

WorkPlace

WORKFORCE MANAGEMENT SOLUTIONS

Company No 3966381

Articles of Association of Workplace Systems International plc

Incorporated 6 April 2000

Adopted by special resolution passed on [DATE]

27 August 2008

I. Lenagan
Chairman



Eversheds LLP
115 Colmore Row
Birmingham
B3 3AL

Tel 0845 497 9797
Fax 0845 497 1900
Int +44 121 232 1000
DX 13004 Birmingham
W www.eversheds.com

FRIDAY



AKQZX2VD

A12

05/09/2008

65

COMPANIES HOUSE

CONTENTS

Article	Page	Article	Page
PRELIMINARY			
1	1	50	4
2	1	TRANSMISSION OF SHARES	
REGISTERED OFFICE			
3	1	51	4
SHARE CAPITAL			
4	1	52	4
5	1	53	4
6	1	CONVERSION OF SHARES INTO STOCK	
7	1	54	5
8	2	55	5
9	2	56	5
10	2	MEETINGS	
CLASS RIGHTS AND MEETINGS			
11	2	57	5
12	2	58	5
13	2	59	5
SHARES			
14	2	NOTICE OF GENERAL MEETINGS	
15	2	60	5
16	2	61	5
17	2	62	5
18	2	63	5
19	2	PROCEEDINGS AT GENERAL MEETINGS	
SHARE CERTIFICATES AND UNCERTIFICATED HOLDINGS			
20	3	64	5
21	3	65	5
CALLS ON SHARES			
22	3	66	5
23	3	67	6
24	3	68	6
25	3	69	6
26	3	70	6
27	3	71	6
28	3	72	6
LIEN ON SHARES			
29	3	73	6
30	3	74	6
31	3	75	6
32	3	VOTING RIGHTS	
FORFEITURE OF SHARES			
33	3	76	6
34	3	77	6
35	4	78	6
36	4	79	6
37	4	80	6
38	4	81	6
39	4	82	6
40	4	83	7
41	4	84	7
42	4	85	7
43	4	86	7
TRANSFER OF SHARES			
44	4	DISENFRANCHISEMENT	
45	4	87	7
46	4	88	7
47	4	89	7
48	4	90	7
49	4	91	7
		92	7
		93	7
		EXERCISE OF MEMBERS' RIGHTS	
		94	7
		95	8
		96	8
		DIRECTORS	
		97	8
		98	8
		99	8
		100	8

Article	Page	Article	Page
101	8	148	12
102	8	149	12
103	8	150	12
104	8	151	12
105	8	152	12
106	8	153	12
MANAGING AND EXECUTIVE DIRECTORS		154	12
107	8	155	12
108	8	156	12
109	9	157	12
110	9	158	12
111	9	159	12
112	9	160	12
113	9	SHARES IN LIEU OF DIVIDEND	
114	9	161	12
115	9	CAPITALISATION OF PROFITS AND RESERVES	
116	9	162	13
117	9	MINUTES AND BOOKS	
118	9	163	13
119	9	164	13
ALTERNATE DIRECTORS		165	13
120	9	ACCOUNTS	
PROCEEDINGS OF DIRECTORS		166	13
121	9	167	13
122	10	168	13
123	10	169	13
124	10	AUDITORS	
125	10	170	13
126	10	171	13
127	10	172	13
128	10	NOTICES AND DOCUMENTS	
BORROWING POWERS		173	13
129	10	DOCUMENTS SENT IN ELECTRONIC FORM OR BY MEANS OF A WEBSITE	
130	10	174	13
131	10	175	13
132	11	176	13
GENERAL POWERS OF DIRECTORS		177	13
133	11	178	14
134	11	179	14
135	11	180	14
136	11	181	14
137	11	182	14
SECRETARY		183	14
138	11	184	14
139	11	185	14
140	11	UNTRACED SHAREHOLDERS	
THE SEAL		186	14
141	11	187	14
RESERVES		WINDING UP	
142	11	188	14
DIVIDENDS		189	14
143	11	DESTRUCTION OF DOCUMENTS	
144	11	190	14
145	11	SECURITY	
146	11	191	14
147	12	INDEMNITY	
		192	15

THE COMPANIES ACT 1985 AND 2006
PUBLIC COMPANY LIMITED BY SHARES
ARTICLES OF ASSOCIATION

OF

WORKPLACE SYSTEMS INTERNATIONAL PUBLIC LIMITED COMPANY
Adopted by special resolution passed on [DATE]

PRELIMINARY

1 DISAPPLICATION OF TABLE A

The regulations contained in Table A of The Companies (Tables A to F) Regulations 1985 shall not apply to the Company and these Articles alone shall constitute the regulations of the Company

2 INTERPRETATION

2.1 In these Articles, the following words have the following meanings unless inconsistent with the context

"these Articles" these Articles of Association, whether as originally adopted or as from time to time altered by special resolution

"associated company" has the meaning given in section 256 of the Companies Act 2006

"Auditors" the auditors for the time being of the Company

"authenticated" has the meaning given in section 1146 of the Companies Act 2006

"Company" WORKPLACE SYSTEMS INTERNATIONAL PLC

"Companies Act 1985" the Companies Act 1985 (as amended from time to time)

"Companies Act 2006" the Companies Act 2006 (as amended from time to time)

"connected" in relation to a director of the Company has the meaning given in section 252 of the Companies Act 2006

"Directors" the directors for the time being of the Company or any of them duly acting as the board of directors of the Company

"electronic address" any address or number used for the purposes of sending or receiving documents or information by electronic means

"electronic copy"

"electronic form" and

"electronic means" have the meaning given in section 1168 of the Companies Act 2006

"FSA" the Financial Services Authority in its capacity as the competent authority for the purposes of Part VI of the FSMA

"FSMA" the Financial Services and Markets Act 2000 (as amended from time to time)

"Group" the Company and its subsidiaries

"hard copy" and

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

"London Stock Exchange" London Stock Exchange plc

"member" has the meaning given in section 22 of the Companies Act 1985 and includes where relevant and subject to section 145 of the Companies Act 2006 and to the provisions of these Articles any person nominated in accordance with these Articles to enjoy or exercise a member's rights in relation to the Company

"month" calendar month

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

"participating security" ... a share class of share right of allotment of a share or other security title to units of which is permitted to be transferred by means of a relevant system in accordance with the Uncertificated Securities Regulations

"Register" the register of members of the Company

"Registered Office" the registered office of the Company

"relevant system" as defined in the Uncertificated Securities Regulations, being a computer based system and procedures which enable title to units of a security to be evidenced and transferred without a written instrument

"Seal" the common seal (if any) of the Company

"special resolution" has the meaning given in section 283 of the Companies Act 2006

"Statutes" the Companies Acts as defined in section 2 of the Companies Act 2006 and every other statute order regulation instrument or other subordinate legislation for the time being in force relating to companies and affecting the Company

"takeover offer" an offer to all of the holders or to all the holders other than the offer or and his nominee of shares in the Company, to acquire such shares or a specified proportion or number of shares, or to all of the holders, or to all of the holders other than the offeror and his nominee of a particular class of those shares, to acquire the shares of that class or a specified proportion or number of that class

"Transfer Office" the place where the Register is situated

"Uncertificated Securities

Regulations" the Uncertificated Securities Regulations 2001 (as amended from time to time)

"United Kingdom" Great Britain and Northern Ireland

"in writing" hard copy form or to the extent agreed (or deemed to be agreed by a provision of the Statutes) and as permitted by any applicable rules or regulations electronic form or website communication

"year" calendar year

2.2 The expression "clear days" in relation to the period of a notice means the number of days referred to excluding

2.2.1 the day when the notice is given and

2.2.2 the day of the meeting

For the purposes of this Article 2.2 "given" means served or delivered in accordance with Article 173

2.3 The expression "working day" in relation to a period of a notice means any day other than Saturday, Sunday and Christmas Day Good Friday or any day that is a bank holiday under the Banking and Financial Dealing Act 1971 in the part of the UK where the company is registered,

2.4 The expressions "debenture" and "debenture holder" respectively include "debenture stock" and "debenture stockholder",

2.5 The expression "duly certified copy" when used in relation to a power of attorney means a copy of the power which complies with the provisions of section 3 of the Powers of Attorney Act 1971 or any other certification method or procedure the Directors accept,

2.6 The expression "dividend" includes bonus

2.7 The expression "executed" includes any mode of execution recognised by law in respect of the document in question

2.8 The expression "paid up" includes credited as paid up

2.9 The expressions "recognised clearing house" and "recognised investment exchange" have the meanings given to them by section 285 of FSMA

2.10 The expression "secretary" includes (subject to the Statutes) any assistant or deputy secretary of the Company appointed pursuant to Article 139 and any person duly appointed by the Directors to perform any of the duties of the secretary of the Company and where 2 or more persons are duly appointed to act as joint secretaries, or as joint assistant or deputy secretaries of the Company, includes any one of those persons

2.11 The expression "transfer" includes any procedure authorised by the Statutes or the Uncertificated Securities Regulations and approved or adopted by the Directors for transferring title to securities without a written instrument

2.12 All of the provisions of these Articles which apply to paid up shares shall apply to stock and to securities as defined by the Uncertificated Securities Regulations and the words "share" and "shareholder" shall be construed accordingly

2.13 Words signifying the singular number only shall include the plural number, and vice versa

2.14 Words signifying the masculine gender only shall include the feminine gender

2.15 Words signifying persons shall include corporations

2.16 References to any statute or statutory provision include, unless the context otherwise requires, a reference to that statute or statutory provision as modified replaced, re enacted or consolidated and in force from time to time and any subordinate legislation made under the relevant statute or statutory provision

2.17 References to a share being in uncertificated form are references to that share being an uncertificated unit of a security

2.18 Subject to the above any words or expressions defined in the Companies Act 1985 the Companies Act 2006 or the Uncertificated Securities Regulations shall provided they are consistent with the subject or context, have the same meaning in these Articles

2.19 The provisions of the Statutes relating to sending documents apply where any provision in these Articles uses the words sent supplied delivered provided given produced circulated or any derivation of those words

2.20 The marginal notes (if any) and headings are inserted for convenience only and shall not form part of, or affect the construction of these Articles

2.21 The word "address" where it appears in these Articles includes postal address and electronic address and "registered address" and "address for service" shall be construed accordingly

2.22 Where the word "proxy" appears in these Articles it is deemed to include any proxy or proxies appointed in accordance with Articles 80 and 81

REGISTERED OFFICE

3 LOCATION OF REGISTERED OFFICE

The Registered Office shall be at such place in England or Wales as the Directors shall from time to time decide

SHARE CAPITAL

4 AMOUNT AND COMPOSITION OF SHARE CAPITAL

The authorised share capital of the Company at the time of the adoption of these Articles is [£250 000 000] divided into [5 000 000 000] ordinary shares of 5p each

5 AUTHORITY TO INCREASE CAPITAL

The Company may by ordinary resolution whether or not all the shares for the time being authorised have been issued, or all the issued shares have been fully paid up, increase its capital by the creation of new shares The increase will be the aggregate amount, and be divided into shares of the respective amounts provided for in the ordinary resolution

6 STATUS OF NEW SHARES

Any capital raised by the creation of new shares will be treated as part of the original capital and will be subject to the same provisions of these Articles with reference to the payment of calls, transfer transmission forfeiture lien and otherwise as if it had been part of the original capital

7 CONSOLIDATION, CANCELLATION AND SUB-DIVISION OF CAPITAL

Subject to the provisions of Article 10 and the Statutes, the Company may by ordinary resolution

