

### **FILE COPY**

# CERTIFICATE OF INCORPORATION OF A PRIVATE LIMITED COMPANY

Company No. 382702

The Registrar of Companies for Scotland hereby certifies that

### **ENSCO 333 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 Scotland

Given at Companies House on 28th July 2010



\*NSC382702D\*





In accordance with Section 9 of the Companies Act 2006.

## **IN01**

## Application to register a company



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 registe a limited liability partnership. To do this, please use form LL IN01.



\*S3BJFM2S\*
SCT 28/07/2010
COMPANIES HOUSE

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Part 1	Company	details
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	company actuals			
		→ Filling in this form  Please complete in typescript or in bold black capitals.		
		All fields are mandatory unless specified or indicated by *		
A1	Company details			
	Please show the proposed company name below.	O Duplicate names  Duplicate names are not permitted. A		
Proposed company name in full •	ENSCO 333 Limited	list of registered names can be found on our website. There are various rules		
For official use	Sc 382702	that may affect your choice of name. More information is available at: www.companieshouse.gov.uk		
A2	Company name restrictions o			
	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.	Ocompany name restrictions  A list of sensitive or restricted word or expressions that require consent can be found in guidance available		
	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.	on our website: www.companieshouse.gov.uk		
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.	Name ending exemption Only private companies that are limited by guarantee and meet other		
	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.	specific requirements are eligible to apply for this. For more details, please go to our website: www.companieshouse.gov.uk		
A4	Company type®			
	Please tick the box that describes the proposed company type and members' liability (only one box must be ticked):  Public limited by shares	<b>◆ Company type</b> If you are unsure of your company's type, please go to our website: www.companieshouse.gov.uk		
	<ul><li>Private limited by shares</li><li>Private limited by guarantee</li></ul>			
	Private inflitted by guarantee  Private unlimited with share capital			

Private unlimited without share capital

#### Situation of registered office o • Registered office Please tick the appropriate box below that describes the situation of the Every company must have a proposed registered office (only one box must be ticked): registered office and this is the **England and Wales** address to which the Registrar will Wales send correspondence. Scotland $\overline{}$ For England and Wales companies, Northern Ireland 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. **A6** Registered office address @ Registered office address Please give the registered office address of your company. You must ensure that the address Building name/number | Exchange Tower shown in this section is consistent with the situation indicated in Street 19 Canning Street section A5. You must provide an address in England or Wales for companies to be registered in England and Wales. Post town Edinburgh You must provide an address in County/Region Midlothian Wales, Scotland or Northern Ireland for companies to be registered in Postcode E Wales, Scotland or Northern Ireland respectively. Articles of association o **A7** Please choose one option only and tick one box only. 6 For details of which company type can adopt which model articles, I wish to adopt one of the following model articles in its entirety. Please tick Option 1 please go to our website: only one box. www.companieshouse.gov.uk Private limited by shares Private limited by guarantee **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. Private limited by shares Private limited by guarantee Public company Option 3 **7** I wish to adopt entirely bespoke articles. I attach a copy of the bespoke articles to this application. **A8** 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.companieshouse.gov.uk

IN01

#### **Proposed officers** Part 2

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		<u> </u>
B1	Secretary appointments •	
	Please use this section to list all the secretary appointments taken on formation. For a corporate secretary, complete Sections C1-C5.	Ocorporate appointments For corporate secretary appointments, please complete
Title*		section C1-C5 instead of section B.
Full forename(s)		Additional appointments If you wish to appoint more
Surname		than one secretary, please use the 'Secretary appointments'
Former name(s) 2		continuation page.
		Please provide any previous names which have been used for business purposes in the last 20 years.  Married women do not need to give former names unless previously used for business purposes.
B2	Secretary's service address   Output  Description:	
Building name/number		Service address This is the address that will appear
Street		on the public record. This does not have to be your usual residential address.
Post town		Please state 'The Company's Registered Office' if your service
County/Region		address will be recorded in the proposed company's register
Postcode		of secretaries as the company's registered office.
Country		If you provide your residential address here it will appear on the public record.
B3	Signature o	
	I consent to act as secretary of the proposed company named in Section A1.	<b>Signature</b> The person named above consents
Signature	Signature X	to act as secretary of the proposed company.

