

# FILE COPY



## CERTIFICATE OF INCORPORATION OF A PRIVATE LIMITED COMPANY

Company Number **10986430**

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

**WSY HOLDINGS LIMITED**

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

Given at Companies House, Cardiff, on **28th September 2017**



\* N10986430I \*



Companies House



THE OFFICIAL SEAL OF THE  
REGISTRAR OF COMPANIES



Companies House

**IN01**<sub>(ef)</sub>

**Application to register a company**



*Received for filing in Electronic Format on the:* **28/09/2017**

*X6FYAY15*

*Company Name in  
full:*

**WSY HOLDINGS LIMITED**

*Company Type:*

**Private company limited by shares**

*Situation of  
Registered Office:*

**England and Wales**

*Proposed Registered  
Office Address:*

**C/O WS YEATES LIMITED 3RD FLOOR  
ST GEORGE'S HOUSE  
LEICESTER  
UNITED KINGDOM LE1 1SH**

*Sic Codes:*

**64209**

*Company Director* 1

*The subscribers confirm that the person named has consented to act as a director.*

*Company Director* 2

*Type:* **Person**

*Full Forename(s):* **PAUL JEFFREY**

*Surname:* **THOMPSON**

*Service Address:* **FREETHS LLP 80 MOUNT STREET  
NOTTINGHAM  
UNITED KINGDOM NG1 6HH**

Country/State Usually Resident: UNITED KINGDOM

*Date of Birth:*    **\*\*/08/1970**                      *Nationality:*    **BRITISH**

*Occupation:* **SOLICITOR**

*The subscribers confirm that the person named has consented to act as a director.*

## *Statement of Capital (Share Capital)*

---

|                               |                 |                                 |              |
|-------------------------------|-----------------|---------------------------------|--------------|
| <i>Class of Shares:</i>       | <b>ORDINARY</b> | <i>Number allotted</i>          | <b>99900</b> |
| <i>Currency:</i>              | <b>GBP</b>      | <i>Aggregate nominal value:</i> | <b>999</b>   |
| <i>Prescribed particulars</i> |                 |                                 |              |

**THE SHARES HAVE ATTACHED TO THEM FULL VOTING, DIVIDEND AND CAPITAL DISTRIBUTION (INCLUDING ON WINDING UP) RIGHTS; THEY DO NOT CONFER ANY RIGHTS OF REDEMPTION.**

---

### **Statement of Capital (Totals)**

---

|                  |            |                                       |              |
|------------------|------------|---------------------------------------|--------------|
| <i>Currency:</i> | <b>GBP</b> | <i>Total number of shares:</i>        | <b>99900</b> |
|                  |            | <i>Total aggregate nominal value:</i> | <b>999</b>   |
|                  |            | <i>Total aggregate unpaid:</i>        | <b>0</b>     |

## *Initial Shareholdings*

---

|                |                                                                                               |                                     |                 |
|----------------|-----------------------------------------------------------------------------------------------|-------------------------------------|-----------------|
| <i>Name:</i>   | <b>ABF THE SOLDIERS'<br/>CHARITY</b>                                                          | <i>Class of Shares:</i>             | <b>ORDINARY</b> |
| <i>Address</i> | <b>MOUNTBARROW HOUSE<br/>6-20 ELIZABETH STREET<br/>LONDON<br/>UNITED KINGDOM<br/>SW1W 9RB</b> | <i>Number of shares:</i>            | <b>19980</b>    |
|                |                                                                                               | <i>Currency:</i>                    | <b>GBP</b>      |
|                |                                                                                               | <i>Nominal value of each share:</i> | <b>0.01</b>     |
|                |                                                                                               | <i>Amount unpaid:</i>               | <b>0</b>        |
|                |                                                                                               | <i>Amount paid:</i>                 | <b>0.01</b>     |