- 7.1 consolidate and divide all or any of its share capital into shares of a larger nominal value than its existing shares or
- 7.2 cancel any shares which at the date of the passing of the relevant resolution have not been taken or agreed to be taken by any person and diminish the amount of its share capital by the nominal amount of the cancelled shares or
- 7.3 subdivide its existing shares, or any of them into shares of a smaller nominal value than is fixed by its Memorandum of Association or was fixed by the resolution creating the shares. In any subdivision the proportion between the amount paid and the amount, if any unpaid on each share of a smaller amount shall be the same as it was in the case of the share from which the share of a smaller amount was derived. The resolution to effect any subdivision may determine that as between the holders of the resulting shares (but subject and without prejudice to any rights for the time being attached to the shares of any special class) one or more of such shares may be given a preference advantage restriction or disadvantage as regards dividend capital voting or otherwise over the others or any other of such shares.
- 8 FRACTIONS OF SHARES**
If as a result of any consolidation and division or sub-division of shares, members of the Company are entitled to any Issued shares of the Company in fractions, the Directors may decide how to deal with such fractions. In particular the Directors may sell the shares to which members have fractional entitlements for the best price reasonably obtainable and pay and distribute to and amongst the members having such entitlement in due proportions the net proceeds of sale. For the purpose of giving effect to any such sale the Directors may appoint some person to execute or otherwise effect a transfer of the shares to the purchaser and may enter the purchaser's name in the Register as the holder. The purchaser will not be obliged to see how the purchase money is applied and his title to the shares will not be affected if the sale was irregular or invalid in any way.
- 9 REDUCTION OF CAPITAL AND PURCHASE OF OWN SHARES**
Subject to the provisions of Article 10 and the Statutes the Company may from time to time
- 9.1 by special resolution reduce its share capital any capital redemption reserve or any share premium account in any manner authorised and subject to any restrictions in the Statutes and
- 9.2 purchase its own shares (including any redeemable shares) and may hold such shares as treasury shares or cancel them
- 10 CONDITIONS CONCERNING REDUCTION OF CAPITAL AND PURCHASE OF OWN SHARES**
- 10.1 Anything done in accordance with Article 7 8 or 9 shall be done in accordance with the Statutes and this Article 10 insofar as they apply in accordance with the terms of the resolution which authorises the alteration of capital. If the terms of the resolution do not specify how a thing is to be done, it shall be done in the manner the Directors deem most expedient
- 10.2 The Company shall not enter into any contract for the purchase of shares in its own equity share capital unless the purchase has previously been sanctioned by a special resolution passed at a separate meeting of the holders of any class of securities issued by the Company which are convertible into, exchangeable for or carry a right to subscribe for equity shares in the capital of the Company which are of the same class as those proposed to be purchased. The provisions of Article 11 shall apply for the purpose of any separate class meeting
- 10.3 The Company can select which shares it will purchase in its own equity capital and purchase them by whatever method it sees fit
- CLASS RIGHTS AND MEETINGS**
- 11 CONSENT REQUIREMENTS AND CLASS MEETINGS GENERALLY**
Subject to the provisions of the Statutes, whenever the share capital is divided into different classes of shares, all or any of the rights attached to any class (unless otherwise provided by the terms of issue of the shares of that class) may whether or not the Company is being wound up, be modified varied extended abrogated or surrendered either in the manner provided by such rights or (in the absence of any such provision) with the written consent of the holders of at least three fourths in nominal value of the issued shares of that class (excluding any shares of that class held as treasury shares) or with the sanction of a special resolution passed at a separate general meeting of the holders of shares of that class. The provisions of these Articles relating to general meetings apply to every separate general meeting of the holders of any class of shares except that
- 11.1 no member shall be entitled to receive notice of such meeting or to attend it unless he is a holder of shares of the class in question and no vote shall be given except in respect of a share of that class
- 11.2 the necessary quorum shall be 2 persons at least present in person and holding or representing by proxy at least one third in nominal value of the issued shares of the class in question (excluding any shares of that class held as treasury shares)
- 11.3 if any such meeting is adjourned by reason of there being no quorum present and at the adjourned meeting a quorum as defined in Article 11 2 is not present within 15 minutes after the time appointed for the adjourned meeting, one holder of shares (other than treasury shares) of the class in question present in person or by proxy shall be a quorum,
- 11.3.1 any holder of shares of the class in question who is present in person or by proxy and entitled to vote may demand a poll and
- 11.3.2 on a poll every holder of shares of the class in question who is present in person or by proxy shall have one vote for every share of that class which he holds
- 12 SHARES WITH PREFERENTIAL RIGHTS**
The following will not be deemed to be variations of the rights attached to any class of shares unless either the rights attached to the class expressly provide so or it is expressly provided by these Articles
- 12.1 the creation or allotment of other shares having rights to either dividend or return of capital which rank either pari passu with or after, a class with any preferential right to dividend or return or capital or
- 12.2 any lawful purchase by the Company of its own shares of any class.
- 13 FURTHER ISSUES OF SHARES**
- 13.1 Without prejudice to any special rights conferred on shareholders or holders of a class of shares, the Company by ordinary resolution may determine that any shares are allotted with special rights, privileges or restrictions.
- 13.2 The ordinary resolution referred to in Article 13 1 must be passed before the shares are allotted and the allotment is subject to the provisions of the Statutes and these Articles.
- 13.3 Shares can be allotted
- 13.3.1 with a preferential deferred or qualified right to dividends or to the distribution of assets
- 13.3.2 with a special or qualified or without any right of voting or with restrictions on the right to vote, or
- 13.3.3 subject to the provisions of the Statutes, on terms that they are redeemable or at the option of the Company or the shareholder are to be liable to be redeemed
- SHARES**
- 14 COMMISSIONS**
Subject to the provisions of the Statutes, the Company may exercise the power conferred by sections 97 and 98 of the Companies Act 1985 to pay commissions and brokerage
- 15 UNISSUED SHARES**
All unissued shares shall (if and to the extent authorised or permitted by the Statutes these Articles and any resolution of the Company and subject to any directions by the Company by ordinary resolution) be at the disposal of the Directors who may (subject to the provisions of the Statutes these Articles and any such resolution or directions) allot, grant options over, offer or otherwise deal with or dispose of such shares to such persons, at such times and generally on such terms and conditions as they may determine
- 16 POWER TO ALLOT SHARES**
The Company may at any time pass an ordinary resolution which authorises the Directors to allot relevant securities (as defined in section 80(2) of the Companies Act 1985) and upon the passing of the ordinary resolution the Directors shall be generally and unconditionally authorised to exercise all the powers of the Company to allot relevant securities provided that
- 16.1 the maximum amount of relevant securities that may be allotted under such authority shall be the amount specified in the ordinary resolution or if no amount is specified an amount equal to the aggregate nominal amount of the Company's unissued ordinary share capital at the time the resolution is passed and
- 16.2 any such authority shall unless it is (prior to its expiry) revoked varied or renewed expire either on the date immediately prior to the fifth anniversary of the date on which the ordinary resolution is passed or on such earlier date specified in the ordinary resolution. The Company shall be entitled before the authority expires to make an offer or agreement that would or might require relevant securities to be allotted after such expiry
- 17 EXCLUSION OF PRE-EMPTION RIGHTS**
- 17.1 Subject to the provisions of this Article 17 and where the Directors have general authority under Article 16 the Company may pass a special resolution authorising the Directors to allot equity securities (as defined in section 94 of the Companies Act 1985) for cash. Upon the passing of the special resolution the Directors shall be authorised to allot such equity securities for cash as if section 89(1) of the Companies Act 1985 did not apply to any such allotment provided that the power shall be limited to
- 17.1.1 allotments made for the purpose of or in connection with an offer (by any person) of equity securities to the holders of the issued ordinary shares in the capital of the Company (excluding any shares of that class held as treasury shares) where the securities respectively attributable to the interests of such holders are proportionate (as nearly as may be) to the respective numbers of ordinary shares held by such holders. Such allotments may be made subject to such exclusions or other arrangements as the Directors consider appropriate necessary or expedient to deal with any fractional entitlements or with any legal or practical difficulties arising under the laws of any territory or the requirements of any regulatory body or recognised investment exchange or otherwise and
- 17.1.2 the allotment (otherwise than pursuant to Article 17 1 1) of equity securities having an aggregate nominal value not exceeding the sum specified in the special resolution. If no sum is specified the special resolution shall be ineffective for the purposes of this Article 17 1 2
- 17.2 The power to allot equity securities in accordance with this Article 17 shall expire on the date specified in the special resolution save that the Company will be entitled before the date of expiry to make an offer or agreement that would or might require equity securities to be allotted after such expiry
- 18 RENUNCIATION OF ALLOTMENTS**
Notwithstanding any other provisions of these Articles the Directors may at any time after the allotment of any share but before any person has been entered in the Register as the holder recognise a renunciation of any share by the allottee in favour of some other person. The Directors may allow an allottee to renounce the share upon and subject to such terms and conditions as the Directors may impose and the Directors may refuse to register any renunciation in favour of more than 4 persons jointly
- 19 NON RECOGNITION OF TRUSTS**
Except as required by these Articles or by law or by order of a court of competent jurisdiction and notwithstanding any information received by the Company pursuant to any provision of these Articles or any statutory provision relating to the disclosure of interests in voting shares or otherwise no person shall be recognised by the Company as holding any share upon any trust. The Company shall not be bound by or be compelled in any way to recognise (even when having notice) any equitable, contingent, future or partial interest in any share or any interest in any fractional part of a share or any other right in respect of any share except a holder's absolute right to the whole of the share

SHARE CERTIFICATES AND UNCERTIFICATED HOLDINGS

20 ISSUE AND EXECUTION OF SHARE CERTIFICATES

- 20.1 Every share certificate shall be issued under the Seal or an official seal kept by the Company under section 40 of the Companies Act 1985 or otherwise executed by the Company in accordance with the Statutes. Any such certificate which is executed otherwise than under seal may if the Directors so determine bear signatures affixed by some mechanical or other method or system of applying facsimile signatures. No certificate shall be issued representing shares of more than one class.
- 20.2 Every share certificate must specify the number and class and the distinguishing numbers (if any) of the shares to which it relates and the amount paid up on those shares.
- 20.3 Where the Company sends share certificates to shareholders or their agents by post, such share certificates shall be sent at the shareholders risk.
- 20.4 In the case of a share held jointly by several persons the Company shall not be bound to issue more than one certificate and delivery of a certificate to any one of the joint holders shall be sufficient delivery to all.
- 20.5 Subject to the provisions of this Article 20 the Statutes and the Uncertificated Securities Regulations, any person who is registered as the holder of the shares of any one class is entitled without payment to a share certificate for them within the period specified in the Companies Act 2006. This entitlement arises when shares of any one class are allotted or transferred in certificated form. It does not apply to those persons who the Uncertificated Securities Regulations or the Companies Act 2006 say are not entitled to a share certificate.
- 20.6 The Company does not have to issue a share certificate to a recognised clearing house or to its nominee or to the nominee of a recognised investment exchange.
- 20.7 If any shares are converted from uncertificated into certificated form in accordance with the Uncertificated Securities Regulations, any person whose name is entered in the Register shall be entitled without payment to a certificate for them within the period specified by the Uncertificated Securities Regulations.
- 20.8 Where part only of the shares comprised in a certificated holding are transferred the certificate for the shares shall be cancelled and a new certificate for the balance of the shares issued in its place without payment.
- 20.9 Any 2 or more certificates representing shares of any one class held by any member may at his request be cancelled and a single new certificate for the shares issued in its place without charge.
- 20.10 A member may surrender a share certificate representing shares he holds and request the Company to cancel it and to issue in its place 2 or more share certificates for such shares in such proportions as he may specify. The Directors may if they think fit and upon payment of such reasonable out of pocket expenses as they shall determine comply with such request.
- 20.11 If a share certificate is worn out, damaged or defaced or alleged to have been lost, stolen or destroyed a new certificate shall be issued to the holder upon request. If the share certificate is worn out, damaged, or defaced the Company can require delivery up of the old certificate. If the share certificate is alleged to have been lost, stolen or destroyed the Company can require compliance with such conditions as to evidence and indemnity as the Directors may think fit and if the Directors think fit, reimbursement of any exceptional out of pocket expenses incurred by the Company in connection with the request. In the case of shares held jointly by several persons any such request may be made by any one of the joint holders.

21 UNCERTIFICATED HOLDINGS

- 21.1 Subject to the Uncertificated Securities Regulations and the requirements of the relevant system the Directors have the power to make arrangements, as they think fit, for any class of shares to be a participating security.
- 21.2 If the Directors decide to implement the arrangements referred to in Article 21.1 and if the operator of the relevant system permits the class of shares to be a participating security, the following provisions will apply. These Articles will apply to any class of shares which is at any time a participating security to the extent that they are consistent with:
- 21.2.1 the holding of shares of that class in uncertificated form,
- 21.2.2 the transfer of title to shares of that class by means of a relevant system, and
- 21.2.3 the Uncertificated Securities Regulations.
- 21.3 Subject to the Uncertificated Securities Regulations, if any class of shares is at any time a participating security:
- 21.3.1 the Register relating to that class shall be maintained at all times in the United Kingdom,
- 21.3.2 such shares may be issued in uncertificated form
- 21.3.3 unless the Directors decide otherwise such shares held by the same or joint holders in certificated and uncertificated form will be treated as separate holdings and
- 21.3.4 such shares may be changed from uncertificated to certificated form and from certificated to uncertificated form.

CALLS ON SHARES

22 POWER TO MAKE CALLS

- 22.1 The Directors may, subject to the provisions of these Articles and to any relevant terms of allotment, from time to time make calls upon the members in respect of all moneys unpaid on their shares (whether on account of the nominal value of the shares or by way of premium) as they think fit.
- 22.2 7 days notice at least must be given of each call, and each member to whom the call has been made will be liable to pay the amount of each call to the person and at the time and place specified by the Directors in the notice. A call may be made payable by instalments. A call shall be deemed to have been made as soon as the resolution of the Directors authorising the call has been passed.
- 22.3 A call may, at any time before the Company receives the money due in respect of the call, be partly or wholly revoked or postponed by the Directors. A person on whom a call is made will remain liable for all calls made upon him notwithstanding the subsequent transfer of the shares in respect of which the call was made.

23 LIABILITY OF JOINT HOLDERS

Joint holders of a share shall be jointly and severally liable to pay all instalments and calls and any one of such persons may give a receipt for any return of capital payable in respect of such share.

24 POWER OF CHARGE TO MAKE CALLS

If any uncalled capital of the Company is included in or charged by any mortgage or other security the Directors may delegate to the person in whose favour such mortgage or security is executed or to any other person in trust for him the power to make calls on the members in respect of the uncalled capital and to sue in the name of the Company or otherwise for the recovery of moneys (including any moneys due under Articles 25 or 26) becoming due in respect of calls so made and to give valid receipts for such moneys. The power so delegated may (if so expressed) be assignable.

25 INTEREST ON UNPAID CALLS

If any member is liable to pay any call or instalment and has not paid it by the specified due date he shall (unless the Directors otherwise determine) pay interest on the unpaid amount from the specified date for payment to the time of actual payment. The rate may be fixed by the terms of issue of the share or if the rate is not fixed, the rate may be determined by the Directors but shall not exceed any maximum rate fixed by the Statutes. The Directors have the discretion to require a member to pay all costs, charges and expenses which the Company has incurred or become liable for in procuring payment of, or in consequence of the non payment of, any call or instalment but also have the discretion to remit all or part of any interest costs charges or expenses.

26 WHEN CALL DULY MADE AND PAYABLE

If the terms of issue of a share make any sum payable on allotment or at any fixed date that sum and any instalment of a call shall, for the purposes of these Articles, be deemed to be a call duly made and payable on the date fixed for payment. In case of non payment, the provisions of these Articles as to payment of interest and expenses and forfeiture, and all the other relevant provisions of the Statutes and these Articles shall apply as if such sum or instalment were a call duly made.

27 DIFFERENTIATION OF CALLS

The Directors may from time to time on the issue of shares differentiate between the holders with regard to the number of calls to be paid on those shares and the times of payment.

28 PAYMENTS IN ADVANCE OF CALLS

- 28.1 The Directors may accept from any member all or any part of the money payable on his shares in advance of any calls made under Article 22. The Directors can agree to pay interest on the money paid in advance at a rate agreed between the Directors and the member which must not exceed without the consent of the Company by ordinary resolution the appropriate rate (as defined in section 107 of the Companies Act 1985) from the date of the advance until the date the call would become payable.
- 28.2 In determining a member's dividend entitlement, payments made in advance of calls shall be disregarded until, and to the extent that a call is actually made.

LIEN ON SHARES

29 COMPANY'S LIEN ON PARTLY PAID SHARES

The Company shall have a first and paramount lien and charge on every partly paid share for all moneys (whether presently payable or not) called or payable at a fixed time in respect of such share. The Company's lien will extend to all dividends or other moneys payable on a share. The registration of a transfer of shares will, unless otherwise agreed between the Directors on behalf of the Company and the person to whom the shares have been so transferred operate as a waiver of the Company's lien (if any) on such shares. The Directors may at any time declare any share to be wholly or partly exempt from the provisions of this Article.

30 POWER OF DIRECTORS TO SELL SHARES SUBJECT TO A LIEN

For the purpose of enforcing the lien referred to in Article 29 the Directors may sell all or any of the shares subject to the lien in such manner as they think fit, but only

- 30.1 if some sum in respect of which the lien exists is presently payable and

30.2 the sum has not been paid within 14 days after a notice in writing stating the amount due demanding payment, and giving notice of intention to sell in default, has been served on the holder of the shares or the persons (if any) entitled by transmission to the shares.

31 APPLICATION OF SALE PROCEEDS

The net proceeds of any such sale, after payment of costs of sale shall be used in or towards paying the amount due. Any balance shall (on surrender of the share certificate to the Company for cancellation in respect of shares held in certificated form) be paid to the member or the persons (if any) entitled by transmission to the shares. The Company's lien will also apply to any balance to cover any moneys due to the Company but not then payable. The Company will have the same rights over such balance as it had over the shares immediately before the sale.

32 REGISTRATION OF PURCHASER AS THE HOLDER OF THE SHARES

If the Directors sell any shares in accordance with Article 30 they may authorise some person to execute an instrument of transfer or otherwise effect a transfer of the shares to the purchaser in the name and on behalf of the holder of the shares or the persons (if any) entitled by transmission to the shares. The Directors may enter the purchaser's name in the Register as holder and the purchaser will not be obliged to see how the purchase money is applied and his title to the shares will not be affected if the sale was irregular or invalid in any way. After the purchaser's name has been entered in the Register the validity of the sale cannot be questioned by any person and the remedy of any person aggrieved by the sale shall be in damages only and against the Company exclusively.