## **Corporate secretary**

C1	Corporate secretary appointments •				
	Please use this section to list all the corporate secretary appointments taken on formation.	Additional appointments     If you wish to appoint more than one corporate secretary, please use the			
Name of corporate body/firm	HBJGW Secretarial Limited	'Corporate secretary appointments' continuation page.			
Building name/number	Exchange Tower	Registered or principal address This is the address that will appear on the public record. This address			
Street	19 Canning Street	must be a physical location for the delivery of documents, It cannot be a PO box number (unless contained			
Post town	Edinburgh	within a full address), DX number or LP (Legal Post in Scotland) number.			
County/Region	Midlothian				
Postcode	EH38EH				
Country					
C2	Location of the registry of the corporate body or firm				
<del></del>	Is the corporate secretary registered within the European Economic Area (EEA)?				
	<ul> <li>→ Yes Complete Section C3 only</li> <li>→ No Complete Section C4 only</li> </ul>				
C3	EEA companies ®				
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.	● EEA  A full list of countries of the EEA can be found in our guidance:			
Where the company/ firm is registered 9	United Kingdom	www.companieshouse.gov.uk			
		This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).			
Registration number	SC131085	Directive (66/15/1/ECC).			
C4	Non-EEA companies				
	Please give details of the legal form of the corporate body or firm 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.	Where you have provided details of the register (including state) where the company or firm is registered,			
Legal form of the corporate body or firm		you must also provide its number in that register.			
Governing law					
If applicable, where the company/firm is registered •					
Registration number					
C5	Signature 9				
	I consent to act as secretary of the proposed company named in Section A1.	<b>⊙</b> Signature			
Signature	The person named above consents to act as corporate secretary of the proposed 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-E5.	• Appointments  Private companies must appoint at least one director who is an		
Title*	Miss	individual. Public companies must appoint at least two directors, one of		
Full forename(s)	Deborah Jane	which must be an individual.		
Surname	Almond	<b>② Former name(s)</b> Please provide any previous names		
Former name(s) •		which have been used for business purposes in the last 20 years.  Married women do not need to give former names unless previously used		
Country/State of	Scotland	for business purposes.		
residence  Nationality	British	Country/State of residence     This is in respect of your usual		
Date of birth	d	residential address as stated in section D4		
Business occupation	Company Secretarial Assistant	Business occupation     If you have a business occupation,		
(if any) <b>⊙</b>		please enter here. If you do not, please leave blank.		
D2	Director's service address   Please complete the service address below. You must also fill in the director's	one director, please use the 'Director appointments' continuation page.		
	usual residential address in Section D4.	This is the address that will appear on the public record. This does not		
Building name/number	Exchange Tower	have to be your usual residential address.		
Street	19 Canning Street	Please state 'The Company's Registered Office' if your service address will be recorded in the		
Post town	Edinburgh	proposed company's register of directors as the company's registered		
County/Region	Midlothian	office.		
Postcode	E H 3 8 E H	If you provide your residential address here it will appear on the		
Country	Scotland	public record.		
D3	Signature ®			
	I consent to act as director of the proposed company named in Section A1.	<b>⊘</b> Signature  The person named above consents		
Signature	X Desbie Armond	to act as director of the proposed		

## 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-E5.	Appointments     Private companies must appoint at least one director who is an
Title*		individual. Public companies must appoint at least two directors, one of which must be an individual.
Full forename(s)		which must be an individual.  Promer name(s)
Surname		Please provide any previous names which have been used for business
Former name(s) • Country/State of		purposes in the last 20 years.  Married women do not need to give former names unless previously used for business purposes.
residence 9		<b>❸</b> Country/State of residence
Nationality  Date of birth		This is in respect of your usual residential address as stated in Section D4
Business occupation (if any) •		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 o	
	Please complete the service address below. You must also fill in the director's usual residential address in <b>Section D4</b> .	Service address  This is the address that will appear
Building name/number		on the public record. This does not have to be your usual residential address.
Street		Please state 'The Company's Registered Office' if your service
Post town		address will be recorded in the proposed company's register of
County/Region		directors as the company's registered office.
Postcode		If you provide your residential
Country		address here it will appear on the public record.
D3	Signature ®	
	I consent to act as director of the proposed company named in Section A1.	<b>3</b> Signature The person named above consents
Signature	Signature	to act as director of the proposed company.
	X	company.

## IN01

Application to register a company

## Corporate director

E1	Corporate director appointments •	
	Please use this section to list all the corporate directors taken on formation.	Additional appointments  If you wish to appoint more than one
Name of corporate body or firm		corporate director, please use the 'Corporate director appointments' continuation page.
Building name/number		Registered or principal address This is the address that will appear
Street		on the public record. This address must be a physical location for the delivery of documents. It cannot be
Post town		a PO box number (unless contained within a full address), DX number or
County/Region		LP (Legal Post in Scotland) number.
Postcode		
Country		
E2	Location of the registry of the corporate body or firm	
	Is the corporate director registered within the European Economic Area (EEA)?  → Yes Complete Section E3 only  → No Complete Section E4 only	
E3	EEA companies ®	. –
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.	EEA A full list of countries of the EEA can be found in our guidance:
Where the company/		www.companieshouse.gov.uk
firm is registered		This is the register mentioned in Article 3 of the First Company Law
Registration number		Directive (68/151/EEC).
E4	Non-EEA companies	
	Please give details of the legal form of the corporate body or firm 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.	O Non-EEA Where you have provided details of the register (including state) where the company or firm is registered,
Legal form of the corporate body or firm		you must also provide its number in that register.
Governing law		
If applicable, where the company/firm is registered •		
If applicable, the registration number		
<b>E</b> 5	Signature 9	
	I consent to act as director of the proposed company named in Section A1.	Signature The person named above concents
Signature	Signature X	The person named above consents to act as corporate director of the proposed company.