|                |                                                                                                                            |                                     |                 |
|----------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------|
| <i>Name:</i>   | <b>BRITISH LIMBLESS<br/>EX-SERVICE MEN'S<br/>ASSOCIATION</b>                                                               | <i>Class of Shares:</i>             | <b>ORDINARY</b> |
| <i>Address</i> | <b>FRANKLAND MOORE<br/>HOUSE 185-187 HIGH ROAD<br/>CHADWELL HEATH<br/>ROMFORD<br/>ESSEX<br/>UNITED KINGDOM<br/>RM6 6NA</b> | <i>Number of shares:</i>            | <b>19980</b>    |
|                |                                                                                                                            | <i>Currency:</i>                    | <b>GBP</b>      |
|                |                                                                                                                            | <i>Nominal value of each share:</i> | <b>0.01</b>     |
|                |                                                                                                                            | <i>Amount unpaid:</i>               | <b>0</b>        |
|                |                                                                                                                            | <i>Amount paid:</i>                 | <b>0.01</b>     |

|                |                                                                               |                                     |                 |
|----------------|-------------------------------------------------------------------------------|-------------------------------------|-----------------|
| <i>Name:</i>   | <b>LEST WE FORGET<br/>ASSOCIATION</b>                                         | <i>Class of Shares:</i>             | <b>ORDINARY</b> |
| <i>Address</i> | <b>5-B LONGDOWN ROAD<br/>EPSOM<br/>SURREY<br/>UNITED KINGDOM<br/>KT17 3PT</b> | <i>Number of shares:</i>            | <b>19980</b>    |
|                |                                                                               | <i>Currency:</i>                    | <b>GBP</b>      |
|                |                                                                               | <i>Nominal value of each share:</i> | <b>0.01</b>     |
|                |                                                                               | <i>Amount unpaid:</i>               | <b>0</b>        |
|                |                                                                               | <i>Amount paid:</i>                 | <b>0.01</b>     |

|                |                                                                                                                          |                                     |                 |
|----------------|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------|
| <i>Name:</i>   | <b>THE ROYAL AIR FORCES<br/>ASSOCIATION</b>                                                                              | <i>Class of Shares:</i>             | <b>ORDINARY</b> |
| <i>Address</i> | <b>RAF ASSOCIATION<br/>HEADQUARTERS ATLAS<br/>HOUSE<br/>41 WEMBLEY ROAD<br/>LEICESTER<br/>UNITED KINGDOM<br/>LE3 1UT</b> | <i>Number of shares:</i>            | <b>19980</b>    |
|                |                                                                                                                          | <i>Currency:</i>                    | <b>GBP</b>      |
|                |                                                                                                                          | <i>Nominal value of each share:</i> | <b>0.01</b>     |
|                |                                                                                                                          | <i>Amount unpaid:</i>               | <b>0</b>        |
|                |                                                                                                                          | <i>Amount paid:</i>                 | <b>0.01</b>     |

*Name:* **THE ROYAL BRITISH  
LEGION**

*Address* **THE ROYAL BRITISH  
LEGION HAIG HOUSE  
199 BOROUGH HIGH  
STREET  
LONDON  
UNITED KINGDOM  
SE1 1AA**

*Class of Shares:* **ORDINARY**

*Number of shares:* **19980**

*Currency:* **GBP**

*Nominal value of each  
share:* **0.01**

*Amount unpaid:* **0**

*Amount paid:* **0.01**

## ***Persons with Significant Control (PSC)***

---

---

**Statement of no PSC**

---

**The company knows or has reason to believe that there will be no registerable Person with Significant Control or Relevant Legal Entity (RLE) in relation to the company**

---

## ***Statement of Compliance***

---

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

|                      |                                                      |
|----------------------|------------------------------------------------------|
| <i>Name:</i>         | <b>ABF THE SOLDIERS' CHARITY</b>                     |
| <i>Authenticated</i> | <b>YES</b>                                           |
| <i>Name:</i>         | <b>BRITISH LIMBLESS EX-SERVICE MEN'S ASSOCIATION</b> |
| <i>Authenticated</i> | <b>YES</b>                                           |
| <i>Name:</i>         | <b>LEST WE FORGET ASSOCIATION</b>                    |
| <i>Authenticated</i> | <b>YES</b>                                           |
| <i>Name:</i>         | <b>THE ROYAL AIR FORCES ASSOCIATION</b>              |
| <i>Authenticated</i> | <b>YES</b>                                           |
| <i>Name:</i>         | <b>THE ROYAL BRITISH LEGION</b>                      |
| <i>Authenticated</i> | <b>YES</b>                                           |

---

## ***Authorisation***

|                                |                   |                      |            |
|--------------------------------|-------------------|----------------------|------------|
| <i>Authoriser Designation:</i> | <b>subscriber</b> | <i>Authenticated</i> | <b>YES</b> |
|--------------------------------|-------------------|----------------------|------------|

---

**THE COMPANIES ACT 2006**  
**PRIVATE COMPANY LIMITED BY SHARES**  
**MEMORANDUM OF ASSOCIATION**  
**OF**  
**WSY HOLDINGS LIMITED**

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 and to take at least one share.