FORFEITURE OF SHARES

33 NOTICE REQUIRING PAYMENT OF UNPAID CALLS

If any member fails to pay the whole or any part of any call or instalment on or before the day specified for payment, the Directors may, at any time while the whole or any part of the call or instalment remains unpaid serve a notice on the member demanding that he pays the same together with any accrued interest and any costs, charges and expenses incurred by the Company by reason of such non-payment.

34 CONTENTS OF NOTICE REQUIRING PAYMENT

- The notice shall:
- 34.1 name a date (being not less than 14 days after the date of service of the notice) on or before which the sum demanded is to be paid
- 34.2 name the place where payment is to be made and
- 34.3 state that in the event of non payment on or before the date and at the place specified the shares in respect of which the call was made or instalment is payable will be liable to be forfeited.

- 35 FORFEITURE ON NON-COMPLIANCE WITH NOTICE**
If the requirements of the notice referred to in Article 34 are not complied with the shares to which the notice relate may be forfeited at any time before payment of all calls or instalments, interest, costs, charges and expenses due in respect of the shares has been made
The Directors must pass a resolution stating that the shares have been forfeited
- 36 FORFEITURE TO INCLUDE DIVIDENDS**
A forfeiture of shares under Article 35 will include all dividends declared in respect of the forfeited shares and not actually paid before the forfeiture
- 37 NOTICE OF FORFEITURE**
When any share has been forfeited in accordance with these Articles, notice of the forfeiture must be given to the person whose shares have been forfeited An entry recording the giving of the notice and the date of the forfeiture (which shall be the same date as the date of the Directors' resolution forfeiting the shares) must be made in the Register opposite to the entry of the share Failure to give the notice of forfeiture or to make the required entry in the Register will not invalidate the forfeiture
- 38 POWER TO DEAL WITH FORFEITED SHARES**
Subject to the provisions of the Statutes every share which is forfeited shall become the property of the Company No voting rights shall be exercised in respect of a forfeited share and the Directors may within three years after the forfeiture sell re allot or otherwise dispose of it, to any person upon such terms and in such manner as the Directors shall think fit, and whether with or without all or any part of the amount previously paid on the share being credited as paid The Directors may authorise some person to transfer a forfeited share to any other person Any share not disposed of in the manner set out above within a period of 3 years from the date of its forfeiture shall at the end of that period be cancelled in accordance with the Companies Act 1985
- 39 CANCELLATION OF FORFEITURE**
The Directors may at any time before a forfeited share has been sold re allotted or otherwise disposed of or cancelled permit the forfeiture to be cancelled upon the payment of all calls and interest due upon and costs, charges and expenses incurred in respect of the share and upon any further or other terms they may think fit
- 40 LIABILITY TO PAY ALL CALLS MADE PRIOR TO FORFEITURE**
A member whose shares have been forfeited is liable to pay to the Company all unpaid calls and instalments interest and expenses owing on or in respect of such shares at the time of forfeiture, with interest from the time of forfeiture to the date of payment at such rate and in the same manner as if the shares had not been forfeited The member must also satisfy whatever claims and demands which the Company might have enforced in respect of the shares at the time of forfeiture without any deduction or allowance for the value of the shares at the time of forfeiture
- 41 EFFECT OF FORFEITURE ON CLAIMS AGAINST THE COMPANY IN RESPECT OF THOSE SHARES**
The forfeiture of a share will result in the cancellation of all interest in, and all claims and demands against the Company in respect of, the share and all other rights and liabilities connected with the share as between the member whose share is forfeited and the Company This does not apply to those rights and liabilities expressly preserved by these Articles or given to or imposed on past members by the Statutes.
- 42 STATUTORY DECLARATION CONCLUSIVE OF FORFEITURE**
A statutory declaration in writing by a director of the Company that a share has been forfeited on a specified date shall as against all persons claiming to be entitled to the share be conclusive evidence of the facts stated in it Such statutory declaration together with (in the case of a share held in certificated form) a share certificate issued in accordance with these Articles (subject to the execution or other implementation of any necessary transfer) shall constitute a good title to the share The purchaser or allottee shall be discharged from all calls made prior to the purchase or allotment and will not be obliged to see how the purchase money is paid His title to the share will not be affected by any omission irregularity or invalidity concerning the forfeiture, sale re allotment or disposal of the share
- 43 SURRENDER IN LIEU OF FORFEITURE**
The Directors may accept the surrender of any share which they are in a position to forfeit The same consequences shall flow from the surrender of such a share as if the share had been effectively forfeited by the Directors in particular any share so surrendered may be disposed of in the same manner as a forfeited share
- TRANSFER OF SHARES**
- 44 FORM OF TRANSFER**
Unless these Articles say otherwise
- 44.1** a share held in certificated form may be transferred by an instrument of transfer in writing in any usual or common form or in any other form acceptable to the Directors ("share transfer") The instrument of transfer must be executed by or on behalf of the transferor and (except in the case of a fully paid share) by or on behalf of the transferee and must be left at the Transfer Office, or at such other place in England and Wales as the Directors may from time to time decide accompanied by the certificate of the share to be transferred and such further evidence (if any) the Directors may require to prove the title of the transferor The transferor shall be treated as the holder of the share transferred until the name of the transferee is entered in the Register and
- 44.2** a share held in uncertificated form may only be transferred through a relevant system in accordance with the Uncertificated Securities Regulations and the facilities and requirements of the relevant system
- 45 SUSPENSION OF REGISTRATION OF TRANSFERS**
- 45.1** In the case of a share held in certificated form the registration of transfers generally or in respect of any class of shares may be suspended at such times and for such periods as the Directors may from time to time decide by closing the Register for no more than 30 days in any year Notice of closure must be given by advertisement in accordance with the Statutes.
- 45.2** In the case of a share held in uncertificated form the Register may only be closed in accordance with Regulation 26 of the Uncertificated Securities Regulations.
- 46 DIRECTORS' POWER TO DECLINE TO REGISTER TRANSFERS**
- 46.1** The Directors may in their absolute discretion refuse to register or authorise the registration of the transfer of a share held in certificated form in any of the following circumstances
- 46.1.1** if the Company has a lien on a partly paid share unless to do so would prevent dealings in partly paid shares from taking place on an open and proper basis
- 46.1.2** if a notice has been duly served in respect of a share pursuant to section 793 of the Companies Act 2006 or any other provision of the Statutes concerning the disclosure of interests in voting shares and
- 46.1.2.1** the share or shares which were the subject of that notice represented in aggregate at least 0.25 per cent of that class of shares (calculated exclusive of any treasury shares of that class) and
- 46.1.2.2** the person or persons on whom the notice was served failed to comply with the requirements of the notice within the period for compliance specified in the notice (being not less than 14 days from the date of service of the notice) and remains in default in complying with the notice unless the transfer in question is to a bona fide unconnected third party such as a sale through a recognised investment exchange or an overseas exchange or as a result of an acceptance of a takeover offer or
- 46.1.3** if the transfer is of a share or shares (whether fully paid or not) in favour of more than 4 persons jointly
- If the Directors refuse to register or authorise the registration of a transfer they shall send notice of refusal to the transferee as soon as practicable and in any event within 2 months after the date on which a transfer form or if Article 46.2 applies, a letter of allotment is lodged with the Company or its registrars.
- 46.2** If and for the time that, a person fails to comply with the notice referred to in Article 46.1.2, the consequences of default under that Article will also apply (with effect from allotment) to any additional share allotted to that person after service of the notice in right of the shares which were the subject of the notice (including, without limitation, any share allotted pursuant to a rights issue or a bonus issue) as if such additional share had also been the subject of the notice
- 46.3** A person shall be deemed to be in default in complying with a notice referred to in Article 46.1.2 if he fails or refuses to give all the information required by the notice to the satisfaction of the Directors or if he gives information which he knows to be false or if he recklessly gives information which is false
- 47 FURTHER DISCRETION NOT TO RECOGNISE A SHARE TRANSFER DOCUMENT**
- 47.1** In addition and without prejudice to their rights under Article 46 the Directors may decline to recognise any share transfer document unless
- 47.1.1** it is in respect of only one class of share and is deposited at the Transfer Office (or at such other place in England and Wales as the Directors may from time to time decide)
- 47.1.2** it is accompanied by the relevant share certificate(s) and such other evidence as the Directors may reasonably require to show the right of the transferor to make the transfer and if the share transfer document is executed by another person on behalf of the transferor, the authority of that person so to do
- 47.2** Subject to the provisions of this Article 47 and to the provisions of Article 46 the Directors shall register any share transfer document submitted to them unless forbidden to do so by law In the case of a transfer by a recognised clearing house or a nominee of a recognised clearing house or of a recognised investment exchange share certificates do not need to be lodged unless certificates must by law have been issued in respect of the shares in question
- 48 DIRECTORS' DISCRETION TO REGISTER UNCERTIFICATED SHARES**
In respect of a share held in uncertificated form the Directors may only register or refuse to register the transfer of such a share in accordance with the Uncertificated Securities Regulations
- 49 RETENTION OF SHARE TRANSFER DOCUMENTS BY THE COMPANY**
All share transfer documents which are registered may be retained by the Company Any share transfer document which the Directors refuse to register shall (except in the case of fraud) be returned to the person lodging it when notification of the refusal is given
- 50 NO FEE PAYABLE FOR REGISTRATION**
No fee shall be charged by the Company in respect of the registration of any transfer or probate or letters of administration or certificate of marriage or death or stop notice or power of attorney or other document relating to or affecting the title to any shares or otherwise for making any entry in the Register affecting the title to any shares
- TRANSMISSION OF SHARES**
- 51 TRANSMISSION ON DEATH**
In the case of the death of a member the survivors or survivor where the deceased was a joint holder and the executors or administrators of the deceased where he was a sole or only surviving holder shall be the only persons recognised by the Company as having any title to his interest in his shares. Nothing in this Article shall release the estate of a deceased holder (whether sole or joint) from any liability in respect of any share solely or jointly held by him
- 52 NOTICE OF ELECTION FOR REGISTRATION OF TRANSFER**
- 52.1** A person who becomes automatically entitled to a share as a result of the death or bankruptcy of a member may
- 52.1.1** elect by notice in writing to be registered as the holder of the share or
- 52.1.2** transfer the share to some other person provided in either case he supplies to the Company such evidence of his entitlement to the share as the Directors may reasonably require
- 52.2** The provisions of these Articles relating to the right to transfer a share and the registration of transfers of shares apply to the election or transfer provided for in this Article 52 as they would have applied to the person originally entitled to the share before his death or bankruptcy
- 53 RIGHTS OF PERSON ENTITLED TO A SHARE**
- 53.1** A person who becomes automatically entitled to a share as a result of the death or bankruptcy of a member
- 53.1.1** (subject to the provisions of this Article 53) is entitled to receive and may give an effective receipt for any dividends or other moneys payable on the share provided that he supplies to the Company such evidence of his title to the share as the Directors may reasonably require
- 53.1.2** is not entitled to receive notice of or attend or vote at general meetings of the Company or to exercise or enjoy any right or privilege conferred by membership of the Company (except the rights given by Article 53.1.1) until he is registered as a holder of the share
- 53.2** The Directors may at any time give notice requiring any such person to elect either to be registered himself or to transfer the share and, if the notice is not complied with within 60 days of service the Directors may withhold payment of all dividends and other moneys payable on or in respect of the share until the requirements of the notice have been complied with

CONVERSION OF SHARES INTO STOCK

54 POWER TO CONVERT AND RECONVERT

The Company may from time to time by ordinary resolution convert all or any of its fully paid up shares into stock of the same class as the shares so converted and may from time to time in the same way reconvert any such stock into fully paid up shares of the same class and of any denomination

55 TRANSFERS OF STOCK

55.1 If any shares are converted into stock, the holders of the stock may transfer all or part of their interests in the stock in the manner specified by the Company by ordinary resolution. If not specified they may transfer the stock in the same way (or as near as circumstances allow) but subject to the same restrictions as the shares from which the stock was converted might have been transferred

55.2 The Company by ordinary resolution (or in default the Directors) may

55.2.1 fix the minimum amount of stock transferable which shall not without sanction by ordinary resolution of the Company exceed the nominal amount of the shares from which the stock was converted

55.2.2 restrict or forbid the transfer of fractions of that minimum and

55.2.3 prescribe that stock is to be divided and transferable in units of corresponding amount. The Company or the Directors, as the case may be may waive the restrictions and requirements referred to in this Article 55.2

56 RIGHTS OF STOCKHOLDERS

The stockholders shall be entitled to participate in the dividends and profits of the Company according to the class of such stock and the amount of their respective interests in such stock. Such interests shall in proportion to the amount of the stock held confer on the stockholders respectively the same rights to vote at meetings of the Company and for other purposes as if they held the shares from which the stock arose but no other rights, except participation in the dividends, profits and assets of the Company, shall be conferred by any such amount of stock as would not, if existing in shares have conferred such rights

MEETINGS

57 ANNUAL GENERAL MEETINGS

An annual general meeting shall be held in accordance with the Statutes and at such time and in such place as the Directors determine

58 GENERAL MEETINGS

All meetings other than annual general meetings shall be called general meetings

59 POWER TO CALL GENERAL MEETINGS

The Directors may call a general meeting whenever they think fit and shall do so if the Statutes so require. If there are not enough directors within the United Kingdom to form a quorum for a meeting of the Directors any director or any 2 members of the Company may convene a general meeting in the same manner as nearly as possible as the Directors could have done

NOTICE OF GENERAL MEETINGS

60 PERIODS OF NOTICE FOR GENERAL MEETINGS AND PERSONS ENTITLED TO NOTICE

60.1 An annual general meeting or (save as provided by the Statutes) any general meeting at which it is proposed to pass a resolution of which special notice has been given to the Company shall be called by at least 21 clear days notice in writing. Any other general meeting shall be called by at least 14 clear days notice in writing. Notice of every general meeting shall be given in the manner referred to in this Article 60 to all members or where ... relevant to those people nominated by such a member under Article 94 to enjoy or exercise nomination rights, entitled under these Articles or the terms of issue of the shares they hold to receive notice and whose names are entered on the Company's Register at the close of business on a day to be decided by the Directors (but in any case not more than 21 days before the date the notice is given) to the Auditors and to every director. If a general meeting has been called by shorter notice than specified in this Article 60 it shall be deemed to have been duly called if

60.1.1 in the case of an annual general meeting all the members who are entitled to attend and vote agree to shorter notice or

60.1.2 in the case of a general meeting a majority in number of the members who are entitled to attend and vote (being a majority together holding not less than such minimum percentage in nominal value of the shares giving that right as the Companies Act 2006 may prescribe at the time such meeting is held) agree to shorter notice

60.2 Where required by these Articles, the accidental omission to give notice or to send a form of proxy with a notice to, or the non receipt of such notice or form of proxy by any person entitled to it shall not invalidate any resolutions passed or proceedings at any general meeting

60.3 For the purposes of this Article 60 a notice of meeting must be given in accordance with the Companies Act 2006 that is in hard copy form, electronic form or by means of a website

60.4 Electronic Communication

60.4.1 If notice of meeting is sent in electronic form the Company must have complied with all applicable regulatory requirements and the person entitled to receive such notice must have agreed that the notice can be sent to him in that way and not revoked that agreement or in the case of a company be deemed to have agreed to receive notice in that way by a provision in the Statutes and

60.4.2 the notice must be sent to the address specified by the person entitled to receive such notice or in the case of notice sent to a company an address which is deemed to have been specified by any provision of the Statutes.