Part 3	Statemen	t of capital				
	→ Yes Co	ny have share capital? Implete the sections bel to Part 4 (Statement				
F1	Share capital i	n pound sterling	(£)			
		each class of shares he complete Section F1	eld in pound sterling. and then go to <b>Section F4</b> .	-		
Class of shares (E.g. Ordinary/Preference etc	)	Amount paid up on each share	Amount (if any) unpaid on each share •	Number of sha	ares 2	Aggregate nominal value
Ordinary		£1.00	Nil	1		£ 1.00
						£
						£
						£
	·		Totals	1		£ 1.00
F2	Share capital i	n other currencies	<u> </u>	·		
Please complete the ta Please complete a sep		any class of shares held currency.	d in other currencies.	, <u></u>		
Currency				,		
Class of shares (E.g. Ordinary/Preference etc	)	Amount paid up on each share •	Amount (if any) unpaid on each share	Number of shares   Aggregate non		Aggregate nominal value 9
	· · · · · · · · · · · · · · · · · · ·		Totals			
, , , , , , , , , , , , , , , , , , , ,				·		· · · · · · · · · · · · · · · · · · ·
Currency			<del></del>			
Class of shares (E.g. Ordinary/Preference etc	.)	Amount paid up on each share	Amount (if any) unpaid on each share ●	Number of shares • Aggregate		Aggregate nominal value
	<u></u>					
			Totals	]		
F3	Totals					<u> </u>
Please give the total number of shares and total aggregate nominal value of issued share capital.				value of	Please	aggregate nominal value list total aggregate values in
Total number of shares	different currencies separa example: £100 + $\epsilon$ 100 +				nt currencies separately. For le: £100 + €100 + \$10 etc.	
Total aggregate nominal value •	1.00					
share premium.	ding both the nominal value and any premium.  Number of shares issued multiplied by nominal value of each share.  Number of issued shares in this class.  Number of shares issued multiplied by nominal value of each share.  Continuation Pages Please use a Statement of Capital continuation page if necessary.			ital continuation		

F4	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 Sections F1 and F2.	• Prescribed particulars of rights attached to shares			
Class of share	Ordinary	The particulars are:  a. particulars of any voting rights.			
Prescribed particulars    O  O  O  O  O  O  O  O  O  O  O  O	(a) As set out in Section 284 of the Companies Act 2006. (b) All ordinary shares carry the same rights in respect of dividends. (c) All ordinary shares carry the same rights in respect of capital distribution including on winding up. (d) The shares are not liable to be so redeemed.	a. particulars of any voting rights, including rights that arise only in certain circumstances; b. particulars of any rights, as respects dividends, to participate in a distribution; c. particulars of any rights, as respects capital, to participate in a distribution (including on winding up); and d. whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder and any terms or conditions relating to redemption of these shares.  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.			

Class of share	• Prescribed particulars of rights
Prescribed particulars	
Prescribed particulars  •  •  •  •  •  •  •  •  •  •  •  •  •	OPrescribed particulars of rights attached to shares  The particulars are: a. particulars of any voting rights, including rights that arise only in certain circumstances; b. particulars of any rights, as respects dividends, to participate in a distribution; c. particulars of any rights, as respects capital, to participate in a distribution (including on winding up); and d. whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder and any terms or conditions relating to redemption of these shares.  A separate table must be used for each class of share.  Continuation pages Please use a 'Statement of capital (Prescribed particulars of rights attached to shares)' continuation page if necessary.

## **IN01**

## Application to register a company

F5

#### **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.

subscribers' usual residential address.					continuation page if necessary.		
Subscriber's details		Class of share	Number of shares	Currency	Nominal value of each share	Amount (if any) unpaid	Amount paid
HBJGW Limited	d	Ordinary	1	Sterling	£1.00	Nil	£1.00
Exchange Tower 19 Canning Street Edinburgh EH3 8EH							
Name	, ,						
Address							
Name							
Address							
Name			•	1			
Address							
Name							
Address							
	·						

	INO1 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 (Statement of compliance).	-	
G1	Subscribers	<u>'</u>	
	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 not have to be the subscribers' use residential address.      Amount guaranteed     Any valid currency is permitted.      Continuation pages     Please use a 'Subscribers' continuation page if necessary.	
	Subscriber's details	-	
Forename(s) •		-	
Surname •		_	
Address 2		- -	
Postcode			
Amount guaranteed 6		_ {	
	Subscriber's details	-	
Forename(s) •		_	
Surname •		_	
Address 2		-	
Postcode			
Amount guaranteed			
	Subscriber's details	_	
Forename(s) •		_	
Surname <b>0</b>			
Address <b>②</b>		-	
Postcode			
Amount guaranteed		-	

	Subscriber's details	• Name
Forename(s) •		Please use capital letters.  Address
Surname •		The addresses in this section will
Address <b>9</b>		appear on the public record. They do not have to be the subscribers' usual residential address.
Postcode		Amount guaranteed     Any valid currency is permitted.
Amount guaranteed		Continuation pages Please use a 'Subscribers'
	Subscriber's details	continuation page if necessary.
Forename(s) •		
Surname •		
Address 2		
Postcode		
Amount guaranteed 9		
	Subscriber's details	
Forename(s) •		
Surname •		
Address 2		
Postcode		
Amount guaranteed		
	Subscriber's details	
Forename(s) •		
Surname •		
Address 2		
Postcode		
Amount guaranteed 6		
	Subscriber's details	
Forename(s) •		
Surname •		
Address <b>②</b>		
Postcode		
Amount guaranteed		