**Name of subscribers**

**Authentication by subscribers**

**The Royal British Legion**

\_\_\_\_\_

**The Royal Air Forces Association**

\_\_\_\_\_

**British Limbless Ex-Service Men's  
Association**

\_\_\_\_\_

**Lest We Forget Association**

\_\_\_\_\_

**ABF The Soldiers' Charity**

\_\_\_\_\_

**Dated 22<sup>nd</sup> September 2017**

Dated 22<sup>nd</sup> September 2017

## Articles of Association of WSY Holdings Limited

# THE COMPANIES ACT 2006

## PRIVATE COMPANY LIMITED BY SHARES

### ARTICLES OF ASSOCIATION

#### OF

#### WSY HOLDINGS LIMITED

#### Introduction

#### 1 Interpretation

1.1 The following definitions and rules of interpretation apply in these Articles:

|                           |                                                                                                                                                                                                                        |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Act:</b>               | means the Companies Act 2006.                                                                                                                                                                                          |
| <b>appointor:</b>         | has the meaning given in article 11.1.                                                                                                                                                                                 |
| <b>Articles:</b>          | means the Company's articles of association for the time being in force.                                                                                                                                               |
| <b>Business Day:</b>      | means any day other than a Saturday, Sunday or public holiday in England on which banks in London are open for business.                                                                                               |
| <b>Conflict:</b>          | has the meaning given in article 7.1.                                                                                                                                                                                  |
| <b>eligible director:</b> | means a director who would be entitled to vote on the matter at a meeting of directors (but excluding any director whose vote is not to be counted in respect of the particular matter).                               |
| <b>Model Articles:</b>    | means the model articles for private companies limited by shares contained in Schedule 1 of the Companies (Model Articles) Regulations 2008 (SI 2008/3229) as amended prior to the date of adoption of these Articles. |

1.2 Save as otherwise specifically provided in these Articles, words and expressions which have particular meanings in the Model Articles shall have the same meanings in these Articles, subject to which and unless the context otherwise requires, words and expressions which have particular meanings in the Act shall have the same meanings in these Articles.

1.3 Headings in these Articles are used for convenience only and shall not affect the construction or interpretation of these Articles.

1.4 A reference in these Articles to an "article" is a reference to the relevant article of these Articles unless expressly provided otherwise.

- 1.5 Unless expressly provided otherwise, a reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time.
- 1.6 A reference to a statute or statutory provision shall include all subordinate legislation made from time to time.
- 1.7 Any words following the terms **including**, **include**, **in particular** for example or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.
- 1.8 Where the context otherwise permits, **other** and **otherwise** are illustrative and shall not limit the sense of the words preceding them.
- 1.9 The Model Articles shall apply to the Company, except in so far as they are modified or excluded by, or are inconsistent with, these Articles.
- 1.10 Articles 8, 9(1), 9(3), 11(2) and (3), 13, 14(1), 14(2), 14(3), 14(4), 17(2), 21, 24(2)(c), 44(2), 49, 52 and 53 of the Model Articles shall not apply to the Company.
- 1.11 Article 7 of the Model Articles shall be amended by:
  - 1.11.1 the insertion of the words “for the time being” at the end of article 7(2)(a); and
  - 1.11.2 the insertion in article 7(2) of the words “(for so long as he remains the sole director)” after the words “and the director may”.
- 1.12 Article 20 of the Model Articles shall be amended by the insertion of the words “and the secretary” before the words “properly incur”.
- 1.13 In article 25(2)(c) of the Model Articles, the words “evidence, indemnity and the payment of a reasonable fee” shall be deleted and replaced with the words “evidence and indemnity”.
- 1.14 Article 27(3) of the Model Articles shall be amended by the insertion of the words “, subject to article 10” after the word “But”.
- 1.15 Article 29 of the Model Articles shall be amended by the insertion of the words “, or the name of any person(s) named as the transferee(s) in an instrument of transfer executed under article 28(2) of the Model Articles” after the words “the transmittee’s name”.
- 1.16 Articles 31(1)(a) to (c) (inclusive) of the Model Articles shall be amended by the deletion, in each case, of the words “either” and “or as the directors may otherwise decide”. Article 31 (d) of the Model Articles shall be amended by the deletion of the words “either” and “or by such other means as the directors decide”.