60.5 Notice of meeting on a website

Provided that the Company has complied with all applicable regulatory requirements the Company may send or supply a notice of meeting by making it available on a website and where the Company intends to make that notice of meeting available on a website the Company must

60.5.1 comply with the provisions of Article 174

60.5.2 notify persons entitled to receive such notice that the notice of meeting has been published on the website, such notification to state that it concerns a notice of meeting, to specify the place, date and time of the meeting and whether the meeting will be an Annual General Meeting and

60.5.3 ensure that the notice is available on the website throughout the period beginning with the date of notification and ending with the conclusion of the meeting

60.6 A notice which is treated as given to a person by virtue of Article 60.3 is treated as given at the same time as the notification referred to in Article 60.5.2

61 CONTENTS OF NOTICE

61.1 Every notice calling a general meeting or a meeting of any class of members of the Company shall

61.1.1 specify the place, the day and time of the meeting
61.1.2 state with reasonable prominence that a member entitled to attend and vote is entitled to appoint a proxy or proxies to attend and on a poll vote instead of him and that a proxy need not be a member of the Company

61.1.3 in the case of an annual general meeting specify the meeting as such

61.1.4 in the case of any general meeting at which directors are retiring and offering themselves for re-election in accordance with Articles 113 and 114, specify the names of the directors who are offering themselves for re-election and where business other than ordinary business is to be transacted specify the general nature of such business and if any resolution is to be proposed as a special resolution contain a statement to that effect and the text of the resolution

61.1.5

61.2 In the case of any general meeting the notice must contain a statement that a member is not entitled to attend and vote unless his name is entered on the Register at a time specified in the notice of meeting but which is not more than 48 hours before the time fixed for the meeting

62 MEANING OF ORDINARY BUSINESS

62.1 Ordinary business shall mean business transacted at an annual general meeting which is stated to be "ordinary business" and which includes the following

62.1.1 declaring dividends,
62.1.2 receiving and adopting the annual accounts of the Company, the reports of the Directors and the Auditors and other documents required by law to be attached or annexed or to be comprised in the accounts and reports

62.1.3 approving the Directors Remuneration Report

62.1.4 appointing the Auditors (except when special notice of the resolution for their appointment is required by the Statutes) and fixing the remuneration of the Auditors or determining the manner in which such remuneration is to be fixed

62.1.5 appointing or re-appointing directors to fill vacancies arising at the meeting either on retirement by rotation or under Article 118 or otherwise, and the voting of fees to the Directors

62.1.6

63 CIRCULATION OF RESOLUTIONS ETC ON REQUISITION OF MEMBERS

63.1 Subject to the provisions of the Companies Act 2006 the Directors shall on the requisition of members and where relevant, those entitled under section 153 of the Companies Act 2006 "the requisitionists"

63.1.1 give to the members entitled to receive notice of the next annual general meeting notice of any resolution which may properly be moved and is intended to be moved at that meeting

63.1.2 circulate to the members entitled to have notice of any general meeting, any statement of not more than one thousand words with respect to a matter referred to in any proposed resolution or other business to be dealt with at that meeting

63.2 Members and requisitionists who requisition the Company to circulate the resolution or statement must meet the expenses of circulation ("the costs") unless either

63.2.1 in the case of an annual general meeting the request to circulate the resolution or statement is received by the Company before the end of the Company's financial year preceding the meeting, or
63.2.2 the members have resolved that the Company will meet the costs

In cases where the members and requisitionists have to meet the costs the Company will not be bound to circulate the resolution or statement unless there is deposited with it or tendered to it a sum or sums reasonably sufficient to meet the costs. The costs must, in the case of the resolution, be deposited or tendered not later than 6 weeks before the date of the annual general meeting to which the request relates or if later, the time at which the notice of the meeting is given or in the case of the statement be deposited or tendered not later than one week before the date of the meeting to which it relates

PROCEEDINGS AT GENERAL MEETINGS

64 QUORUM

No business other than the appointment of a chairman of the meeting pursuant to Article 68 shall be transacted at any general meeting unless a quorum is present.

Subject to the provisions of Article 65 two members present in person or by proxy (or being a corporation present by a representative duly appointed under Article 96) and entitled to vote upon the business to be transacted shall be a quorum

65 ADJOURNMENT IF QUORUM NOT PRESENT

65.1 If within 15 minutes from the time appointed for the holding of a general meeting (or such longer time as the chairman of the meeting may decide) a quorum is not present, the meeting if convened on the requisition of members shall be dissolved. In any other case it shall be adjourned to a day, time and place decided by the chairman. Notice of the adjourned meeting shall be given in accordance with Article 67

65.2 If at an adjourned meeting a quorum as defined in Article 64 is not present within 15 minutes from the time appointed for holding the meeting, the member or members present in person or by proxy or (in the case of a corporation) by a representative and entitled to vote upon the business to be transacted shall be a quorum and shall have power to decide upon all matters which could properly have been disposed of at the meeting from which the adjournment took place

66 GENERAL POWER OF ADJOURNMENT

66.1 The chairman may at any time without the consent of the meeting adjourn any meeting (whether or not it has commenced or a quorum is present) to another time or place where it appears to him that

66.1.1 the members wishing to attend cannot be conveniently accommodated in the place appointed for the meeting or

66.1.2 the conduct of persons present prevents or is likely to prevent the orderly continuation of business or

66.1.3 an adjournment is otherwise necessary so that the business of the meeting may be properly conducted

66.2 Without prejudice to the provisions of Article 66.1 the chairman of the meeting may with the consent of any general meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time (or indefinitely) and from place to place

66.3 No business shall be transacted at any adjourned meeting except business that might lawfully have been transacted at the meeting from which the adjournment took place. Where a meeting is adjourned indefinitely the time and place for the adjourned meeting shall be fixed by the Directors.

- 67 NOTICE OF ADJOURNED MEETING**
When a meeting is adjourned for 30 days or more or indefinitely not less than 7 days notice of the adjourned meeting shall be given in like manner as in the case of the original meeting (save that it shall not be necessary to specify the nature of the business to be transacted) in the case of an adjournment pursuant to Article 65, the notice shall specify that the quorum applicable to that adjourned meeting is as stated in that Article. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
- 68 CHAIRMAN OF MEETING**
The chairman (if any) of the Directors, failing whom the deputy chairman (if any) of the Directors shall preside as chairman at each general meeting. If there is no such chairman or deputy chairman, or if at any meeting neither are present within 5 minutes after the time appointed for holding the meeting or are present but are not willing to act, the directors present shall choose one of their number to be chairman of the meeting. If there is no director present or if all the directors present fail to agree which of their number should take the chair or if each of them declines to take the chair, the members present and entitled to vote shall (whether or not they constitute a quorum) choose one of their number to be chairman of the meeting.
- 69 SECURITY PROCEDURES**
69 1 In their absolute discretion and notwithstanding anything in the notice of general meeting the Directors may in respect of members or their proxies or their corporate representatives who wish to attend any general meeting
69 1 1 direct that the members or proxies or representatives submit to searches
69 1 2 direct that the members or proxies comply with any security arrangements or restrictions imposed by the Directors
69 1 3 arrange for members or proxies or representatives to attend and participate simultaneously in the meeting at places other than the one specified in the notice of meeting as the place where the meeting will take place ("Principal Place"),
69 1 4 fix the level of attendance at the Principal Place and any other places provided that if members or proxies or representatives are excluded from the Principal Place they are able to attend the meeting at one of the other places. (For the purpose of these Articles any such meeting will be treated as being held at the Principal Place), and
69 1 5 make arrangements for the issue of tickets or impose a random means of selection or by any other means they think appropriate to facilitate the organisation and administration of a general meeting. The Directors may vary these arrangements or make new arrangements in their place.
- 69 2 The rights of members or proxies or representatives to attend a meeting at the Principal Place is subject to any arrangements in force whether contained in the notice of that meeting and said to apply to that meeting or notified to the members after the notice of meeting has been provided.
- 70 VOTING AND DEMANDS FOR A POLL**
70 1 At any general meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by the chairman of the meeting or by those members entitled under the provisions of the Companies Act 2006 to demand a poll.
70 2 For the purposes of this Article 70 a demand by a proxy under Article 84 shall be deemed to be a demand by the person appointing the proxy.
70 3 A demand for a poll may be withdrawn with the consent of the chairman of the meeting. Any demand so withdrawn shall not be taken to have invalidated any result of a show of hands made before the demand was made.
70 4 On a poll votes may be given in person or by proxy (or being a corporation, present by a duly appointed representative) and a person entitled to more than one vote need not use all his votes or cast all the votes he uses in the same way. The Company will put in place provisions which facilitate giving effect to the voting intentions of any multiple corporate representatives attending the meeting as representatives of any corporation which is a member.
- 71 DECLARATION OF THE RESULT OF VOTING**
Unless a poll is demanded, a declaration by the chairman of the meeting that a resolution has been carried or carried unanimously or by a particular majority, or lost or not carried by a particular majority which is entered in the minute book will be conclusive evidence of that fact.
- 72 CONDUCT OF A POLL**
If a poll is demanded the chairman of the meeting may
72 1 decide the manner in which it is taken (including the use of a ballot or voting papers or tickets)
72 2 appoint scrutineers (and if directed to do so by the meeting he must appoint scrutineers) and
72 3 fix the day, time and place of an adjourned meeting at which the result of the poll will be declared.
- 73 TIME FOR TAKING A POLL**
A poll demanded by the chairman of a general meeting or on a question of adjournment shall be taken immediately. A poll demanded on any other question shall be taken either immediately or at such subsequent time (not being more than 30 days from the date of the meeting) and place as the chairman of the meeting may direct. No notice need be given of a poll not taken immediately provided that the time and place at which it is to be taken was announced at the meeting at which it was demanded. The demand for a poll shall not prevent the meeting continuing in order to transact any business other than the question on which the poll has been demanded.
- 74 RESULTS OF A POLL**
74 1 Where a poll is taken at any general meeting of the Company the Company must publish as soon as reasonably practicable on a website which identifies the Company and is maintained by or on behalf of the Company
74 1 1 the date of the meeting,
74 1 2 the text of the resolution or as the case may be a description of the subject matter of the poll
74 1 3 the number of votes cast in favour and
74 1 4 the number of votes cast against.
74 2 The Company must keep the information available for a period of two years beginning with the date on which it is first made available on the website.
74 3 Members entitled by section 342 of the Companies Act 2006 and those to whom rights are given by section 153 of the Companies Act 2006 may require the Directors to obtain an independent report on any poll taken or to be taken at a general meeting of the Company.
- 75 AMENDMENTS TO RESOLUTIONS**
Amendments can be proposed to any ordinary resolution under consideration if the chairman decides that the amendment is appropriate for consideration by the meeting. If the amendment is in good faith ruled out of order by the chairman any error in that ruling shall not invalidate the resolution. In the case of a special resolution, no amendments other than amendments to correct an obvious error may be proposed.
- VOTING RIGHTS**
76 VOTING RIGHTS OF MEMBERS
Subject to the provisions of the Statutes and to any restrictions imposed by or pursuant to these Articles and to any rights or restrictions attached to any special class of shares in the capital of the Company on a show of hands every member present in person or by proxy (or being a corporation present by a duly appointed representative) shall have one vote each and in the case of a poll every member present in person or by proxy (or being a corporation present by a duly appointed representative) shall (subject to these Articles) have one vote for every ordinary share in the capital of the Company held by him. The Company will put in place provisions which facilitate giving effect to the voting intentions of any multiple corporate representatives attending the meeting as representatives of any corporation which is a member.
- 77 VOTING RIGHTS OF PERSONS UNDER DISABILITY**
If a court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder has made an order appointing a person to act on behalf of a member that person may vote in person or by proxy, whether on a show of hands or on a poll on behalf of the member. The right to vote is only exercisable if evidence satisfactory to the Directors of the authority of the person claiming to exercise the right to vote is deposited at the Transfer Office 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. In calculating the time period in this Article 77 no account shall be taken of any part of a day that is not a working day.
- 78 VOTING RIGHTS OF JOINT HOLDERS**
In the case of joint holders of a share the vote of the person whose name appears before the names of the other joint holder(s) on the Register in respect of the share and who tenders a vote whether in person or by proxy shall be accepted to the exclusion of the votes of the other joint holders.
- 79 OBJECTIONS TO AND ERRORS IN VOTING**
79 1 Any objections raised as to the qualification of any voter or any error whereby votes have been counted which ought not to have been counted or which might have been rejected or whereby any votes have not been counted which ought to have been counted, shall not vitiate the decision of a meeting or adjourned meeting on any resolution or any poll unless
79 1 1 the objection or error is raised or pointed out at the meeting or adjourned meeting in question and
79 1 2 the chairman decides that the same may have affected the decision of the meeting or the poll.
79 2 Any such objection or error shall be referred to the chairman of the meeting, unless the objection or error is in connection with a resolution for the election, re-election or removal of the chairman of the meeting whether as chairman or as a director of the Company. The decision of the chairman will be final and conclusive.
- 80 PROXY VOTES**
A member may appoint more than one proxy to attend and to speak and vote on the same occasion provided that each proxy is appointed to exercise the rights attached to a different share or shares held by the member.
- 81 APPOINTMENT OF PROXIES**
81 1 The appointment of a proxy ("proxy appointment") can be in any form that the Directors accept. A proxy need not be a member of the Company.
81 2 Subject to Article 82, in the case of an individual appointing a proxy, the proxy appointment must be given by the appointor or his attorney who is authorised in writing to do so. In the case of a corporation the proxy appointment must be given under its common seal or otherwise executed by it in accordance with the Statutes or signed on its behalf by an attorney or a duly authorised officer of the corporation. The Directors may, but are not bound to, require evidence of the authority of any such attorney or officer. Signatures need not be witnessed.
81 3 If the Directors in their discretion decide and provided the Company complies with all applicable regulatory requirements a proxy appointment may be sent in electronic form.
81 4 If more than one proxy is appointed in accordance with Article 80 in respect of a different share or shares held by a member but the proxy appointment does not specify to which share or shares the appointment or appointments relate or the total number of shares in respect of which appointments are made exceeds the total holding of the member the Directors in their absolute discretion shall decide which of the proxies so appointed shall be entitled to attend and vote and be counted in the quorum at any general meeting of the Company.
- 82 DEPOSIT OF PROXY**
82 1 A proxy appointment that is not being sent in electronic form must be deposited at the place specified either in or by way of note to the notice convening the meeting or in the proxy appointment, or if no place is specified at the Transfer Office not less than 48 hours before the time of the meeting or adjourned meeting or in the case of a poll taken more than 48 hours after it is demanded not less than 24 hours before the poll is taken at which the proxy appointment is to be used.
82 2 A proxy appointment which is being sent in electronic form must be received at an address specified by the Company for the purpose of receiving communications in electronic form
82 2 1 in (or by way of a note to) the notice convening the meeting or
82 2 2 in any form of proxy appointment sent out by the Company or
82 2 3 in any invitation contained in an electronic form to appoint a proxy issued by the Company,
in each case not less than 48 hours before the time of the meeting or adjourned meeting at which the person named in the proxy form proposes to vote or in the case of a poll taken not more than 48 hours after it is demanded not less than 24 hours before the poll is taken at which the proxy appointment is to be used.
82 3 In calculating the time periods in Article 82 1 and 82 2 no account shall be taken of any part of a day that is not a working day.
82 4 In the case of a poll where the poll is not taken during or immediately following the meeting at which it was demanded but is taken less than 48 hours after it is demanded the proxy appointment must (unless already deposited or received in accordance with Article 82 1 or 82 2) be delivered to, or received by either the chairman of such meeting or the Secretary or to any one of the directors.