### Statement of compliance Part 5 This section must be completed by all companies. Is the application by an agent on behalf of all the subscribers? → No Go to Section H1 (Statement of compliance delivered by the subscribers). → Yes Go to Section H2 (Statement of compliance delivered by an agent). Statement of compliance delivered by the subscribers • Statement of compliance Please complete this section if the application is not delivered by an agent delivered by the subscribers for the subscribers of the memorandum of association. Every subscriber to the memorandum of association must sign the statement of compliance. I confirm that the requirements of the Companies Act 2006 as to registration have been complied with. Subscriber's signature Signature X X Signature Subscriber's signature X X Subscriber's signature X X Signature Subscriber's signature X X Subscriber's signature X X Signature Subscriber's signature X X Subscriber's signature Signature X X Signature Subscriber's signature X

Subscriber's signature	_Signature	X	Continuation pages Please use a 'Statement of compliance delivered by the subscribers' continuation page if more subscribers need to sign.
Subscriber's signature	Signature	X	
Subscriber's signature	Signature X	X	
Subscriber's signature	Signature	×	
H2	Statement of compliance delivered by an agent		<del></del>
	Please complete this section if this application is delivered by an agent for the subscribers to the memorandum of association.		
Agent's name	HBJ Gateley Wareing		
Building name/number	Exchange Tower		
Street	19 Canning Street		
Post town	Edinburgh		
County/Region	Midlothian		
Postcode	E H 3 8 E H		
Country	Scotland		
	I confirm that the requirements of the Companies Act 2006 as to registration have been complied with.	n	
Agent's signature	Tor HBJ Gateley Wareing (Scotland) LLP	X	

	Presenter information
yo on	u do not have to give any contact information, but if u do it will help Companies House if there is a query the form. The contact information you give will be ible to searchers of the public record.
	tact name Debbie Almond
Com	MARK RAMO
<u> </u>	HBJ Gateley Wareing
Add	Exchange Tower
19	Canning Street
Post	Edinburgh
Cou	nty/Region Midlothian
Post	E H 3 8 E H
Cou	ntry Scotland
DX	ED27
Tele	ohone 0131 222 9812
1	Certificate
(sh	e will send your certificate to the presenters address nown above) or if indicated to another address nown below:
	At the registered office address (Given in Section A6). At the agents address (Given in Section H2).
<b>√</b>	Checklist
	e may return forms completed incorrectly or th information missing.
	ease make sure you have remembered the
tol	Ilowing: 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 and Business Names (Miscellaneous Provisions) Regulations 2008, 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.

### Important information

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

#### How to pay

A fee of £20 is payable to Companies House to register a company.

Make cheques or postal orders payable to 'Companies House.'

### 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, First Floor, Waterfront Plaza, 8 Laganbank Road, Belfast, Northern Ireland, BT1 3BS. DX 481 N.R. Belfast 1.

#### Section 243 exemption

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

## *f* Further information

For further information, please see the guidance notes on the website at www.companieshouse.gov.uk or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.companieshouse.gov.uk

The document has been signed, where indicated.

All relevant attachments have been included.

You have enclosed the correct fee.

#### **COMPANIES ACT 2006**

#### **PRIVATE COMPANY LIMITED BY SHARES**

#### **MEMORANDUM OF ASSOCIATION OF**

#### **ENSCO 333 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 SUBSCRIBER

**HBJGW Limited** 

Director, for and on behalf of

**HBJGW Limited** 

Dated: 27 July 2010

WEDNESDAY



SCT

28/07/2010 COMPANIES HOUSE

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#### **COMPANIES ACT 2006**

#### PRIVATE COMPANY LIMITED BY SHARES

#### **ARTICLES OF ASSOCIATION OF**

#### **ENSCO 333 LIMITED**

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#### PART 1

#### INTERPRETATION AND LIMITATION OF LIABILITY

#### 1. DEFINED TERMS

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 40;

"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;

"company" means ENSCO 295 Limited;

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

"distribution recipient" has the meaning given in article 32;

"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;

"fully paid" in relation to a share, means that the nominal value and any premium to be paid to the company in respect of that share have been paid to the company;

"hard copy form" has the meaning given in section 1168 of the Companies Act 2006;

"holder" in relation to shares means the person whose name is entered in the register of members as the holder of the shares;

"instrument" means a document in hard copy form;

"ordinary resolution" has the meaning given in section 282 of the Companies Act 2006:

"paid" means paid or credited as paid;

"participate", in relation to a directors' meeting, has the meaning given in article 10;

"proxy notice" has the meaning given in article 46;

"shareholder" means a person who is the holder of a share;

"shares" means shares in the company;

"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;

"transmittee" means a person entitled to a share by reason of the death or bankruptcy of a shareholder or otherwise by operation of law; 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.

The model articles contained in Schedule 1 to the Companies (Model Articles) Regulations 2008 (SI 2008/3229) shall not apply to the company.