## **Directors**

### **2 Unanimous decisions**

- 2.1 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.
- 2.2 Such a decision may take the form of a resolution in writing, where each eligible director has signed one or more copies of it, or to which each eligible director has otherwise indicated agreement in writing.
- 2.3 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.

### **3 Calling a Directors' meeting**

- 3.1 Any director may call a directors' meeting by giving reasonable notice of the meeting to the directors or by authorising the company secretary (if any) to give such notice.
- 3.2 Subject to article 3.3, notice of a directors' meeting must be given to all directors but need not be in writing.
- 3.3 Reasonable efforts must be made to give notice of a directors' meeting to any director who is absent from the United Kingdom at the time the notice is given but any failure to send or receive such notice shall not affect the validity of the meeting.

### **4 Quorum for Directors' meetings**

The quorum for the transaction of business at a meeting of directors is any one eligible director.

### **5 Casting vote**

- 5.1 If the numbers of votes for and against a proposal at a meeting of directors are equal, the chairman or other director chairing the meeting shall have a casting vote.
- 5.2 Article 5.1 shall not apply in respect of a particular meeting (or part of a meeting) if, in accordance with the Articles, the chairman or other director is not an eligible director for the purposes of that meeting (or part of a meeting).

### **6 Transactions or other arrangements with the Company**

- 6.1 Subject to sections 177(5) and 177(6) and sections 182(5) and 182(6) of the Act and provided he has declared the nature and extent of his interest in accordance with the requirements of the Act, a director who is in any way, whether directly or indirectly, interested in an existing or proposed transaction or arrangement with the Company:

- 6.1.1 may be a party to, or otherwise interested in, any transaction or arrangement with the Company or in which the Company is otherwise (directly or indirectly) interested;
- 6.1.2 shall be an eligible director for the purposes of any proposed decision of the directors (or committee of directors) in respect of such existing or proposed transaction or arrangement in which he is interested;
- 6.1.3 shall be entitled to vote at a meeting of directors (or of a committee of the directors) or participate in any unanimous decision, in respect of such existing or proposed transaction or arrangement in which he is interested;
- 6.1.4 may act by himself or his firm in a professional capacity for the Company (otherwise than as auditor) and he or his firm shall be entitled to remuneration for professional services as if he were not a director;
- 6.1.5 may be a director or other officer of, or employed by, or a party to a transaction or arrangement with, or otherwise interested in, anybody corporate in which the Company is otherwise (directly or indirectly) interested; and
- 6.1.6 shall not, save as he may otherwise agree, be accountable to the Company for any benefit which he (or a person connected with him (as defined in section 252 of the Act)) derives from any such transaction or arrangement or from any such office or employment or from any interest in any such body corporate and no such transaction or arrangement shall be liable to be avoided on the grounds of any such interest or benefit, nor shall the receipt of any such remuneration or other benefit constitute a breach of his duty under section 176 of the Act.

## 7 Directors' conflicts of interest

- 7.1 The directors may, in accordance with the requirements set out in this article, authorise any matter or situation proposed to them by any director which would, if not authorised, involve a director (an **Interested Director**) breaching his duty under section 175 of the Act to avoid conflicts of interest (a **Conflict**).
- 7.2 Any authorisation under this article 7 will be effective only if:
  - 7.2.1 to the extent permitted by the Act, the matter in question shall have been proposed by any director for consideration in the same way that any other matter may be proposed to the directors under the provisions of these Articles or in such other manner as the directors may determine;
  - 7.2.2 any requirement as to the quorum for consideration of the relevant matter is met without counting the Interested Director or any other interested director; and