- 82.5 If a proxy appointment is not deposited delivered or received in accordance with this Article 82 it will be invalid and if two or more apparently valid forms of proxy are deposited in respect of the same share the one which was deposited last in accordance with this Article 82 (regardless of its date or the date it was executed) will be the only one which is acceptable to the Directors in accordance with Article 81
- 82.6 Unless a proxy appointment says otherwise if a proxy appointment relates to more than one meeting or adjournment and is deposited delivered or received in accordance with this Article 82 it does not need to be deposited delivered to or received at any subsequent meeting and is valid both for any adjourned meeting and any poll demanded at that adjourned meeting
- 82.7 The deposit delivery or receipt of a proxy appointment shall not prevent a member who is entitled to attend and vote from attending and voting in person or on a poll at the meeting or any adjourned meeting
- 82.8 The provisions of this Article 82 apply to the deposit, delivery or receipt of any power of attorney or authority under which the proxy appointment is given or to a duly certified copy of the power of attorney or authority or in the case of a power of attorney or authority executed outside the United Kingdom to a notarially authenticated copy, as they do to the proxy appointment
- 83 TIME LIMIT ON VALIDITY OF PROXY**
A proxy appointment will only remain valid for 12 months from the date stated in it as the date of its execution or if undated the date of its receipt by the Company. The only exception to this is where an adjourned meeting is held or a poll demanded at a meeting or adjourned meeting after the 12 months period has expired if the original meeting was held or demand for a poll was made within that period
- 84 AUTHORITY CONFERRED BY PROXY**
A proxy appointment, including one sent in electronic form gives authority for the proxy to demand or join in demanding a poll and generally to act at the meeting for the member making the appointment
- 85 POWER TO APPOINT ATTORNEY**
Any member residing out of or absent from the United Kingdom may execute a power of attorney, either before or after leaving the United Kingdom, appointing any person to be his attorney either for the purpose of voting at any meeting or to give a general power extending to all meetings at which the member is entitled to vote. Every such power or a duly certified copy or (if such power was executed outside the United Kingdom) a notarially authenticated copy of such power shall be produced at the Transfer Office and left there for at least 48 hours before being acted upon
- 86 VALIDITY OF VOTES CAST BY PROXY OR POWER OF ATTORNEY**
86.1 A vote given in accordance with the terms of a proxy appointment or power of attorney will be valid notwithstanding
86.1.1 the prior death or insanity of the person who appointed the proxy or attorney
86.1.2 the proxy appointment or power of attorney having been revoked
86.1.3 the authority of the person appointed as proxy or attorney having been revoked or
86.1.4 a transfer of the share in respect of which the vote is given
- The above provisions will not apply if notice in writing of the death insanity revocation or transfer has in the case of a notice not in electronic form been deposited at the Transfer Office (or in the case of a proxy form at any other place specified for depositing the proxy form) or in the case of a notice in electronic form received at an address specified by the Company for the purpose of receiving such communications in electronic form in either case not less than 48 hours before the date of the meeting or not less than 24 hours before the date fixed for the taking of the poll at which the proxy is to be used

- 86.2 In calculating the time periods for the purposes of this Article 86 no account shall be taken of any part of a day that is not a working day

DISENFRANCHISEMENT

87 CIRCUMSTANCES IN WHICH SHARES DISENFRANCHISED

- 87.1 Subject to the provisions of the Statutes no holder of a share in the Company shall unless the Directors otherwise determine (any such determination being for such period and subject to such terms and conditions (if any) as the Directors may in their absolute discretion decide) be entitled (save as proxy for another member) to be present or vote at a general meeting either personally or by proxy or to exercise any other right in relation to meetings of the Company in respect of either the share he holds or (with effect from allotment) of any additional shares allotted in respect of the share which is the subject of a notice pursuant to this Article 87 (including without limitation any share allotted under a rights issue or capitalisation issue) (together "shares") if
87.1.1 any call or other sum presently payable by him to the Company in respect of the shares remains unpaid or
87.1.2 he or any other person who appears to be interested in the shares has been served under section 793 of this Companies Act 2006 or any other provision of the Statutes concerning the disclosure of interests in voting shares with a notice which
87.1.2.1 lawfully requires the provision of information regarding the shares to the Company within the period specified in such notice (being not less than 14 days from the date of service of such notice) and
87.1.2.2 contains a warning of the consequences under this Article 87 and under the provisions of Articles 46.1.2 and 151.1 of failing to comply with such notice and (whether or not he is aware of the identity of the beneficial owner(s) of the share) he or such other person is in default in complying with such notice, or
87.1.3 he has been duly served with a notice which
87.1.3.1 requires him to provide or to procure that there is provided to the Company within the period specified in the notice (being not less than 14 days from the service of notice) a statement in writing authenticated by him or any other person or persons stating that he (if the statement is authenticated by him) or (as the case may be) the other person or persons who has/have authenticated the statement is/are the beneficial owner(s) of the shares and providing any additional information regarding the shares required by Article 90 and
87.1.3.2 contains a warning of the consequences under this Article 87 of failing to comply with such notice and (whether or not he is aware of the identity of the beneficial owner(s) of the share) he is in default in complying with such notice

- 87.2 For the purposes of this Article 87 a person shall be treated as appearing to be interested in a share

- 87.2.1 where the member holding the share has informed the Company that he is or may be so interested, or
87.2.2 where the person has given the Company a notification pursuant to Article 87.1.2 which fails to establish the identity of the person or persons interested in such share and (after taking into account the notification and any other relevant information given to them) the Directors know or have reasonable cause to believe that the person in question is or may be interested in such share. References to "persons interested in shares" and to "interests in shares" respectively shall be construed as they are for the purposes of section 793 of the Companies Act 2006

- 87.3 For the purposes of this Article 87, a person shall be deemed to be in default in complying with a notice referred to in this Article if he fails or refuses to give all the information required by the notice to the satisfaction of the Directors or if he gives information which he knows to be false or if he recklessly gives information which is false

88 DISENFRANCHISEMENT MAY APPLY TO ONLY PART OF A MEMBER'S HOLDING

Where a person holds more than one share in the Company or more than one share of a particular class any notice given pursuant to Article 87 may relate either to all such shares or to such lesser number of them as is described or stated in the notice

89 SIGNATURE OF STATEMENTS ON BEHALF OF BODY CORPORATE

Any statement provided to the Company pursuant to Article 87 shall for the purposes of that Article be deemed to have been signed by a body corporate if signed by a duly authorised officer who is described in the statement as signing it on behalf of that body corporate

90 RIGHT TO REQUIRE ADDITIONAL INFORMATION

Any notice served on the holder of a share pursuant to Article 87.1.3 may require that where the statement to be provided to the Company reveals that the beneficial owner of that share is a body corporate ("corporate owner") the statement shall also provide the following information

- 90.1 whether any other body corporate is a holding company (within the meaning of section 736 of the Companies Act 1985) or a parent company (within the meaning of section 1162 of the Companies Act 2006) of the corporate owner and if so the name and address of each such holding or parent company and

- 90.2 whether any body corporate or other person (other than any such holding or parent company) is entitled to exercise or control the exercise of one-third or more of the voting power at general meetings of the corporate owner and if so the name and address of each such person

91 WHEN DISENFRANCHISEMENT CEASES TO APPLY

- 91.1 Where the disenfranchisement provisions of Article 87 apply to a particular share they shall cease to apply to that share

- 91.1.1 when the call or such other sum referred to in Article 87.1.1 has been paid in respect of that share and received by the Company, or
91.1.2 when the information and/or statement requested in respect of that share by the notice(s) referred to in Articles 87.1.2 and/or 87.1.3 have been provided to the Company to the satisfaction of the Directors or
91.1.3 from the date as on and from which the Directors determine (pursuant to Article 87) that such provisions shall cease to apply to that share or
91.1.4 when a period of 7 days has expired which commences on the date the Company receives a notice that the share has been sold either through a recognised investment exchange or overseas exchange or as a result of an acceptance of a takeover offer

- 91.2 The disenfranchisement provisions will cease to apply when whichever of the matters referred to in Articles 91.1.2 to 91.1.4 occurs first

92 REGISTRATION OF INFORMATION RECEIVED

For the purposes of section 808 of the Companies Act 2006 any information received by the Company following the service of a notice on a member pursuant to Article 87.1.2 is deemed to have been received by the Company as though the member had been required to provide the information under section 793 of the Companies Act 2006

93 CANCELLATION OF NOTICES

Any notice issued under Articles 87.1.2 or 87.1.3 may be cancelled by the Company at any time

EXERCISE OF MEMBERS' RIGHTS

94 NOMINATION NOTICES

- 94.1 Subject to the provisions of the Statutes a member may send to the Company notice in writing (a "nomination notice") that another person or persons is entitled to enjoy or exercise only the following right in respect of the shares held by such member which are the subject of the notice
94.1.1 the right to receive a copy of all communications that the Company sends to its members generally or to any class of its members (which includes the member making the nomination) including a copy of notice of any general meeting of the Company and the Company's annual accounts and reports for each financial year
- 94.2 The right specified above is to be exercised or enjoyed only by the person nominated and not by the member unless and until the nomination ceases to have effect in accordance with these Articles
- 94.3 A nomination will cease to have effect on the death or bankruptcy of the member or when he is disenfranchised in accordance with Article 87 or when the member ceases to hold the shares to which the nomination relate (by transfer transmission or otherwise) and if relevant in the circumstances referred to in the nomination notice
- 94.4 The Company may prescribe the form and content of nomination notices. Unless the Company prescribes otherwise a nomination notice must
94.4.1 state whether it relates to all the shares which the member concerned holds, or only some of them (and if so to which shares it relates)
94.4.2 state the name and address of the person nominated
94.4.3 specify whether the Company is to send communications in hard copy to the person nominated and include any further information which the Company will need in order to send such communications
94.4.4 specify the date from which the nomination notice is to take effect
94.4.5 specify when other than in the circumstances set out in Article 94.3 the nomination notice is to cease to have effect, and
94.4.6 be executed by or on behalf of the member and the person or persons nominated

95 EFFECT OF NOMINATION NOTICES

- 95.1 Subject to these Articles of Association if the Company receives a nomination notice the Company must give effect to that notice in accordance with its terms.
- 95.2 A nomination notice ceases to have effect in accordance with these Articles and if relevant, its terms
- 95.3 The Company must not give effect to a nomination notice to the extent that it is expressed to take effect before the date on which it is received by the Company
- 95.4 If the Company receives a document which purports to be a nomination notice but which does not contain the information required by Article 94.4 or which is not given in the form prescribed by the Company the Company:
- 95.4.1 may not give effect to it, and
- 95.4.2 may notify the registered member that it is defective (and in what respect it is defective) and that the Company cannot give effect to it in its present form

96 REPRESENTATION OF CORPORATE MEMBERS

Any corporation that is a member of the Company may, by resolution of its directors or other governing body authorise any person or persons to act as its representative(s) at any meeting of the Company or of any class of members. The representative(s) will be entitled to exercise the same powers on behalf of the corporation as if each such representative had been an individual shareholder. The Company will put in place provisions which facilitate the attendance at any meeting of multiple corporate representatives and which enable all of such representatives voting intentions to be recorded. The Directors may but shall not be bound to require evidence of the authority of any person purporting to act as the representative of any such corporation

DIRECTORS

97 NUMBER OF DIRECTORS

Subject to the provisions of Article 117 the Company must have not less than 3 and not more than 15 directors

98 SHARE QUALIFICATION AND RIGHTS CONCERNING GENERAL MEETING

A director need not be a shareholder of the Company but a director who is not a shareholder of the Company is entitled to receive notice of and to attend and speak at all general and class meetings of the Company

99 FEES OF NON-EXECUTIVE DIRECTORS

Fees may be paid out of the funds of the Company to directors who are not managing or executive directors at such rates as the Directors may from time to time determine provided that such fees do not in the aggregate exceed the sum of £250,000 per annum (exclusive of value added tax if applicable) or such other figure as the Company may by ordinary resolution from time to time determine

100 REIMBURSEMENT OF EXPENSES

The directors (including alternate directors) are entitled to be paid out of Company funds all their travelling, hotel and other expenses properly incurred by them respectively in and about the business of the Company including their expenses of travelling to and from Directors meetings, committee meetings or general meetings

101 PAYMENT OF ADDITIONAL REMUNERATION IN SPECIAL CIRCUMSTANCES

Any director who devotes special attention to the business of the Company or otherwise performs services which in the opinion of the Directors are outside the scope of the ordinary duties of a director may be paid additional remuneration to be determined by the Directors or any committee appointed by the Directors

102 A DIRECTOR'S INTERESTS IN CONTRACTS WITH THE COMPANY

- 102.1 A director may hold any other office or employment with the Company (other than the office of auditor) in conjunction with his office of director for such period and on such terms as the Directors may determine
- 102.2 Subject to the provisions of the Statutes, a director or intending director may enter into any contract, arrangement, transaction or proposal with the Company relating to the tenure of any other office or employment referred to in Article 102.1
- 102.3 Any contract, arrangement, transaction or proposal entered into pursuant to Article 102.2 or authorised by the Directors under Article 104 cannot be avoided and a director is not liable to account to the Company for any benefit realised from any such contract, arrangement, transaction or proposal by reason of either holding office as a director or because of the fiduciary relationship established by that office if the director has declared his interest in accordance with the Statutes
- 103 RESTRICTIONS ON A DIRECTOR'S POWER TO VOTE WHERE HE HAS AN INTEREST
- 103.1 Save as provided in this Article 103 or by the terms of any authorisation given by the Directors under Article 104 a director shall not vote as a director in respect of any contract, transaction or arrangement or proposed contract, transaction or arrangement or any other proposal in which he has any interest which conflicts or may conflict with the interests of the Company as defined in Article 104 (other than an interest in shares or debentures or other securities of or otherwise in or through the Company). If he does vote his vote shall not be counted. A director shall not be counted in the quorum present at the meeting in relation to any resolution of the Directors or of a committee of the Directors on which he is debarred from voting
- 103.2 For the purposes of Article 103.1 interests of a person connected with the director are aggregated with the director's interest but interests in shares or debentures or other securities of or connected with the Company are to be disregarded
- 103.3 Provided that a director has no other interest save for that referred to in this Article 103 he shall be entitled to vote as a director and be counted in the quorum in respect of any resolution of the Directors or of a committee of the Directors relating to any of the following matters:
- 103.3.1 the giving of any security, guarantee or indemnity in respect of money lent or obligations incurred by him or by any other person at the request of or for the benefit of the Company or any of its subsidiary undertakings or
- 103.3.2 the giving of any security, guarantee or indemnity in respect of a debt or obligation of the Company or any of its subsidiary undertakings for which the director himself has assumed responsibility in whole or in part under a guarantee or indemnity or by the giving of security or
- 103.3.3 the granting of any indemnity or provision of funding pursuant to Article 192 unless the terms of such arrangement confer upon such director a benefit not generally available to any other director or
- 103.3.4 an offer of shares or debentures or other securities of or by the Company or any of its subsidiary undertakings for subscription or purchase in which offer he is or is to be or may be entitled to participate as a holder of securities or as an underwriter or sub-underwriter or