#### 2. LIABILITY OF MEMBERS

The liability of the members is limited to the amount, if any, unpaid on the shares held by them.

### PART 2 DIRECTORS

#### **Directors' Powers and Responsibilities**

#### 3. DIRECTORS' GENERAL AUTHORITY

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. SHAREHOLDERS' RESERVE POWER

- 4.1 The shareholders may, by special resolution, direct the directors to take, or refrain from taking, specified action.
- 4.2 No such special resolution invalidates anything which the directors have done before the passing of the resolution.

#### 5. **DIRECTORS MAY DELEGATE**

- 5.1 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.
- 5.2 If the directors so specify, any such delegation may authorise further delegation of the directors' powers by any person to whom they are delegated.
- 5.3 The directors may revoke any delegation in whole or part, or alter its terms and conditions.

#### 6. **COMMITTEES**

- 6.1 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 and recording of decisions by directors.
- 6.2 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**

#### 7. DIRECTORS TO TAKE DECISIONS COLLECTIVELY

- 7.1 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.
- 7.2 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' decisionmaking.

#### 8. UNANIMOUS DECISIONS

- 8.1 A decision of the directors is taken in accordance with this article when all eligible directors indicate to each other verbally or in writing that they share a common view on a matter.
- 8.2 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.
- 8.3 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.
- 8.4 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.

#### 9. CALLING A DIRECTORS' MEETING

- 9.1 Any director may call a directors' meeting by giving notice of the meeting to the directors or by instructing the company secretary (if any) to give such notice.
- 9.2 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.
- 9.3 Notice of a directors' meeting must be given to each director, but need not be in writing.

9.4 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.

#### 10. PARTICIPATION IN DIRECTORS' MEETINGS

- 10.1 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.
- 10.2 In determining whether directors are participating in a directors' meeting, it is irrelevant where any director is or how they communicate with each other.
- 10.3 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.

#### 11. QUORUM FOR DIRECTORS' MEETINGS

- 11.1 At a directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 11.2 The quorum for directors' meetings may be fixed from time to time by a decision of the directors but, unless there is only one director in office (in which case the quorum shall be one), it must never be less than two, and unless otherwise fixed it is two.
- 11.3 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 shareholders to appoint further directors.

#### 12. CHAIRING OF DIRECTORS' MEETINGS

- 12.1 The directors may appoint a director to chair their meetings.
- 12.2 The person so appointed for the time being is known as the chairman.
- 12.3 The directors may terminate the chairman's appointment at any time.
- 12.4 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.

#### 13. CASTING VOTE

- 13.1 If the numbers of votes for and against a proposal are equal, the chairman or other director chairing the meeting has a casting vote.
- 13.2 Article 13.1 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.

#### 14. CONFLICTS OF INTEREST

- 14.1 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.
- 14.2 If article 14.3 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.
- 14.3 This article applies when:-
  - (a) the company by ordinary resolution disapplies 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.
- 14.4 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 shares or other securities of the company or any of its subsidiaries, or to underwrite, sub-underwrite, or guarantee subscription for any such shares or 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.
- 14.5 For the purposes of this article, references to proposed decisions and decision-making processes include any directors' meeting or part of a directors' meeting.
- 14.6 Subject to article 14.7, 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.
- 14.7 If any question as to the right to participate in the meeting (or part of the meeting) should arise in respect of the chairman (or in respect of any individual director where no chairman has been appointed), the question is to be decided by a decision of the directors at that meeting, for which purpose the chairman (or the relevant director) is not to be counted as participating in the meeting (or that part of the meeting) for voting or quorum purposes.

#### 15. RECORDS OF DECISIONS TO BE KEPT

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 decision taken by the directors.

#### 16. DIRECTORS' DISCRETION TO MAKE FURTHER RULES

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**

#### 17. METHODS OF APPOINTING DIRECTORS AND NUMBER OF DIRECTORS

- 17.1 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.
- 17.2 In any case where, as a result of death, the company has no shareholders and no directors, the personal representatives of the last shareholder to have died have the right, by notice in writing, to appoint a person to be a director.
- 17.3 For the purposes of article 17.2, where 2 or more shareholders die in circumstances rendering it uncertain who was the last to die, a younger shareholder is deemed to have survived an older shareholder.
- 17.4 Unless otherwise determined by ordinary resolution, the number of directors (other than alternate directors) shall not be less than one or more than five.

#### 18. TERMINATION OF DIRECTOR'S APPOINTMENT

- 18.1 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) by reason of that person's mental health, a court makes an order which wholly or partly prevents that person from personally exercising any powers or rights which that person would otherwise have;
  - (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:
  - (g) he receives a copy of a notice signed by persons holding a majority of the votes able to be cast at general meetings of the company effecting his removal as a director of the company.
- 18.2 Any cessation of a directorship under article 18.1 is without prejudice to any employment or contractual rights of the director in question.

#### 19. DIRECTORS' REMUNERATION

- 19.1 Directors may undertake any services for the company that the directors decide.
- 19.2 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.
- 19.3 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.
- 19.4 Unless the directors decide otherwise, directors' remuneration accrues from day to day.
- 19.5 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.