- 7.2.3 the matter was agreed to without the Interested Director voting or would have been agreed to if the Interested Director's and any other interested directors vote had not been counted.
- 7.3 Any authorisation of a Conflict under this article 7 may (whether at the time of giving the authorisation or subsequently):
  - 7.3.1 extend to any actual or potential conflict of interest which may reasonably be expected to arise out of the matter or situation so authorised;
  - 7.3.2 provide that the Interested Director be excluded from the receipt of documents and information and the participation in discussions (whether at meetings of the directors or otherwise) related to the Conflict;
  - 7.3.3 provide that the Interested Director shall or shall not be an eligible director in respect of any future decision of the directors in relation to any resolution related to the Conflict;
  - 7.3.4 impose upon the Interested Director such other terms for the purposes of dealing with the Conflict as the directors think fit;
  - 7.3.5 provide that, where the Interested Director obtains, or has obtained (through his involvement in the Conflict and otherwise than through his position as a director of the Company) information that is confidential to a third party, he will not be obliged to disclose that information to the Company, or to use it in relation to the Company's affairs where to do so would amount to a breach of that confidence; and
  - 7.3.6 permit the Interested Director to absent himself from the discussion of matters relating to the Conflict at any meeting of the directors and be excused from reviewing papers prepared by, or for, the directors to the extent they relate to such matters.
- 7.4 Where the directors authorise a Conflict, the director will be obliged to conduct himself in accordance with any terms and conditions imposed by the directors in relation to the Conflict.
- 7.5 The directors may revoke or vary such authorisation at any time, but this will not affect anything done by the Interested Director, prior to such revocation or variation, in accordance with the terms of such authorisation.
- 7.6 A director is not required, by reason of being a director (or because of the fiduciary relationship established by reason of being a director), to account to the Company for any remuneration, profit or other benefit which he derives from or in connection with a relationship involving a Conflict which has been authorised by the directors or by the Company in general meeting (subject in each case to any terms, limits or conditions attaching to that authorisation) and no contract shall be liable to be avoided on such grounds.

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

Where decisions of the directors are taken by electronic means, such decisions shall be recorded by the directors in permanent form, so that they may be read with the naked eye.

## **9 Number of directors**

Unless otherwise determined by ordinary resolution, the number of directors shall not be subject to any maximum or minimum.

## **10 Appointment of directors**

In any case where, as a result of death or bankruptcy, the Company has no shareholders and no directors, the transmittee(s) of the last shareholder to have died or to have had a bankruptcy order made against him (as the case may be) have the right, by notice in writing, to appoint a natural person (including a transmittee who is a natural person), who is willing to act and is permitted to do so, to be a director.

## **11 Appointment and removal of alternate directors**

11.1 Any director (**appointor**) may appoint as an alternate any other director, or any other person approved by resolution of the directors, to:

11.1.1 exercise that director's powers; and

11.1.2 carry out that director's responsibilities,

in relation to the taking of decisions by the directors, in the absence of the alternate's appointor.

11.2 Any appointment or removal of an alternate must be effected by notice in writing to the Company signed by the appointor, or in any other manner approved by the directors.

11.3 The notice must:

11.3.1 identify the proposed alternate; and

11.3.2 in the case of a notice of appointment, contain a statement signed by the proposed alternate that the proposed alternate is willing to act as the alternate of the director giving the notice.

## **12 Rights and responsibilities of alternate directors**

12.1 An alternate director may act as alternate director to more than one director and has the same rights in relation to any decision of the directors as the alternate's appointor.

12.2 Except as the Articles specify otherwise, alternate directors:

12.2.1 are deemed for all purposes to be directors;

12.2.2 are liable for their own acts and omissions;

12.2.3 are subject to the same restrictions as their appointors; and

12.2.4 are not deemed to be agents of or for their appointors

and, in particular (without limitation), each alternate director shall be entitled to receive notice of all meetings of directors and of all meetings of committees of directors of which his appointor is a member.

12.3 A person who is an alternate director but not a director:

12.3.1 may be counted as participating for the purposes of determining whether a quorum is present (but only if that person's appointor is not participating);

12.3.2 may participate in a unanimous decision of the directors (but only if his appointor is an eligible director in relation to that decision, but does not participate); and

12.3.3 shall not be counted as more than one director for the purposes of articles 12.3.1 and 12.3.2.

12.4 A director who is also an alternate director is entitled, in the absence of his appointor, to a separate vote on behalf of his appointor, in addition to his own vote on any decision of the directors (provided that his appointor is an eligible director in relation to that decision), but shall not count as more than one director for the purposes of determining whether a quorum is present.