- 103.3.5 any matters involving or relating to any other company in which he or any person connected with him has a direct or indirect interest (whether as an officer or shareholder or otherwise) provided that he and any persons connected with him are not to his knowledge the holder (otherwise than as a nominee for the Company or any of its subsidiary undertakings) or beneficially interested in one per cent. or more of any class of the equity share capital of such company (or of any third company through which his interest is derived) or of the voting rights available to members of the relevant company (any such interest being deemed for the purpose of this Article to be a material interest in all circumstances) or an arrangement for the benefit of the employees of the Company or any of its subsidiary undertakings which does not award him any privilege or benefit not generally awarded to the employees to whom the arrangement relates or the purchase and/or maintenance of any insurance policy for the benefit of directors or for the benefit of persons including directors.
- 103.3.6
- 103.3.7

- 103.4 A director shall not vote as a director or be counted in the quorum on any resolution concerning his own appointment as the holder of any office or employment with the Company or any company in which the Company is interested including fixing or varying the terms, or the termination of his appointment.
- 103.5 Where proposals are under consideration concerning the appointment (including fixing or varying the terms of appointment) of 2 or more directors to offices or employment with the Company or any company in which the Company is interested, such proposals may be divided and considered in relation to each director separately and in such cases each of the directors concerned (if not debarred from voting under the proviso to Article 103.3.5) shall be entitled to vote (and be counted in the quorum) in respect of each resolution except that concerning his own appointment.
- 103.6 If any question arises at any meeting as to the materiality of a director's interest or the entitlement of any director to vote and the director does not voluntarily agree to abstain from voting the question shall be referred to the chairman of the meeting and his ruling in relation to any director (other than himself) will be final and conclusive unless the nature or extent of the director's interests has not been fairly disclosed. If any such question arises in respect of the chairman, it shall be determined by the Directors (other than the chairman). The Directors' resolution will be final and conclusive unless the nature or extent of the chairman's interest has not been fairly disclosed

104 DIRECTORS' AUTHORISATION OF SITUATIONS IN WHICH A DIRECTOR HAS AN INTEREST

- 104.1 The Directors may subject to the provisions of this Article 104 and Article 105 at any time authorise a director to be involved in a situation in which the director has or may have a direct or indirect interest which conflicts or may conflict with the interests of the Company (a conflict of interest) provided that:
- 104.1.1 in the case of a proposed appointment of a person as a director the Directors authorise the conflict of interest before or at the time the director is appointed to office,
- 104.1.2 in the case of any other director the Directors authorise the conflict of interest at the time the conflict is declared to them in accordance with Article 105,
- 104.1.3 the director subject to the conflict of interest or any other interested director shall not vote and shall not be counted in the quorum in respect of the authorisation given under this Article 104 and if he or any other interested director does vote those votes shall not be counted
- 104.1.4 the Directors may in their absolute discretion impose such terms or conditions on the grant of the authorisation as they think fit and in doing so the Directors will act in such a way in good faith they consider will be most likely to promote the success of the Company
- 104.1.5 a director will not be in breach of his duty under sections 172, 174 and 175 of the Companies Act 2006 or the authorisation given by this Article 104 by reason only that he receives confidential information from a third party relating to the conflict of interest which has been authorised by this Article 104 and either fails to disclose it to the Directors or fails to use it in relation to the Company's affairs and neither will he be in breach of his duty under the said section 175 for anything done or omitted to be done by him in accordance with the provisions of Articles 102 and 103, and
- 104.1.6 where approval to a transaction which falls within Chapter 4 of Part 10 of the Companies Act 2006 is given by members in accordance with that Chapter further authorisation for that transaction by the Directors under this Article 104 is not necessary

- 104.2 For the purposes of this Article 104 conflict of interest includes a conflict of interest and a conflict of duty and a conflict of duties

105 DECLARATION OF DIRECTOR'S INTERESTS IN CONTRACTS

A director who is in any way whether directly or indirectly and whether for himself or through a person connected with him interested in a contract, transaction or arrangement or proposed contract, transaction or arrangement with the Company and where relevant as a consequence of any situation arising from a conflict of interest within the meaning of Article 104, shall declare the nature of his interest in accordance with the Statutes.

106 SHARES HELD BY THE COMPANY

The Directors may exercise the voting powers conferred by shares in any company held or owned by the Company or exercisable by them as directors of any other company as they think fit. This includes exercising voting powers in favour of a resolution appointing any or all of them directors of, or holders of any office or employment in, that other company or voting or providing for the payment of remuneration to the directors of or holders of any such office or employment in such company

MANAGING AND EXECUTIVE DIRECTORS

107 APPOINTMENT OF DIRECTORS TO EXECUTIVE OFFICE

The Directors or any committee appointed by the Directors may for any period and on such terms as they think fit appoint any director to any executive office or employment (other than the office of auditor) in the Company (including, but without limitation, that of chief executive or managing director). They may also authorise any person appointed to be a director to continue in any executive office or employment held by him before he was appointed as director but no service contract or contract for services shall be granted by the Company to any director or proposed director except in accordance with the Statutes.

108 REMUNERATION ETC. OF DIRECTORS APPOINTED TO EXECUTIVE OFFICE

The remuneration and other terms and conditions of appointment of a director appointed to any executive office or employment under the Company shall from time to time (without prejudice to the provisions of any agreement between him and the Company) be fixed by the Directors or by any committee appointed by the Directors. The remuneration may (without limitation) be by way of fixed salary, lump sum, commission on the dividends or profits of the Company (or of any other company in which the Company is interested) or other participation in any such profits or by any combination of them

109 APPLICATION OF RETIREMENT BY ROTATION PROVISIONS TO CHIEF EXECUTIVE

The chief executive for the time being of the Company (whether described as chief executive managing director or by any other title) is subject to the same provisions as to retirement by rotation resignation and removal as the other directors. If for any reason he ceases to hold the office of director he will immediately cease to be chief executive but this will not prejudice any claim he may have for compensation or damages for breach of any agreement he may have with the Company

110 APPLICATION OF RETIREMENT BY ROTATION PROVISIONS TO ALL OTHER EXECUTIVE DIRECTORS

A director holding any other executive office or employment in the Company shall not be exempt from retirement by rotation His executive office or employment shall not come to an end by reason only of him ceasing to be a director but (regardless of any claim he may have for compensation or damages for breach of any agreement he may have with the Company and subject to the provisions of any such agreement) may be ended at any time after he ceases to be a director by resolution of the Directors.

111 DELEGATION TO DIRECTORS HOLDING EXECUTIVE OFFICE

The Directors may on such terms and conditions as they think fit, give a director appointed to any executive office or employment any of the powers exercisable under these Articles by the Directors, other than the power to make calls forfeit shares, borrow money or issue debentures They may give such powers collaterally with or to the exclusion of and in substitution for all or any of the powers of the Directors in that regard and may from time to time revoke, withdraw alter or vary all or any of such powers.

APPOINTMENT AND RETIREMENT OF DIRECTORS

112 VACATION OF OFFICE OF A DIRECTOR

112 1 A director will automatically cease to hold office as a director if

- 112 1 1 he is prohibited by law from being or acting as a director or if he ceases to be a director by virtue of any provision of the Statutes or
- 112 1 2 he resigns in writing and his resignation is left at the Registered Office or delivered to a meeting of the Directors or to the Secretary or if he offers in writing to resign and the Directors resolve to accept his resignation or
- 112 1 3 he becomes bankrupt or applies for an interim order pursuant to section 253 of the Insolvency Act 1986 or enters into any voluntary arrangement within the definition contained in that section or has an interim receiver appointed under section 286 of that Act of all or any part of his property or
- 112 1 4 he is admitted to hospital as a result of an application for admission for treatment under the Mental Health Act 1983 or in Scotland, an application for admission under the Mental Health (Scotland) Act 1960, or
- 112 1 5 a court claiming jurisdiction in matters concerning mental disorder makes an order for his detention or for the appointment of a guardian or for the appointment of a receiver curator bonis or other person (by whatever name called) to exercise powers with respect to his property or affairs or
- 112 1 6 he is absent from meetings of the Directors for 6 successive months without permission from the Directors and his alternate director (if any) has not during such period attended in his place and the Directors have resolved that his office be vacated or
- 112 1 7 he is removed from office in accordance with Article 118 or
- 112 1 8 he is removed from office by notice in writing served upon him and authenticated by all but one of the other directors or
- 112 1 9 he holds any executive office or employment under the Company and that office or employment with the Company is terminated for any reason or expires.

113 NUMBER OF DIRECTORS SUBJECT TO RETIREMENT BY ROTATION

113 1 At each annual general meeting the following directors will retire from office and be eligible for re election

- 113 1 1 any Director who was not elected or re elected at either of the two preceding annual general meetings and
- 113 1 2 such number of the Directors (excluding any director who is required to retire by Article 119) as would when added to the number of directors (if any) retiring in accordance with Article 113 1 1 represent one third of the Directors If one third is not a whole number then subject to Article 113 2, the number of directors to retire is the number nearest to but not exceeding one third

113 2 If at any annual general meeting the total number of directors to be considered for retirement by rotation ("the total number") is less than 3 and the one third calculation in Article 113 1 2 would result in a number which is less than one then the following applies

- 113 2 1 if the total number is two one of those directors shall retire and
- 113 2 2 if the total number is one, that director shall retire

114 SELECTION OF DIRECTORS TO RETIRE BY ROTATION

The directors to retire for the purposes of Article 113 1 2 shall include (so far as necessary to obtain the number required) any director who wishes to retire and not offer himself for re-election Any further directors to retire for the purposes of Article 113 1 2 shall be those of the other directors who are subject to retirement by rotation pursuant to the provisions of that Article for the purposes of the meeting in question and who have at the date of the meeting been longest in office since their last re election or appointment. In the case of persons who became or were last re elected directors on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot

115 RE-ELECTION OR REPLACEMENT OF RETIRING DIRECTORS

At the meeting at which a director retires the members may pass an ordinary resolution to fill the office being vacated by electing the retiring director or some other person eligible for appointment to that office In default the retiring director shall be deemed to have been elected or re elected (as the case may be) unless

- 115 1 at the meeting it is expressly resolved not to fill the vacated office or a resolution for the election or re election of such director is put to the meeting and lost, or
- 115 2 such director has given notice in writing to the Company that he is unwilling to be elected or re elected, or
- 115 3 the default is due to the moving of a resolution in contravention of Article 116 or
- 115 4 such director has attained any retiring age applicable to him as a director The retirement shall not have effect until the conclusion of the meeting except where a resolution is passed to elect some other person in the place of the retiring director or a resolution for his election or re election is put to the meeting and lost. A retiring director who is elected or re-elected or deemed to have been elected or re elected will continue in office without a break.

116 RESOLUTIONS FOR THE APPOINTMENT OF DIRECTORS

116 1 A single resolution for the appointment of 2 or more persons as directors is void unless a resolution that it shall be moved has first been agreed to by the meeting without any vote being given against it.

116 2 At any general meeting no person other than a director retiring at the meeting shall, unless recommended by the Directors for election be eligible for appointment as a director unless not less than 28 nor more than 35 days before the date of the meeting

- 116 2 1 a notice in writing, authenticated by a member (other than the person to be proposed) who is qualified to attend and vote at that meeting containing his intention to propose the person for election and
 - 116 2 2 a notice in writing authenticated by the person proposed as a director of his willingness to be elected
- have both been left at the Registered Office or sent to the Secretary

117 POWER TO ALTER LIMITS ON THE NUMBER OF DIRECTORS

The Company may by ordinary resolution from time to time increase or reduce any limits on the number of directors specified in Article 97 and may also determine in what rotation such increased or reduced number is to go out of office and may make any appointments required for making any such increase

118 REMOVAL OF DIRECTORS BY SPECIAL OR ORDINARY RESOLUTION

118 1 The Company may by special resolution or in accordance with and subject to the provisions of the Statutes, by ordinary resolution at a meeting of which special notice has been given, remove any director from office

118 2 The right to remove a director may be exercised notwithstanding any agreement between the Company and the director but will not affect any claim the director may have for damages for breach of such agreement

118 3 The Company may appoint a substitute in place of the director removed from office The substitute shall for the purposes of Article 113 be treated as if he became a director on the same day as the director in whose place he is appointed was last elected or re elected If the Company does not appoint another person, the vacancy may be filled in accordance with Article 119

119 DIRECTORS' POWER TO APPOINT ADDITIONAL DIRECTORS OR TO FILL CASUAL VACANCIES

119 1 The Directors may appoint any person to be a director either to fill a vacancy or as an additional director but the total number of directors shall not at any time exceed the maximum number (if any) fixed by or in accordance with Article 97 Any director appointed by the Directors shall retire from office at the next annual general meeting and shall then be eligible for election by the members He shall not be taken into account in determining the number of directors who are to retire by rotation at such meeting but shall be deemed to have retired at the meeting for the purposes of Article 115

119 2 Without prejudice to Article 119 1 or Article 124 but subject to the provisions of Article 116, the Company may by ordinary resolution appoint any person to be a director of the Company either to fill a vacancy or as an additional director

ALTERNATE DIRECTORS

120 POWER TO APPOINT ALTERNATE DIRECTORS AND THEIR STATUS

120 1 Any director may at any time appoint any other director or any other person approved by the Directors to be his alternate director and may at any time terminate such appointment Any such appointment or termination shall be in writing and shall be effective when it is delivered to the Registered Office or to a meeting of the Directors

120 2 Any person's appointment as an alternate director ceases if and when the director appointing him vacates his office as director (otherwise than by retirement and re election at the same meeting) It also ceases upon the happening of any event that, if he were a director would cause him to vacate such office

120 3 An alternate director is

- 120 3 1 subject to providing to the Company an address within the United Kingdom at which notices may be served on him, entitled to receive notice of all meetings of the Directors and, if the Directors decide of all meetings of any committee of which the director appointing him is a member
- 120 3 2 entitled to attend and vote as a director at any such meeting at which the director appointing him is not personally present
- 120 3 3 generally at any such meeting entitled to perform all functions of the director appointing him as a director and
- 120 3 4 at any such meeting entitled to one vote for each director for whom he acts as alternate director (in addition to his own vote if he is himself a director) but can be counted only once for the purpose of determining whether a quorum is present

For the purposes of the proceedings at any such meeting the provisions of these Articles shall apply as if the alternate director were a director If the director appointing him is either absent from the United Kingdom or temporarily unable to act through ill health or disability an alternate director's authentication or approval of any resolution in writing of the Directors or of a committee appointed by the Directors shall be as effective as the authentication or approval by the director appointing him

Except as provided for in this Article 120 an alternate director shall not have power to act as a director nor shall he be deemed to be a director for the purpose of these Articles

120 4 An alternate director is entitled to hold any office or place of profit or to contract and be interested in and benefit from contracts or arrangements and to be repaid expenses and to be indemnified to the same extent as if he were a director He shall not be entitled to receive from the Company as alternate director any remuneration except only such part (if any) of the remuneration otherwise payable to the director appointing him as the director may by notice in writing to the Company from time to time direct An alternate director shall not be required to hold any shares in the Company by way of qualification.