#### 20. DIRECTORS' EXPENSES

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 any class of shares or 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.

#### 21. ALTERNATE DIRECTORS

- 21.1 Any director (other than an alternate director) may appoint any other director, or any other person approved by resolution of the directors and willing to act, to be an alternate director and may remove from office an alternate director so appointed by him.
- 21.2 An 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, to attend and vote at any such meeting at which the director appointing him is not personally present and generally to perform all the functions of his appointor as a director in his absence but shall not be entitled to receive any remuneration from the company for his services as an alternate director.
- 21.3 An alternate director shall cease to be an alternate director if his appointor ceases to be a director but, if a director retires by rotation or otherwise but is reappointed or deemed to have been reappointed at the meeting at which he retires, any appointment of an alternate director made by him which was in force immediately prior to his retirement shall continue after his reappointment.
- 21.4 Any appointment or removal of an alternate director shall be by notice to the company signed by the director making or revoking the appointment or in any other manner approved by the directors.
- 21.5 Save as otherwise provided in the articles, an alternate director shall be deemed for all purposes to be a director and shall alone be responsible for his own acts and defaults and he shall not be deemed to be the agent of the director appointing him.

# PART 3 SHARES AND DISTRIBUTIONS

#### **Shares**

#### 22. ALL SHARES TO BE FULLY PAID UP

- 22.1 No share is to be issued for less than the aggregate of its nominal value and any premium to be paid to the company in consideration for its issue.
- 22.2 This does not apply to shares taken on the formation of the company by the subscribers to the company's memorandum.

#### 23. POWERS TO ISSUE DIFFERENT CLASSES OF SHARE

- 23.1 Subject to the articles and in particular articles 23.3, 23.4 and 23.5, but without prejudice to the rights attached to any existing share, the company may issue shares with such rights or restrictions as may be determined by ordinary resolution.
- 23.2 The company may issue shares which are to be redeemed, or are liable to be redeemed at the option of the company or the holder, and the directors may determine the terms, conditions and manner of redemption of any such shares.
- 23.3 The directors are not authorised by these articles for the purposes of exercising any power to issue shares under section 550 or 551 of the Companies Act 2006 and accordingly any allotment of shares shall require the authorisation of the members of the company by ordinary resolution.
- 23.4 The pre-emptive provisions in section 561 of the Companies Act 2006 shall apply except to the extent excluded by a special resolution of the members of the company under section 571 of the Companies Act 2006.
- 23.5 No shares in the capital of the company other than ordinary shares shall be issued unless the rights and restrictions attaching to such shares are set out in the articles.

#### 24. COMPANY NOT BOUND BY LESS THAN ABSOLUTE INTERESTS

Except as required by law, no person is to be recognised by the company as holding any share upon any trust, and except as otherwise required by law or the articles, the company is not in any way to be bound by or recognise any interest in a share other than the holder's absolute ownership of it and all the rights attaching to it.

#### 25. SHARE CERTIFICATES

- 25.1 The company must issue each shareholder, free of charge, with one or more certificates in respect of the shares which that shareholder holds.
- 25.2 Every certificate must specify:-
  - (a) in respect of how many shares, of what class, it is issued;
  - (b) the nominal value of those shares;
  - (c) that the shares are fully paid; and
  - (d) any distinguishing numbers assigned to them.
- 25.3 No certificate may be issued in respect of shares of more than one class.

- 25.4 If more than one person holds a share, only one certificate may be issued in respect of it.
- 25.5 Certificates must:-
  - (a) have affixed to them the company's common seal, or
  - (b) be otherwise executed in accordance with the Companies Acts.

#### 26. REPLACEMENT SHARE CERTIFICATES

- 26.1 If a certificate issued in respect of a shareholder's shares is:-
  - (a) damaged or defaced, or
  - (b) said to be lost, stolen or destroyed, that shareholder is entitled to be issued with a replacement certificate in respect of the same shares.
- 26.2 A shareholder exercising the right to be issued with such a replacement certificate:-
  - (a) may at the same time exercise the right to be issued with a single certificate or separate certificates;
  - (b) must return the certificate which is to be replaced to the company if it is damaged or defaced; and
  - (c) must comply with such conditions as to evidence, indemnity and the payment of a reasonable fee as the directors decide.

#### 27. SHARE TRANSFERS

- 27.1 Shares may be transferred by means of an instrument of transfer in any usual form or any other form approved by the directors, which is executed by or on behalf of the transferor.
- 27.2 No fee may be charged for registering any instrument of transfer or other document relating to or affecting the title to any share.
- 27.3 The company may retain any instrument of transfer which is registered.
- 27.4 The transferor remains the holder of a share until the transferee's name is entered in the register of members as holder of it.
- 27.5 The directors may refuse to register the transfer of a share and, if they do so, the instrument of transfer must be returned to the transferee with the notice of refusal unless they suspect that the proposed transfer may be fraudulent.