12.5 An alternate director may be paid expenses and may be indemnified by the Company to the same extent as his appointor but shall not be entitled to receive any remuneration from the Company for serving as an alternate director except such part of the alternate's appointor's remuneration as the appointor may direct by notice in writing made to the Company.

### **13 Termination of alternate directorship**

An alternate director's appointment as an alternate terminates:

13.1 when the alternate's appointor revokes the appointment by notice to the Company in writing specifying when it is to terminate;

13.2 on the occurrence, in relation to the alternate, of any event which, if it occurred in relation to the alternate's appointor, would result in the termination of the appointor's appointment as a director;

13.3 on the death of the alternate's appointor; or

13.4 when the alternate's appointor's appointment as a director terminates.

### **14 Secretary**

The directors may appoint any person who is willing to act as the secretary for such term, at such remuneration and upon such conditions as they may think fit and from time to time remove such person and, if the directors so decide, appoint a replacement, in each case by a decision of the directors.

## **15 Purchase of own shares**

Subject to the Act but without prejudice to any other provision of these Articles, the Company may purchase its own shares in accordance with Chapter 4 of Part 18 of the Act, including (without limitation) out of capital up to any amount in a financial year not exceeding the lower of:

- 15.1 £15,000; and
- 15.2 the nominal value of 5% of the Company's fully paid share capital at the beginning of each financial year of the Company.

## **Decision making by shareholders**

### **16 Poll votes**

- 16.1 A poll may be demanded at any general meeting by any qualifying person (as defined in section 318 of the Act) present and entitled to vote at the meeting.
- 16.2 Article 44(3) of the Model Articles shall be amended by the insertion of the words "A demand so withdrawn shall not invalidate the result of a show of hands declared before the demand was made" as a new paragraph at the end of that article.

### **17 Proxies**

- 17.1 Article 45(1)(d) of the Model Articles shall be deleted and replaced with the words "is delivered to the Company in accordance with the Articles not less than 48 hours before the time appointed for holding the meeting or adjourned meeting at which the right to vote is to be exercised and in accordance with any instructions contained in the notice of the general meeting (or adjourned meeting) to which they relate".
- 17.2 Article 45(1) of the Model Articles shall be amended by the insertion of the words "and a proxy notice which is not delivered in such manner shall be invalid, unless the directors, in their discretion, accept the notice at any time before the meeting" as a new paragraph at the end of that article.

## **Shares**

### **18 Allotment of shares**

- 18.1 The directors shall have the general power given by section 550 of the Act to allot shares or to grant rights to subscribe for or to convert any security into shares.
- 18.2 In accordance with section 567(1) of the Act, sections 561 and 562 of the Act shall not apply to an allotment of shares made by the Company.
- 18.3 Unless otherwise agreed by special resolution, if the Company proposes to allot any shares, those shares shall not be allotted to any person unless the Company has first offered them to all shareholders on the date of the offer on the same terms, and at the same price, as those shares are being offered to other persons on a pari passu and pro rata basis to the number of shares

held by those holders (as nearly as possible without involving fractions).  
The offer:

- 18.3.1 shall be in writing, and shall be open for acceptance for a period of 15 Business Days from the date of the offer and shall give details of the number and subscription price of the relevant shares; and
  - 18.3.2 may stipulate that any shareholder who wishes to subscribe for a number of shares in excess of the proportion to which he is entitled shall, in his acceptance, state the number of excess shares (**Excess Shares**) for which he wishes to subscribe.
- 18.4 Any shares not accepted by shareholders pursuant to the offer made to them in accordance with article 18.3 shall be used for satisfying any requests for Excess Shares made pursuant to article 18.3.2. If there are insufficient Excess Shares to satisfy such requests, the Excess Shares shall be allotted to the applicants pro rata to the number of shares held by the applicants immediately before the offer was made to shareholders in accordance with article 18.3 (as nearly as possible without involving fractions or increasing the number of Excess Shares allotted to any shareholder beyond that applied for by him). After that allotment, any Excess Shares remaining shall be offered to any other person as the directors may determine, at the same price and on the same terms as the offer to the shareholders.
- 18.5 No shares shall be allotted to any employee, director, prospective employee or director unless such person has entered into a joint election with the Company under section 431 of the Income Tax (Earnings and Pensions) Act 2003.
- 18.6 Subject to this article 18, any shares shall be at the disposal of the directors who may allot, grant options over or otherwise dispose of them to any persons on the terms and conditions they think proper.

