b) by a decision of the directors.

(2) In any case where, as a result of death, the company has no members and no directors, the personal representatives of the last member to have died have the right, by notice in writing, to appoint a person to be a director.

(3) For the purposes of paragraph (2), where 2 or more members die in circumstances rendering it uncertain who was the last to die, a younger member is deemed to have survived an older member.

#### **Termination of director's appointment**

19. A person ceases to be a director as soon as—

- (a) that person ceases to be a director by virtue of any provision of the Companies Act 2006 or is prohibited from being a director by law,
- (b) a bankruptcy order is made against that person;

- (c) a composition is made with that person's creditors generally in satisfaction of that person's debts;
- (d) 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;
- (e) *[paragraph omitted pursuant to The Mental Health (Discrimination) Act 2013]*
- (f) 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.

#### **Directors' remuneration**

- 20.**—(1) Directors may undertake any services for the company that the directors decide.
- (2) Directors are entitled to such remuneration as the directors determine—
- (a) for their services to the company as directors, and
  - (b) for any other service which they undertake for the company.
- (3) Subject to the articles, a director's remuneration may—
- (a) take any form, and
  - (b) 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.
- (4) 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

#### **Directors' expenses**

- 21.** The company may pay any reasonable expenses which the directors properly incur in connection with their attendance at—
- (a) meetings of directors or committees of directors,
  - (b) general meetings, or
  - (c) separate meetings of the holders of debentures of the company, or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the company.

## **PART 3**

### **MEMBERS**

#### **BECOMING AND CEASING TO BE A MEMBER**

### **Applications for membership**

- 22.** No person shall become a member of the company unless—
- (a) that person has completed an application for membership in a form approved by the directors, and
  - (b) the directors have approved the application.

### **Termination of membership**

- 23.—**(1) A member may withdraw from membership of the company by giving 7 days' notice to the company in writing.
- (2) Membership is not transferable.
- (3) A person's membership terminates when that person dies or ceases to exist

## **ORGANISATION OF GENERAL MEETINGS**

### **Attendance and speaking at general meetings**

- 24.—**(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.
- (2) A person is able to exercise the right to vote at a general meeting when—
- (a) that person is able to vote, during the meeting, on resolutions put to the vote at the meeting, and
  - (b) 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.
- (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.
- (4) In determining attendance at a general meeting, it is immaterial whether any two or more members attending it are in the same place as each other.
- (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.

### **Quorum for general meetings**

- 25.** 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.

### **Chairing general meetings**

- 26.—**(1) If the directors have appointed a chairman, the chairman shall chair general meetings if present and willing to do so
- (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—
- (a) the directors present, or

- (b) (if no directors are present), the meeting, must appoint a director or member to chair the meeting, and the appointment of the chairman of the meeting must be the first business of the meeting.
- (3) The person chairing a meeting in accordance with this article is referred to as “the chairman of the meeting”

#### **Attendance and speaking by directors and non-members**

- 27.—**(1) Directors may attend and speak at general meetings, whether or not they are members
- (2) The chairman of the meeting may permit other persons who are not members of the company to attend and speak at a general meeting.

#### **Adjournment**

- 28.—**(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.
- (2) The chairman of the meeting may adjourn a general meeting at which a quorum is present if—
- (a) the meeting consents to an adjournment, or
  - (b) 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.
- (3) The chairman of the meeting must adjourn a general meeting if directed to do so by the meeting.
- (4) When adjourning a general meeting, the chairman of the meeting must—
- (a) 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
  - (b) have regard to any directions as to the time and place of any adjournment which have been given by the meeting.
- (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 7 clear days’ notice of it (that is, excluding the day of the adjourned meeting and the day on which the notice is given)—
- (a) to the same persons to whom notice of the company’s general meetings is required to be given, and
  - (b) containing the same information which such notice is required to contain.
- (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**

#### **Voting: general**

- 29.** 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

## **Errors and disputes**

- 30.—**(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.
- (2) Any such objection must be referred to the chairman of the meeting whose decision is final.

## **Poll votes**

- 31.—**(1) A poll on a resolution may be demanded—
- (a) in advance of the general meeting where it is to be put to the vote, or
  - (b) 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.
- (2) A poll may be demanded by—
- (a) the chairman of the meeting,
  - (b) the directors,
  - (c) two or more persons having the right to vote on the resolution; or
  - (d) a person or persons representing not less than one tenth of the total voting rights of all the members having the right to vote on the resolution.
- (3) A demand for a poll may be withdrawn if—
- (a) the poll has not yet been taken, and
  - (b) the chairman of the meeting consents to the withdrawal.
- (4) Polls must be taken immediately and in such manner as the chairman of the meeting directs

## **Content of proxy notices**

- 32.—**(1) Proxies may only validly be appointed by a notice in writing (a “proxy notice”) which—
- (a) states the name and address of the member appointing the proxy,
  - (b) identifies the person appointed to be that member’s proxy and the general meeting in relation to which that person is appointed;
  - (c) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine; and
  - (d) is delivered to the company in accordance with the articles and any instructions contained in the notice of the general meeting to which they relate.
- (2) The company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- (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
- (4) Unless a proxy notice indicates otherwise, it must be treated as—
- (a) 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
  - (b) 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.

### **Delivery of proxy notices**

- 33.—**(1) 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.
- (2) 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.
- (3) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- (4) 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.