#### 28. TRANSMISSION OF SHARES

- 28.1 If title to a share passes to a transmittee, the company may only recognise the transmittee as having any title to that share.
- 28.2 A transmittee who produces such evidence of entitlement to shares as the directors may properly require:-
  - (a) may, subject to the articles, choose either to become the holder of those shares or to have them transferred to another person, and
  - (b) subject to the articles, and pending any transfer of the shares to another person, has the same rights as the holder had.
- 28.3 Transmittees do not have the right to attend or vote at a general meeting, or agree to a proposed written resolution, in respect of shares to which they are entitled, by

reason of the holder's death or bankruptcy or otherwise, unless they become the holders of those shares.

#### 29. EXERCISE OF TRANSMITTEES' RIGHTS

- 29.1 Transmittees who wish to become the holders of shares to which they have become entitled must notify the company in writing of that wish.
- 29.2 If the transmittee wishes to have a share transferred to another person, the transmittee must execute an instrument of transfer in respect of it.
- 29.3 Any transfer made or executed under this article is to be treated as if it were made or executed by the person from whom the transmittee has derived rights in respect of the share, and as if the event which gave rise to the transmission had not occurred.

#### 30. TRANSMITTEES BOUND BY PRIOR NOTICES

If a notice is given to a shareholder in respect of shares and a transmittee is entitled to those shares, the transmittee is bound by the notice if it was given to the shareholder before the transmittee's name has been entered in the register of members.

#### **Dividends and Other Distributions**

#### 31. PROCEDURE FOR DECLARING DIVIDENDS

- 31.1 The company may by ordinary resolution declare dividends, and the directors may decide to pay interim dividends.
- 31.2 A dividend must not be declared unless the directors have made a recommendation as to its amount. Such a dividend must not exceed the amount recommended by the directors.
- 31.3 No dividend may be declared or paid unless it is in accordance with shareholders' respective rights.
- 31.4 Dividends must be paid by reference to each shareholder's holding of shares and the rights attaching thereto on the date of the resolution or decision to declare or pay the dividend.
- 31.5 If the company's share capital is divided into different classes, no interim dividend may be paid on shares carrying deferred or non-preferred rights if, at the time of payment, any preferential dividend is in arrear.
- 31.6 The directors may pay at intervals any dividend payable at a fixed rate if it appears to them that the profits available for distribution justify the payment.
- 31.7 If the directors act in good faith, they do not incur any liability to the holders of shares conferring preferred rights for any loss they may suffer by the lawful payment of an interim dividend on shares with deferred or non-preferred rights.

#### 32. PAYMENT OF DIVIDENDS AND OTHER DISTRIBUTIONS

- 32.1 Where a dividend or other sum which is a distribution is payable in respect of a share, it must be paid by one or more of the following means:-
  - (a) transfer to a bank or building society account specified by the distribution recipient in writing;

- (b) sending a cheque made payable to the distribution recipient by post to the distribution recipient at the distribution recipient's registered address (if the distribution recipient is a holder of the share), or (in any other case) to an address specified by the distribution recipient in writing;
- (c) sending a cheque made payable to such person by post to such person at such address as the distribution recipient has specified in writing; or
- (d) any other means of payment as the directors agree with the distribution recipient in writing.
- 32.2 In the articles, "the distribution recipient" means, in respect of a share in respect of which a dividend or other sum is payable:-
  - (a) the holder of the share; or
  - (b) if the share has two or more joint holders, whichever of them is named first in the register of members; or
  - (c) if the holder is no longer entitled to the share by reason of death or bankruptcy, or otherwise by operation of law, the transmittee.

#### 33. NO INTEREST ON DISTRIBUTIONS

The company may not pay interest on any dividend or other sum payable in respect of a share unless otherwise provided by:-

- (a) the terms on which the share was issued, or
- (b) the provisions of another agreement between the holder of that share and the company.

#### 34. UNCLAIMED DISTRIBUTIONS

- 34.1 All dividends or other sums which are:-
  - (a) payable in respect of shares, and
  - (b) unclaimed after having been declared or become payable.

may be invested or otherwise made use of by the directors for the benefit of the company until claimed.

- 34.2 The payment of any such dividend or other sum into a separate account does not make the company a trustee in respect of it.
- 34.3 If:-
  - (a) twelve years have passed from the date on which a dividend or other sum became due for payment, and
  - (b) the distribution recipient has not claimed it,

the distribution recipient is no longer entitled to that dividend or other sum and it ceases to remain owing by the company.

#### 35. NON-CASH DISTRIBUTIONS

35.1 Subject to the terms of issue of the share in question, the company may, by ordinary resolution on the recommendation of the directors, decide to pay all or part of a dividend or other distribution payable in respect of a share by transferring non-cash assets of equivalent value (including, without limitation, shares or other securities in any company).

- 35.2 For the purposes of paying a non-cash distribution, the directors may make whatever arrangements they think fit, including, where any difficulty arises regarding the distribution:-
  - (a) fixing the value of any assets;
  - (b) paying cash to any distribution recipient on the basis of that value in order to adjust the rights of recipients; and
  - (c) vesting any assets in trustees.

#### 36. WAIVER OF DISTRIBUTIONS

Distribution recipients may waive their entitlement to a dividend or other distribution payable in respect of a share by giving the company notice in writing to that effect, but if:-

- (a) the share has more than one holder, or
- (b) more than one person is entitled to the share, whether by reason of the death or bankruptcy of one or more joint holders, or otherwise,

the notice is not effective unless it is expressed to be given, and signed, by all the holders or persons otherwise entitled to the share.