#### **Administrative arrangements**

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

- 19.1 Subject to article 19.2, any notice, document or other information shall be deemed served on, or delivered to, the intended recipient:
- 19.1.1 if delivered by hand, on signature of a delivery receipt or at the time the notice document or other information is left at the address; or
  - 19.1.2 if sent by fax, at the time of transmission; or
  - 19.1.3 if sent by pre-paid United Kingdom first class post, recorded delivery or special delivery to an address in the United Kingdom, at 9.00 am on the second Business Day after posting; or
  - 19.1.4 if sent by pre-paid airmail to an address outside the country from which it is sent, at 9.00 am on the fifth Business Day after posting; or

- 19.1.5 if sent by reputable international overnight courier to an address outside the country from which it is sent, on signature of a delivery receipt or at the time the notice, document or other information is left at the address; or
  - 19.1.6 if sent or supplied by e-mail, one hour after the notice, document or information was sent or supplied; or
  - 19.1.7 if sent or supplied by means of a website, when the material is first made available on the website or (if later) when the recipient receives (or is deemed to have received) notice of the fact that the material is available on the website; and
  - 19.1.8 if deemed receipt under the previous paragraphs of this article 19.1 would occur outside business hours (meaning 9.00 am to 5.30 pm Monday to Friday on a day that is not a public holiday in the place of deemed receipt), at 9.00 am on the day when business next starts in the place of deemed receipt. For the purposes of this article, all references to time are to local time in the place of deemed receipt.
- 19.2 To prove service, it is sufficient to prove that:
- 19.2.1 if delivered by hand or by reputable international overnight courier, the notice was delivered to the correct address; or
  - 19.2.2 if sent by fax, a transmission report was received confirming that the notice was successfully transmitted to the correct fax number; or
  - 19.2.3 if sent by post or by airmail, the envelope containing the notice was properly addressed, paid for and posted; or
  - 19.2.4 if sent by e-mail, the notice was properly addressed and sent to the e-mail address of the recipient.

## 20 Indemnity

- 20.1 Subject to article 20.2, but without prejudice to any indemnity to which a relevant officer is otherwise entitled:
- 20.1.1 each relevant officer shall be indemnified out of the Company's assets against all costs, charges, losses, expenses and liabilities incurred by him as a relevant officer:
    - (a) in the actual or purported execution and/or discharge of his duties, or in relation to them; and
    - (b) in relation to the Company's (or any associated company's) activities as trustee of an occupational pension scheme (as defined in section 235(6) of the Act,
- including (in each case) any liability incurred by him in defending any civil or criminal proceedings, in which judgment is given in his favour or in which he is acquitted or the proceedings are

otherwise disposed of without any finding or admission of any material breach of duty on his part or in connection with any application in which the court grants him, in his capacity as a relevant officer, relief from liability for negligence, default, breach of duty or breach of trust in relation to the Company's (or any associated company's) affairs; and

20.1.2 the Company may provide any relevant officer with funds to meet expenditure incurred or to be incurred by him in connection with any proceedings or application referred to in article 20.1.1 and otherwise may take any action to enable any such relevant officer to avoid incurring such expenditure.

20.2 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.

20.3 In this article (and article 21):

20.3.1 a “**relevant officer**” means any director or other officer or former director or other officer of the Company or an associated company (including any company which is a trustee of an occupational pension scheme (as defined by section 235(6) of the Act), but excluding in each case any person engaged by the Company (or associated company) as auditor (whether or not he is also a director or other officer), to the extent he acts in his capacity as auditor); and

20.3.2 companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

## 21 Insurance

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

21.2 In this article:

21.2.1 a “**relevant officer**” shall have the meaning given in article 20.3.1;

21.2.2 a “**relevant loss**” means any loss or liability which has been or may be incurred by a relevant officer in connection with that relevant officer's duties or powers in relation to the Company, any associated company or any pension fund or employees' share scheme of the Company or associated company; and

21.2.3 companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.