120 5 Every person acting as an alternate director is an officer of the Company, and shall alone be responsible to the Company for his own acts and defaults, and he shall not be deemed to be the agent of or for the appointor

PROCEEDINGS OF DIRECTORS

121 DIRECTORS' MEETINGS

121 1 The Directors may meet to despatch business and adjourn and otherwise regulate their meetings as they think fit. A meeting may be called by any director and must be called by the Secretary if a director requests a meeting

121 2 Meetings are called by serving a notice on all the directors. It is not necessary to serve notice on a director who is absent from the United Kingdom but an alternate director acting in his place must, subject to the provisions of Article 121.3, be served with notice A director may prospectively or retrospectively waive his right to receive notice of any meeting

121.3 Notice is deemed to be served if it is given to the director personally or by word of mouth or sent in writing to the director's last known address or any other address given to the Company for this purpose

- 121.4 Questions arising at any meeting shall be determined by a majority vote. If votes are equal the chairman of the meeting shall have a second or casting vote
- 121.5 All or any of the Directors or members of any committee appointed by the Directors can participate in a Directors or committee meeting by means of conference telephone, video teleconference or similar equipment whereby all persons participating can hear each other. Any person participating in a meeting in this way will be deemed to be present in person and subject to the provisions of these Articles and the Statutes will be entitled to vote and be counted in a quorum. A meeting taking place by conference telephone, video teleconference or similar will be deemed to take place either where the largest group of those participating is assembled or if there is no such group, where the chairman of the meeting is.
- 122 QUORUM FOR A BOARD MEETING**
The quorum necessary for the transaction of the business of the Directors may be fixed by the Directors and unless so fixed at any other number shall be 2 of whom one may be an alternate director provided that he is not also a director. A duly convened meeting of the Directors at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions for the time being vested in or exercisable by the Directors.
- 123 RESOLUTIONS IN WRITING**
123.1 A resolution of the Directors may be in writing provided that
123.1.1 it is authenticated or approved by all the Directors (or by all the members of a committee appointed by the Directors) who are in each case entitled to vote on the resolution and present in the United Kingdom,
123.1.2 the approval is in writing and
123.1.3 the number of Directors (or of the committee) referred to in Article 123.1.1 is sufficient to form a quorum
- 123.2 A resolution in writing of the Directors will be as effective as a resolution passed at a duly convened Directors or committee meeting
- 123.3 A resolution in writing of the Directors can consist of several copies of a document, each copy authenticated or approved by one or more of the Directors or committee members
- 123.4 If a director is not present in the United Kingdom or is temporarily unable to act through ill health or disability but has appointed an alternate director who is in the United Kingdom, the alternate director must authenticate or approve the resolution
- 124 POWERS OF DIRECTORS TO ACT NOTWITHSTANDING REDUCTION BELOW MINIMUM NUMBER**
The continuing directors may act notwithstanding any vacancy in their body but if and so long as the number of directors is reduced below the minimum number fixed by or in accordance with these Articles the continuing directors or director may act for the purpose of filling such vacancies or of summoning general meetings, but not for any other purpose. If there are no directors or director able or willing to act then any 2 members may summon a general meeting for the purpose of appointing directors
- 125 APPOINTMENT OF CHAIRMAN**
The Directors may elect a chairman of their meetings and one or more deputy chairmen and determine the period for which each is to hold office. If no chairman or deputy chairman has been elected or if at any meeting neither the chairman nor a deputy chairman is present within 5 minutes after the time appointed for holding the meeting the directors present may choose one of their number to be chairman of the meeting
- 126 APPOINTMENT OF AND DELEGATION OF POWERS TO COMMITTEES**
The Directors may appoint committees consisting of such directors as they think fit and may delegate any of their powers to any such committee (with power to sub-delegate) and may from time to time revoke any such delegation and discharge any such committee wholly or in part. The Directors may co-opt onto any such committee persons who are not directors of the Company and may give such persons voting rights on that committee. The number of co-opted members shall be less than one-half of the total membership of the committee and a resolution of any committee shall not be effective unless a majority of the members of the committee present at the meeting are directors of the Company. Any committee appointed by the Directors shall, in the exercise of delegated powers, conform to any regulations imposed upon it by the Directors
- 127 PROCEEDINGS OF COMMITTEES**
The meetings and proceedings of any committee consisting of 2 or more directors shall be governed by the provisions of these Articles regulating the meetings and proceedings of the Directors so far as these Articles apply and are not superseded by or inconsistent with any regulations made by the Directors under Article 126
- 128 VALIDITY OF ACTS OF DIRECTORS**
All acts done by the Directors or by a committee appointed by the Directors or by any person held out by the Company to be a director will be valid even though
- 128.1 there was some defect in their appointment or continuance in office,
128.2 any of them were disqualified from acting as a director
128.3 any of them have vacated office or
128.4 any of them were not entitled to vote on the matter in question
In any of the above circumstances and in favour only of persons dealing in good faith with the Company all acts will be as valid as if there were no such defects or irregularities of the kind referred to in this Article
- BORROWING POWERS**
- 129 GENERAL POWER OF DIRECTORS TO EXERCISE THE COMPANY'S BORROWING POWERS**
Subject to the provisions of Article 130 the Directors may exercise all the powers of the Company to borrow or raise money to mortgage or charge all or any of its undertaking, property, assets and uncalled capital to issue debentures and other securities, and to give security whether outright or as collateral security for any debt, liability or obligation of the Company, any subsidiary of the Company or of any third party
- 130 RESTRICTIONS ON BORROWING POWERS OF DIRECTORS**
The Directors shall restrict the borrowings of the Company and exercise all voting and other rights or powers of control exercisable by the Company in relation to its subsidiaries (if any) so as to secure (as regards subsidiaries so far as by such exercise they can secure) that the aggregate amount for the time being remaining undischarged of all moneys borrowed by the Group and for the time being owing to persons outside the Group shall not, without the previous sanction of an ordinary resolution of the Company, exceed an amount equal to the greater of 3 times the Adjusted Capital and Reserves and £15,000,000. The certificate of the Auditors for the time being as to the amount of the Adjusted Capital and Reserves at any time shall be conclusive and binding upon all concerned
- 131 MEANING OF BORROWINGS**
131.1 For the purposes of Article 130 the expression "Adjusted Capital and Reserves" shall mean at any material time a sum equal to the aggregate of
131.1.1 the amount paid up or credited as paid up (excluding any premium) on the issued share capital of the Company and
131.1.2 the aggregate amount standing to the credit of the consolidated capital and revenue reserves of the Company and its subsidiaries whether distributable or undistributable (including without limitation any share premium account, capital redemption reserve, property revaluation reserve and profit and loss account) all as shown by the then latest audited accounts of those companies but after
131.1.2.1 excluding any sums set aside for taxation (including deferred taxation)
131.1.2.2 making such adjustments as may be appropriate in respect of any variation in the amount of such paid up share capital or any such reserves subsequent to the relevant balance sheet date. For this purpose share capital allotted or unconditionally agreed to be allotted shall be deemed to have been issued and share capital already called up or payable at any fixed future date within the following 6 months shall be treated as already paid up. If any issue or proposed issue of shares by the Company for cash has been underwritten such shares shall be deemed to have been issued and the amount (including any premium) of the subscription moneys payable in respect of the shares issued (not being moneys payable later than 6 months after the date of allotment) shall to the extent so underwritten be deemed to have been paid up on the date when the issue of such shares was underwritten (or if such underwriting was conditional on the date when it became unconditional)
- 131.1.2.3 making such adjustments as may be appropriate in respect of any distributions declared, recommended or made by the Company or its subsidiaries (otherwise than attributable directly or indirectly to the Company) out of profits earned up to and including the date of the latest audited balance sheet of the Company or subsidiary (as the case may be) to the extent that such distribution is not provided for in such balance sheet
- 131.1.2.4 making such adjustments as may be appropriate in respect of any variation in the interests of the Company in its subsidiaries since the date of the latest audited balance sheet of the Company
(if the calculation is required for the purposes of or in connection with a transaction under or in connection with which any company is to become or cease to be a subsidiary) making all such adjustments as would be appropriate if such transaction had been carried into effect, excluding minority interests in subsidiaries,
131.1.2.7 eliminating all amounts (if any) attributable to goodwill or otherwise attributable to intangible assets shown as such on consolidation
131.1.2.8 excluding such part of the interests of the Company or a subsidiary in an Associated Company (as defined below) which is not a subsidiary of the Company attributable to any post-acquisition undistributed profits and reserves but including such interests at original cost or, if lower book value, and
131.1.2.9 after making such other adjustments (if any) as the Auditors may consider appropriate
- For the purpose of the above "Associated Company" means any company or partnership which shall be treated by the Auditors as an associated company or partnership for the purpose of any Statement of Standard Accounting Practice for the time being in issue relating to accounting for the results of associated companies published by the Accounting Standards Board or other relevant regulatory body
- 131.2 Borrowings for the purpose of Article 130 are deemed to include (to the extent that the same would not otherwise fall to be taken into account)
131.2.1 the principal amount of all debentures of any member of the Group which are not for the time being beneficially owned within the Group
131.2.2 the outstanding amount of the acceptances (not being acceptances of trade bills in respect of the purchase or sale of goods in the ordinary course of trading) by any member of the Group or by any bank or accepting house under any acceptance credit opened on behalf of and in favour of any member of the Group
131.2.3 the nominal amount of any issued and paid up share capital (other than equity share capital) of any subsidiary of the Company not for the time being beneficially owned by other members of the Group
131.2.4 the nominal amount of any other issued and paid up share capital and the principal amount of any other debentures or other borrowed moneys (not being shares or debentures which or borrowed moneys the indebtedness in respect of which is for the time being beneficially owned within the Group) the redemption or repayment of which is guaranteed or wholly or partly secured by any member of the Group and
131.2.5 any fixed or minimum premium payable on final redemption or repayment of any debentures, share capital or other borrowed moneys falling to be taken into account, but do not include
131.2.6 any amounts borrowed by any member of the Group for the purpose of repaying or redeeming (with or without premium) the whole or part of any borrowings falling to be taken into account provided it is intended they will be applied for such purpose within 6 months of being borrowed and only to the extent that they have been applied for that purpose
131.2.7 any amounts borrowed by any member of the Group from bankers or others for the purpose of financing any contract up to an amount not exceeding that part of the price receivable under such contract which is guaranteed or insured by the Export Credits Guarantee Department of the Department of Trade and Industry or by any other governmental department or non-governmental successor fulfilling a similar function or other like institution carrying on a similar business,
131.2.8 any amounts borrowed which are for the time being deposited with HM Revenue & Customs or other body designated by any relevant legislation or order in connection with import deposits or any similar governmental scheme or
131.2.9 moneys borrowed by a company at the time it becomes a subsidiary of the Company for a period of 6 months from the date of its becoming a subsidiary
- 131.3 Any amounts borrowed by a partly-owned subsidiary and not owing to another member of the Group shall be taken into account subject to the exclusion of an amount equal to the minority proportion and moneys borrowed and owing to a partly-owned subsidiary by another member of the Group shall be taken into account to the extent of an amount equal to the minority proportion. For the purposes of this Article 131.3 "minority proportion" means the proportion of the issued equity share capital of the partly-owned subsidiary which is not attributable to the Company