#### **Capitalisation of Profits**

#### 37. AUTHORITY TO CAPITALISE AND APPROPRIATION OF CAPITALISED SUMS

- 37.1 Subject to the articles, the directors may, if they are so authorised by an ordinary resolution:-
  - (a) decide to capitalise any profits of the company (whether or not they are available for distribution) which are not required for paying a preferential dividend, or any sum standing to the credit of the company's share premium account or capital redemption reserve; and
  - (b) appropriate any sum which they so decide to capitalise (a "capitalised sum") to the persons who would have been entitled to it if it were distributed by way of dividend (the "persons entitled") and in the same proportions.
- 37.2 Capitalised sums must be applied:-
  - (a) on behalf of the persons entitled, and
  - (b) in the same proportions as a dividend would have been distributed to them.
- 37.3 Any capitalised sum may be applied in paying up new shares of a nominal amount equal to the capitalised sum which are then allotted credited as fully paid to the persons entitled or as they may direct.
- 37.4 A capitalised sum which was appropriated from profits available for distribution may be applied in paying up new debentures of the company which are then allotted credited as fully paid to the persons entitled or as they may direct.
- 37.5 Subject to the articles the directors may:-
  - (a) apply capitalised sums in accordance with articles 37.3 and 37.4 partly in one way and partly in another;

- (b) make such arrangements as they think fit to deal with shares or debentures becoming distributable in fractions under this article (including the issuing of fractional certificates or the making of cash payments); and
- (c) authorise any person to enter into an agreement with the company on behalf of all the persons entitled which is binding on them in respect of the allotment of shares and debentures to them under this article.

# PART 4 DECISION-MAKING BY SHAREHOLDERS

#### **Organisation of General Meetings**

#### 38. ATTENDANCE AND SPEAKING AT GENERAL MEETINGS

- 38.1 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.
- 38.2 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.
- 38.3 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.
- 38.4 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.
- 38.5 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.

#### 39. QUORUM FOR GENERAL MEETINGS

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.

#### 40. CHAIRING GENERAL MEETINGS

- 40.1 If the directors have appointed a chairman, the chairman shall chair general meetings if present and willing to do so.
- 40.2 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 shareholder to chair the meeting, and the appointment of the chairman of the meeting must be the first business of the meeting.
- 40.3 The person chairing a meeting in accordance with this article is referred to as "the chairman of the meeting".

#### 41. ATTENDANCE AND SPEAKING BY DIRECTORS AND NON-SHAREHOLDERS

- 41.1 Directors may attend and speak at general meetings, whether or not they are shareholders.
- 41.2 The chairman of the meeting may permit other persons who are not:-
  - (a) shareholders of the company, or
  - (b) otherwise entitled to exercise the rights of shareholders in relation to general meetings,

to attend and speak at a general meeting.

#### 42. ADJOURNMENT

- 42.1 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.
- 42.2 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.
- 42.3 The chairman of the meeting must adjourn a general meeting if directed to do so by the meeting.
- 42.4 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.
- 42.5 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.
- 42.6 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**

#### 43. VOTING: GENERAL

- 43.1 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.
- 43.2 The provisions of section 284 of the Companies Act 2006 shall apply in relation to voting on member resolutions.

#### 44. ERRORS AND DISPUTES

- 44.1 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.
- 44.2 Any such objection must be referred to the chairman of the meeting, whose decision is final.

#### 45. POLL VOTES

- 45.1 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.
- 45.2 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 shareholders having the right to vote on the resolution.
- 45.3 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.
- 45.4 Polls must be taken immediately and in such manner as the chairman of the meeting directs.

#### 46. CONTENT OF PROXY NOTICES

- 46.1 Proxies may only validly be appointed by a notice in writing (a "proxy notice") which:-
  - (a) states the name and address of the shareholder appointing the proxy;
  - (b) identifies the person appointed to be that shareholder's proxy and the general meeting in relation to which that person is appointed;
  - (c) is signed by or on behalf of the shareholder 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.

- 46.2 The company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- 46.3 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.
- 46.4 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.

#### 47. DELIVERY OF PROXY NOTICES

- 47.1 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.
- 47.2 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.
- 47.3 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.
- 47.4 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.

#### 48. AMENDMENTS TO RESOLUTIONS

- 48.1 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.
- 48.2 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.
- 48.3 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 5

#### ADMINISTRATIVE ARRANGEMENTS

#### 49. MEANS OF COMMUNICATION TO BE USED

- 49.1 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.
- 49.2 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.
- 49.3 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.

#### 50. **SEAL**

The company shall not have a common seal.

#### 51. NO RIGHT TO INSPECT ACCOUNTS AND OTHER RECORDS

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 shareholder.

#### 52. PROVISION FOR EMPLOYEES ON CESSATION OF BUSINESS

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**

#### 53. **INDEMNITY**

- 53.1 Subject to article 53.2, 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.
- 53.2 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.

#### 53.3 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.

#### 54. INSURANCE

54.1 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.

#### 54.2 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.