

OS AP01

Appointment of director of an overseas company



Companies House

☒ **What this form is for**
You may use this form to appoint
an individual as a director of an
overseas company.

☐ **What this form is NOT for**
You cannot use the form to
appoint a corporate director of an overseas
company. To do this, please use
OS AP02 'Appointment of corporate
director of an overseas company'.

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22/04/2022

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COMPANIES HOUSE

1 Overseas company details

Company number F C 0 0 5 9 0 2

Company name in full or alternative name as registered in the UK ALIA - THE ROYAL JORDANIAN AIRLINES - PLC (ROYAL JORDANIAN)

→ Filling in this form

Please complete in typescript or in bold black capitals.

All fields are mandatory unless specified or indicated by *

2 Date of director's appointment

Date of appointment d 2 9 m 0 3 y 2 0 y 2 1

3 New director's details

Title* MR

Full forename(s) KHOLOUD MOHAMMAD HASHEM

Surname SAQQAF

Former name(s) ①

Country/State of residence ② JORDAN

Nationality JORDANIAN

Month/year of birth ③ X X m 0 5 y 1 9 y 6 8

Business occupation (if any) ④ CEO/VICE CHAIRMAN OF SOCIAL SECURITY INVESTMENT FUND BOARD

① 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.

Continue in Section 8 if required.

② Country/State of residence

This is in respect of your usual residential address as stated in Section 4a.

③ Month and year of birth

Please provide month and year only. Provide full date of birth in section 3a.

④ Business occupation

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

4 New director's service address ⑤

Please complete your service address below. You must also complete your usual residential address in Section 4a.

Building name/number 37

Street MOHAMMAD ALI JANAH STREET, 5TH CIRCLE

Post town AMMAN

County/Region

Postcode

Country JORDAN

⑤ Service address

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

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

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5 Director's authority

Please enter the extent of your authority as director. Please tick one box.		❶ If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below. ❷ If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.
Extent of authority	☒ Limited ❶ ☐ Unlimited	
Description of limited authority, if applicable	SEE ATTACHED COMPANY RESOLUTIONS OF 09.01.22 Are you authorised to act alone or jointly? Please tick one box. ☐ Alone ☒ Jointly ❷	
If applicable, name(s) of person(s) with whom you are acting jointly	SEE ATTACHED COMPANY RESOLUTIONS OF 09.01.22 	

6 UK establishments

A return must be delivered in respect of any alteration to the company particulars by each UK establishment. If, however, a company has more than one UK establishment, it may deliver only one form in respect of all those UK establishments, provided it completes the table below.

UK establishment name	Registration number							
ROYAL JORDANIAN PLC	B	R	0	0	5	8	0	1

7 Signature

Signature	Signature  X	X
This form may be signed and authorised by: Director, Secretary, Permanent representative.		

8 Additional former name(s) (continued from Section 3)

Former name(s) ❸	 	❸ Additional former names Use this space to enter any additional names.
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**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	Henry Wright
Company name	Gordons Partnership
Address	22 Great James Street
Post town	London
County/Region	
Postcode	W C 1 N 3 E S
Country	UK
DX	107 Chancery Lane
Telephone	0207 421 9421

**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number as registered in the UK match the information held on the public Register.
- ☐ You have completed the date of appointment.
- ☐ You have included all former names used for business purposes over the last 20 years.
- ☐ You have completed the nationality box in Section 3.
- ☐ You have provided a correct date of birth.
- ☐ You have provided a business occupation if there is one.
- ☐ You have provided both the service address and the usual residential address.
- ☐ Addresses 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.
- ☐ You have enclosed a relevant higher protection application if applying for this at the same time as completing this form.
- ☐ You have entered the extent of the director's authority in Section 6.
- ☐ You have completed Section 6, if applicable.
- ☐ You have signed the form.

**Important information**

Please note that all information on this form will appear on the public record, apart from information relating to usual residential addresses and day of birth.

**Where to send**

You may return this form to any Companies House address:

England and Wales:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

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).

Northern Ireland:

The Registrar of Companies, Companies House,
Second Floor, The Linenhall, 32-38 Linenhall Street,
Belfast, Northern Ireland, BT2 8BG.
DX 481 N.R. Belfast 1.

Higher protection

If you are applying for, or have been granted, higher protection, 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 or email 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

“Resolution No. (4):

The Board of Directors unanimously decided to approve of the proposed amendments to the matrix of powers of the authorized signatories, so that those signatories become as follows:

1. To authorize the Chairman of the Board of Directors (Eng. SAID SAMIH TALEB DARWAZAH) and the President / Acting CEO Mr. Samer Abdelsalam Majali, to jointly sign all financial and banking matters or any one they jointly designate to do so, taking into account what is mentioned below regarding checks, payment orders, credits and guarantees directed to banks;
2. To authorize the President / Acting CEO Mr. Samer Abdelsalam Majali, to sign in all administrative and human resourced matters and has the authority to delegate to others any of the aforementioned, and to authorize the President / Acting CEO Mr. Samer Abdelsalam Majali and Mr. Feras Munther Maichel Qarrain the Executive Vice President – Executive Chief Resources Officer to solely or jointly sign on behalf of the company in all legal and judicial matters and to appoint lawyers and each to have the authority to delegate the aforementioned.
3. In addition to the foregoing, and without restricting or limiting the powers mentioned in Clause (2) of this matrix regarding powers in legal and judicial matters and to appoint lawyers, and to authorize Mr. Omar Mohammad Mofleh Al-Qatarneh from the Human Resources Department to represent the company in judicial and legal matters, and in legal and criminal suits filed against the company or by it for the purpose of answering the charges and providing defense statements and sworn oaths before all the courts of the Hashemite Kingdom of Jordan.
4. To authorize the following persons to sign the checks and the payments orders to the banks on behalf of the company as follows:

Category (A):

1. Eng. SAID SAMIH TALEB DARWAZAH – the Chairman of the Board of Directors
2. Mr. SAMER ABDELSALAM MAJALI – Deputy Chairman of the Board of Directors and the President / Acting CEO
3. Mr. FERAS MUNTHER MAICHEL QARRAIN – Executive Chief Resources Officer
4. Ms. AMAL RAFIQ KHALIL HATTAR – Chief Finance Officer
5. Ms. SUHA JAMAL MOHAMMED AL-ARDA – Chief Treasury Officer

Category (B):

- Mr. Samer Ibrahim Samman – Executive Assistant – Department of Governance and Shareholder Management
- Eng. Mohammad Mustafa Mohammad Ma’ayta – Head of Asset Management and Cost Control Department
- Mrs. NUSEIBAH MOHAMMAD RAKAN AL DUGHMI – Manager of Budgeting
- Mr. MU’ATH RAFIQ ZAKI HAMAD – Manager of Financial Accounting
- Mrs. Katia Hisham Abd- Al Razaq Al Attar – Manager of Credit Control

Category (C):

- Ms. DIMA YOUSEF AHMAD ABU- TAYEH – Manager of GSA
- Ms. RASHA (MOHAMMAD WADDAH) (M.B.) SAUDI – Executive Director of the Revenue Accounting
- Mr. SAHER KHALED A. AL HADEED, Asset Management Manager
- Mrs. SUHA RIZK WAHEED ELMASRI – Manager of Passengers Sales Audit
- Mr. Mahmoud Mohammad Saeed Al- Masri – Manager of Accounting of Queen Alia International Airport and Aqaba Area

The above signing authorizations on checks, payment orders, credits and guarantees on behalf of the company are subject to:

1. Amounts below JD 50,000 (Fifty Thousand Jordanian Dinars) or their equivalent shall be signed jointly by two authorized signatories; one of whom shall be from category "A or B" with one from category "C" at least.
2. Amounts exceeding JD 50,000 (Fifty Thousand Jordanian Dinars) or their equivalent shall be signed jointly by two authorized signatories; one of whom shall be from category "A" at least with one from category "B" at least, but these amounts shall not exceed JD 500,000 (Five Hundred Thousand Jordanian Dinars) or their equivalent.
3. Amounts exceeding JD 500,000 (Five Hundred Thousand Jordanian Dinars) or their equivalent shall be signed jointly by two authorized signatories of category "A", but these amounts shall not exceed JD 1,000,000 (One Million Jordanian Dinars) or their equivalent.
4. The amounts that exceed JD 1,000,000 (One Million Jordanian Dinars) or their equivalent which concern each of the following entities:
 - Jordan Petroleum Products Marketing Company
 - Airport International Group P.S.C
 - EUROCONTROL
 - IATA Clearing House

shall be signed jointly by three authorized signatories, two signatories, one of whom shall be from category "A", one of whom shall be the President/CEO or the Executive Vice President – Finance and Resources, and a signatory from the category "A" or category "B" at least.

5. The amounts that exceed JD 1,000,000 (One Million Jordanian Dinars) or their equivalent except those mentioned in the previous item No. (4) shall be signed jointly by three authorized signatories, one of whom shall be H.E. the Chairman of the Board of Directors, the second from category "A" and the third from category "A" or category "B" at least. In case of the absence of H.E. the Chairman of the Board of Directors, they should be signed by the Deputy Chairman of the Board of Directors instead of the Chairman of the Board.
6. The amounts that exceed (1,000,000) (One Million Jordanian Dinar) or their equivalent which are related to the salaries of the employees shall be jointly signed by two authorized signatories of category "A".
7. All internal transfers and payments orders between the company's accounts at different banks or entities, which exceed JD 1,000,000 (One Million Jordanian Dinars) shall be signed jointly by two signatories of category "A";
8. Any one of category "A" can sign on behalf of the other categories, and any one of category "B" can sign on behalf of category "C".

9. It is permissible to authorize the Area Managers and Finance managers outside the Hashemite Kingdom of Jordan to sign on behalf of the company in the local Banks in these stations in accordance with the written authorization of two of the category "A" jointly, within the limits of their authority amounts, provided jointly two persons are authorized for each account.
10. The payment orders and transactions for approval of dealing with the banks, and to open and close the bank accounts of the company in these banks, shall be jointly signed by two authorized signatories of category "A", one of whom shall be the Chairman of the Board of Directors, the President / CEO of the company, or the Executive Vice President – Finance and Resources.
11. All documents related to the electronic banking services shall be signed through the Internet, and the users of the e-banking services shall be designated, enabling the users to view accounts and to initiate electronic banking transactions, perform other online electronic banking related functions, taking into consideration the capacity to sign the checks, payment orders, credits and bank guarantees on behalf of the company, to be signed by two authorized signatories of category "A", one of whom shall be the President/CEO of the Executive Vice President – Finance and Resources.
12. The orders of locking or unlocking a time deposit of the company bank accounts in the approved banks, shall be signed by two authorized signatories of category "A", one of whom shall be the Executive Vice President – Finance and Resources or the Vice President/Treasury, provided that the term of the time deposit does not exceed one year."