### **Amendments to resolutions**

- 34.—**(1) An ordinary resolution to be proposed at a general meeting may be amended by  
ordinary resolution if—
- (a) 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
  - (b) the proposed amendment does not, in the reasonable opinion of the chairman of the meeting, materially alter the scope of the resolution.
- (2) A special resolution to be proposed at a general meeting may be amended by  
ordinary  
resolution, if—
- (a) the chairman of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed, and
  - (b) the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.
- (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 4**

### **ADMINISTRATIVE ARRANGEMENTS**

#### **Means of communication to be used**

- 35.—**(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 Companies Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the company.

- (2) Subject to the articles, any notice or document 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 for the time being
- (3) A director may agree with the company that notices or documents 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.

#### **Company seals**

- 36.**—(1) Any common seal may only be used by the authority of the directors.
- (2) The directors may decide by what means and in what form any common seal is to be used.
- (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 by at least one authorised person in the presence of a witness who attests the signature.
- (4) For the purposes of this article, an authorised person is—
- (a) any director of the company,
  - (b) the company secretary (if any); or
  - (c) any person authorised by the directors for the purpose of signing documents to which the common seal is applied.

#### **No right to inspect accounts and other records**

- 37.** Except as provided by law or authorised by the directors or an ordinary resolution of the company, no person is entitled to inspect any of the company's accounting or other records or documents merely by virtue of being a member

#### **Provision for employees on cessation of business**

- 38.** The directors may decide to make provision for the benefit of persons employed or formerly employed by the company or any of its subsidiaries (other than a director or former director or shadow director) in connection with the cessation or transfer to any person of the whole or part of the undertaking of the company or that subsidiary.

### **DIRECTORS' INDEMNITY AND INSURANCE**

#### **Indemnity**

- 39.**—(1) Subject to paragraph (2), a relevant director of the company or an associated company may be indemnified out of the company's assets against—
- (a) any liability incurred by that director in connection with any negligence, default, breach of duty or breach of trust in relation to the company or an associated company,
  - (b) any liability incurred by that director in connection with the activities of the company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006),

- (c) any other liability incurred by that director as an officer of the company or an associated company
- (2) This article 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
- (3) In this article—
- (a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate, and
  - (b) a “relevant director” means any director or former director of the company or an associated company

### Insurance

40.—(1) The directors may decide to purchase and maintain insurance, at the expense of the company, for the benefit of any relevant director in respect of any relevant loss.

(2) In this article—

- (a) a “relevant director” means any director or former director of the company or an associated company,
- (b) a “relevant loss” means any loss or liability which has been or may be incurred by a relevant director in connection with that director’s duties or powers in relation to the company, any associated company or any pension fund or employees’ share scheme of the company or associated company, and
- (c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

### Dissolving the Company

41. In the event of the company being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar objects which is not carried on for the profit or gain of its individual members. In no circumstances shall the net assets of the charity be paid to or distributed among the members of the charity. *It will go to Mamma's Sally Etheridge's group in Spinney Hill Leicester*

*all B Annan* 03/01/17  
*Gravelan* 3.1.17.  
*Heur* 3/1/17



## Constitution

### NAME

The name of the organisation shall be Leicester Breast Friends

### AIMS

The aims of the Group shall be to inform and support the mothers who want to breastfeed. To bring in other ideas and activities that mothers can use to help in their parenting journey or possibly train in such as baby massage.

### POWERS

To further these aims the committee shall have power to:

Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of the Group.

Associate local authorities, voluntary organisations and the residents of

The residents of Leicester and Leicestershire (the area you work in) in a common effort to carry out the aims of the Group.

Do all such lawful things as will further the aims of the Group

### MEMBERSHIP

Voting membership shall be open to members of the group The Management Committee shall have the power to approve or reject applications for membership or to terminate the membership of any member provided that the member shall have the right to be heard by the committee before a final decision is made.

### MANAGEMENT

A Management Committee elected annually at the Annual General Meeting (AGM) shall manage the Group.

The committee shall consist of a chair / treasurer and secretary

The committee may co-opt up to a further 5 voting members who shall resign at the next Annual General Meeting.

The committee shall meet at least 2 times each year.

At least 2 committee members must be present at a committee meeting to be able to make decisions

A proper record of all transactions and meetings shall be kept

## GENERAL MEETINGS

An Annual General Meeting shall be held within 12 months of the date of the adoption of this constitution and each year thereafter

Notices of the AGM shall be published three weeks beforehand and a report on the Group's financial position for the previous year will be made available at the same time.

A Special General Meeting may be called at any time at the request of the committee, or not less than one quarter of the membership. A notice explaining the place, date, time and reason shall be sent to all members three weeks beforehand.

One third of membership or four members being present, whichever is the greater, shall enable a General Meeting to take place

Proposals to change the constitution must be given in writing to the secretary at least 28 days before a general meeting and approved by a two thirds majority of those present and voting.

## ACCOUNTS

The funds of the group including all donations, contributions and bequests, shall be paid into an account operated by the management committee. All cheques drawn on the account must be signed by at least two members of the Management Committee.

The funds belonging to the group shall be applied only to further the aims of the group

A current record of all income, funding and expenditure will be kept.

## DISSOLUTION

The Group may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at a Special General Meeting

If confirmed, the committee shall distribute any assets remaining after the payment of all bills to other charitable group(s) or organisation(s) having aims similar to the Group or some other charitable purpose(s) as the Group may decide

Signed by Chair... *S. Sordani* ... Date... *3/1/17* ... Signed by  
Secretary... *S. Sordani* ... Date... *3/1/17* ...

Signed by Treasurer... *M. Bateman* ... Date... *03/01/17* ...