- 131 4 Borrowed moneys of any member of the Group expressed in or calculated by reference to a currency other than sterling shall be converted for the purpose of calculating the sterling equivalent either
- 131 4 1 at the rate of exchange specified in a forward purchase contract, currency option, back-to-back loan, swap or other arrangement taken out or entered into to reduce the risk associated with fluctuations in rates of exchange in respect of repayment of those moneys ("hedging agreement"), or
- 131 4 2 if repayment of those moneys has not been covered by a hedging agreement, at the more favourable to the Company:
- 131 4 2 1 of the rate of exchange used for the conversion of that currency in the relevant balance sheet, or
- 131 4 2 2 if no rate was used the middle market rate of exchange quoted by Barclays Bank plc at the close of business in London on the date of the relevant balance sheet or
- 131 4 2 3 if it would result in a lower figure the middle market rate of exchange quoted by Barclays Bank plc at the close of business in London on the business day immediately preceding the day on which the calculation falls to be made
- 131 5 If immediately prior to a general meeting the restriction on borrowing powers set out in Article 130 has not been exceeded by reference to the immediately preceding audited consolidated balance sheet, the Directors will not be in breach of Article 130 if the restriction on borrowing powers is exceeded immediately after and as a result of any new consolidated balance sheet being laid before the members in general meeting. In such circumstances the Directors must ensure that no later than 6 months after the date of the general meeting the Company has, by ordinary resolution, sanctioned the excess borrowing or that the aggregate amount of outstanding borrowed moneys has been reduced to an amount not exceeding the borrowing restriction
- 131 6 Notwithstanding any other provision of Article 132 the Directors may act in reliance on a bona fide estimate of the amount of the Adjusted Capital and Reserves at any time and if in consequence the limit imposed by this Article is inadvertently exceeded an amount of borrowings equal to the excess may be disregarded until the expiration of 6 months after the date on which, by reason of a determination of the Auditors or otherwise the Directors become aware that the said limit has been inadvertently exceeded as aforesaid
- 132 PROTECTION OF THIRD PARTIES IF RESTRICTIONS ON BORROWING POWERS BREACHED**
No person dealing with the Company or any of its subsidiaries shall by reason of the provisions of Article 130 be concerned to see or inquire whether the limit referred to in Article 130 is observed. No debt incurred or security given in excess of such limit shall be invalid or ineffectual unless the lender or the recipient of the security had express notice at the time the debt was incurred or the security was given that the limit imposed had been or would be exceeded by the incurring of the debt or giving of the security
- GENERAL POWERS OF DIRECTORS**
- 133 MANAGEMENT OF THE BUSINESS**
The business of the Company shall be managed by the Directors. They may exercise all the powers of the Company and do on behalf of the Company all acts which could be exercised and done by the Company and which are not by the Statutes or by these Articles required to be exercised or done by the Company in general meeting. The Directors, in managing the Company are subject to the provisions of the Statutes and of these Articles and to regulations prescribed by the Company by ordinary resolution provided that the regulations are not inconsistent with the provisions of the Statutes and these Articles. No regulation so made by the Company will invalidate any prior act of the Directors which would have been valid if such regulation had not been made. The general powers given by this Article are not limited or restricted by any special authority or power given to the Directors by any other Article
- 134 POWER TO ESTABLISH LOCAL BOARDS ETC**
The Directors may establish any local boards or agencies for managing any of the affairs of the Company, either in the United Kingdom or elsewhere. They may appoint any persons to be members of such local boards or any managers or agents and may fix their remuneration, and may delegate to any local board manager or agent any of the powers, authorities and discretions vested in the Directors (other than their power to make calls for shares, borrow money or issue debentures) with power to sub-delegate and may authorise the members of any local boards or any of them to fill any vacancies on the boards and to act notwithstanding vacancies. Any such appointment or delegation may be made upon such terms and subject to such conditions as the Directors may think fit. The Directors may remove any person so appointed and may annul or vary any such delegation, but no person dealing in good faith will be affected if they have no notice of the annulment or variation. The Directors may exercise all the powers of the Company under sections 39 and 362 of the Companies Act 1985 and the obligations and conditions imposed by both section 39 and section 362 shall be duly observed
- 135 APPOINTMENT OF ATTORNEYS**
The Directors may by power of attorney or otherwise appoint any company, firm, person or group of persons to be the attorney or attorneys of the Company for such purposes and with such powers, authorities and discretions (not exceeding those vested in or exercisable by the Directors under or pursuant to these Articles) and for such period and subject to such conditions as the Directors may think fit. A power of attorney may contain such provisions the Directors may decide on for the protection and convenience of persons dealing with the attorney and may also authorise any such attorney to sub-delegate all or any of the powers, authorities and discretions vested in him. The Directors may remove any person appointed under this Article and may revoke or vary the delegation but no person who deals in good faith and without notice of the revocation or variation shall be affected by it.
- 136 SIGNATURE OF CHEQUES, BILLS ETC**
All cheques promissory notes drafts, bills of exchange and other negotiable or transferable instruments, and all receipts for moneys paid to the Company shall be signed drawn accepted endorsed or otherwise executed as the case may be in such manner as the Directors shall from time to time by resolution determine
- 137 ESTABLISHMENT OF PENSION OR BENEFIT SCHEMES, CLUBS, FUNDS ETC**
- 137 1 The Directors may exercise all the powers of the Company to provide as follows for employees of the Company and of its subsidiaries and companies with which it is associated (together "associated companies")
- 137 1 1 to establish, concur or join in establishing with associated companies, schemes or funds for providing pensions, annuities, sickness or compassionate allowance life assurance benefits donations gratuities or other benefits for employees and to make contributions out of the Company's money to such schemes or funds
- 137 1 2 to pay agree to pay or make grants (revocable or irrevocable and whether subject or not to any terms or conditions) of pensions or other retirement, superannuation death or disability benefits to employees including pensions or benefits in addition to those to which the employees are or may become entitled under any scheme or
- fund referred to in Article 137 1 1. Any pension or benefit may be granted to an employee either before or in anticipation of or on or at any time after his actual retirement as the Directors in their absolute discretion consider to be desirable
- 137 1 3 to procure the establishment and subsidy of or subscription to and support of any institutions, associations, clubs, funds or trusts calculated to be for the benefit of employees or otherwise to advance the interests and well being of the Company its members, or associated companies and
- 137 1 4 to procure the making of payments for or towards the insurance of any employees
- 137 2 For the purposes of this Article 137 "employees" include any director who holds or held office or employment with the Company ex employees of the Company and their spouse civil partner widow, widower or surviving civil partner relatives, families or dependants or any class or classes of such persons.
- 137 3 The Directors may also sanction the exercise of any power conferred upon the Company by section 247 of the Companies Act 2006
- 137 4 The Directors may exercise all the powers of the Company to subscribe or guarantee money for charitable or benevolent objects, or for any exhibition or for any public, general or useful object.
- SECRETARY**
- 138 APPOINTMENT OF SECRETARY**
Subject to section 10(2) of the Companies Act 1985 the Secretary shall be appointed by the Directors for such term, at such remuneration and upon such conditions as they may think fit and any Secretary so appointed may be removed by them. If thought fit, 2 or more persons may be appointed as joint secretaries.
- 139 APPOINTMENT OF ASSISTANT OR DEPUTY SECRETARY**
The Directors may appoint any person to be an assistant or deputy Secretary of the Company. Anything authorised or required by these Articles or by law to be done by or to the Secretary may be done by or to any such assistant or deputy Secretary. Any assistant or deputy Secretary so appointed may be removed by the Directors.
- 140 RESTRICTIONS WHERE DIRECTOR AND SECRETARY ARE ONE AND THE SAME**
Where the Statutes or these Articles require or authorise something to be done by or to a director and the Secretary it must not be done by or to one person acting both as director and as, or in place of, the Secretary
- THE SEAL**
- 141 FORMALITIES CONCERNING USE OF THE SEAL**
The Directors must provide for the safe custody of the Seal. The seal must only be used by the authority of the Directors or of a committee appointed and authorised by the Directors. Every instrument to which the Seal is affixed must be signed by one director whose signature must be attested in the presence of a witness or by one director and the Secretary or some other person appointed by the Directors for the purpose or by 2 directors. As regards any certificates for shares or debentures or other securities of the Company the Directors may by resolution determine that the signatures referred to in this Article shall be dispensed with or fixed by some mechanical or other method or system of applying facsimile signatures
- RESERVES**
- 142 POWER TO CARRY PROFITS TO RESERVE**
Subject to the Statutes the Directors may from time to time set aside out of the profits of the Company and carry to reserve such sums as they think proper. At the discretion of the Directors the reserve shall be applied for any purpose to which the profits of the Company may properly be applied and pending such application may either be employed in the business of the Company or be invested. The Directors may divide the reserve into such special funds as they think fit and may consolidate into one fund any special funds or any parts of any special funds into which the reserve may have been divided. The Directors may also carry forward any profits without placing them to reserve
- DIVIDENDS**
- 143 POWER TO DECLARE DIVIDENDS**
The Company may by ordinary resolution declare dividends. No dividend will be payable except out of the profits of the Company available for distribution in accordance with the provisions of the Statutes or in excess of the amount recommended by the Directors
- 144 APPORTIONMENT OF DIVIDENDS**
- 144 1 Subject to the provisions of the Statutes, and except as otherwise provided by these Articles or by the rights or privileges attached to any shares carrying a preferential or special right to dividends, Company profits will be used to pay dividends on shares in proportion to the amount paid up on each share and will be apportioned and paid pro rata based on the amount paid up in any part of the period when the dividend is paid
- 144 2 No dividends will be paid except out of profits that the Company has determined should be distributed
- 144 3 The provisions of Article 144 1 will not apply to payments made on each share in advance of calls
- 144 4 Notwithstanding Article 144 1 if the terms of issue of a share provide that it will rank for dividend as from or after a particular date or be entitled to dividends declared after a particular date that share will rank for or be entitled to the dividend on that basis.
- 145 DIVIDENDS PAYABLE IN ANY CURRENCY**
Unless the terms of issue of a share provide otherwise dividends may be paid or declared in any currency. The Directors may agree with a member
- 145 1 that dividends declared or which become due on his shares in one currency will be paid or satisfied in another currency
- 145 2 the basis of conversion to be applied
- 145 3 how and when the amount to be paid in the other currency will be calculated and paid and
- 145 4 whether the Company or any other person will bear the costs of conversion
- 146 POWER TO PAY INTERIM AND FIXED DIVIDENDS**
If in the opinion of the Directors the profits of the Company justify such payments, the Directors may

- 146.1 pay the fixed dividends on any class of shares carrying a fixed dividend expressed to be payable on fixed dates on the half yearly or other dates prescribed for payment, and
- 146.2 pay interim dividends of such amounts and on such dates as they think fit. If the Directors act in good faith they shall not incur any liability to the holders of shares conferring preferred rights for any loss they may suffer in consequence of the payment of any interim dividend on any shares having non-preferred or deferred rights.
- 147 SHARE PREMIUM ACCOUNT**
Subject to the provisions of and save as provided by the Statutes, if the Company issues shares at a premium, whether for cash or otherwise, the Directors must transfer a sum equal to the aggregate amount or value of the premiums to an account to be called the share premium account and any amount for the time being standing to the credit of such account shall not be applied in the payment of dividends.
- 148 DIVIDENDS NOT TO BEAR INTEREST**
No dividend or other moneys payable on or in respect of a share shall bear interest as against the Company
- 149 DEDUCTION OF DEBTS DUE TO COMPANY**
The Directors may deduct from any dividend or other moneys payable to any member on or in respect of a share any money payable by him to the Company on account of calls or otherwise in relation to shares in the Company
- 150 RETENTION OF DIVIDENDS AND BONUSES PAYABLE ON SHARES OVER WHICH THE COMPANY HAS A LIEN**
The Directors may retain any dividend or other moneys payable on or in respect of a share on which the Company has a lien and may apply the same in or towards satisfaction of the debts, liabilities or engagements in respect of which the lien exists.
- 151 RETENTION OF DIVIDENDS AND BONUSES WHERE A SECTION 793 NOTICE HAS NOT BEEN COMPLIED WITH**
- 151.1 Subject to the provisions of Article 152 the Directors may also retain any dividend or other moneys otherwise payable on or in respect of shares if
- 151.1.1 a notice has been duly served in respect of the shares pursuant to section 793 of the Companies Act 2006 or any other provision of the Statutes concerning the disclosure of interests in voting shares and
- 151.1.2 the share or shares which were the subject of that notice represented in aggregate at least 0.25 per cent of that class of shares (calculated exclusive of any treasury shares of that class) and
- 151.1.3 the person or persons on whom the notice was served failed to comply with the requirements of that notice within the period for compliance specified in the notice (being not less than 14 days from the date of service of the notice) and remains in default in complying with such notice
- 152 WHEN RIGHT OF RETENTION UNDER ARTICLE 151 CEASES**
- 152.1 If any right of retention has arisen under the provisions of Article 151, it shall cease to apply to those shares if
- 152.1.1 the person or persons on whom the notice referred to in Article 151 was served ceases to be in default in complying with such notice, or
- 152.1.2 the Directors decide (in their absolute discretion) that the right of retention has ceased to apply to those shares or
- 152.1.3 a period of 7 days has expired which commences on the date the Company receives a notice that the share has been sold either through a recognised investment exchange or overseas exchange or as a result of an acceptance of a takeover offer
- 152.2 If and for as long as a person is in default in complying with a notice referred to in Article 151 the consequences of default set out in that Article will also apply (with effect from allotment) to any additional share allotted to that person after service of the notice in right of the shares that were the subject of the notice (including shares allotted on a rights issue or capitalisation issue) as if such additional share had also been the subject of the notice
- 152.3 For the purposes of Article 151 and the provisions of this Article 152 a person shall be deemed to be in default in complying with a notice referred to in those Articles if he fails or refuses to give all the information required by the notice to the satisfaction of the Directors or if he gives information which he knows to be false or if he recklessly gives information which is false
- 153 UNCLAIMED AND RETAINED DIVIDENDS**
All unclaimed and retained dividends may be invested or otherwise made use of by the Directors as they shall think fit for the benefit of the Company until such dividends are claimed or cease to be liable to retention under these Articles and if the Directors do so the Company will not be constituted a trustee of any such retained dividends. Any dividend remaining unclaimed or retained in accordance with these Articles for twelve years from the date the dividend becomes due for payment will after that date, be forfeited and will revert to the Company
- 154 PAYMENT OF DIVIDENDS IN SPECIE**
With the sanction of an ordinary resolution of the Company all or any part of a dividend can be paid by the distribution of specific assets and the Directors must give effect to such ordinary resolution. If any difficulty arises on such a distribution the Directors can settle it as they think fit and in particular they can.
- 154.1 issue fractional certificates
- 154.2 fix the value of all or part of the assets for distribution purposes,
- 154.3 determine that cash payments are made to members based on the value of the assets in order to adjust the rights of members, and
- 154.4 vest any assets in trustees.
- 155 RECEIPTS BY JOINT HOLDERS**
If 2 or more persons are registered as joint holders of any share or are entitled jointly to a share in consequence of the death or bankruptcy of the holder, any one of them may give an effective receipt for any dividend or other moneys payable on or in respect of the share, and payment of dividends in accordance with Article 157 may be made to any one of them. The provisions of this Article 155 are, in the case of persons entitled jointly to a share in consequence of the death or bankruptcy of the holder subject to Article 53
- 156 METHOD OF PAYMENT OF CASH DIVIDENDS**
- 156.1 Any dividend or other moneys payable in cash on or in respect of a share may be paid by cheque, warrant, similar financial instrument or by such bank or other funds transfer system as the Directors consider appropriate or in the case of shares held in uncertificated form by means of a relevant system
- 156.2 A cheque, warrant or similar financial instrument must be sent by post to a member at his registered address, or to any other person or persons entitled to the share in consequence of the death or bankruptcy of the holder and/or to any other address which the member or person authorises in writing. The cheque, warrant or similar financial instrument must be made payable to the person to whom it is sent, or to any person nominated in writing by the holder, joint holders or the person or persons entitled to it.
- 157 PAYMENT AS GOOD DISCHARGE**
Payment of a cheque, warrant or similar financial instrument by the banker upon whom it is drawn or debiting of the Company's account in respect of a bank or funds transfer or in the case of shares in uncertificated form, the making of payment in accordance with the facilities and requirements of a relevant system shall be a good discharge to the Company
- 158 CHEQUES ETC TO BE AT SOLE RISK**
Every cheque, warrant, bank or funds transfer or payment made by any other method will be sent at the sole risk of the person entitled
- 159 RIGHT TO STOP SENDING DIVIDEND WARRANTS BY POST**
- 159.1 Notwithstanding Article 156 or any authorisation given to the Company the Company may stop sending dividend cheques or warrants by post in relation to a share if
- 159.1.1 dividend cheques or warrants have been sent by post and returned undelivered or left uncashed during the periods for which the same are valid on 2 consecutive occasions or
- 159.1.2 a dividend cheque or warrant has been sent by post to the registered address of the member or other person entitled to the dividend on that share and returned undelivered or left uncashed during the period for which the same are valid and reasonable enquiries have failed to establish any new address for such member or person
- 159.2 The Company must recommence sending cheques or warrants (or using another method of payment) in respect of dividends if the member or other person entitled to the dividend claims the arrears of dividend and does not instruct the Company to pay future dividends in some other way
- 160 POWER TO SPECIFY RECORD DATES**
Any resolution which declares or resolves to pay a dividend on shares of any class whether a resolution of the Company in general meeting or a resolution of the Directors may specify that the dividend is payable to the persons registered as the holders of the shares at the close of business on a particular date. That date can be prior to the date on which the resolution is passed. In that case the dividend will be payable in accordance with the respective registered shareholdings notwithstanding any subsequent transfer or transmission of the shares. The provisions of this Article do not prejudice the rights to dividends or other benefits as between the transferors and transferees of any such shares. The provisions of this Article will also apply to capitalisations that are effected under Article 162
- SHARES IN LIEU OF DIVIDEND**
- 161 POWER TO OFFER SHARES IN LIEU OF CASH DIVIDENDS**
- 161.1 With the sanction of an ordinary resolution of the Company the Directors may offer holders of ordinary shares the right to elect to receive additional ordinary shares ("new ordinary shares") which are fully paid up instead of all or part of a cash dividend
- 161.2 The ordinary resolution may specify
- 161.2.1 the terms and conditions on which the offer is made,
- 161.2.2 the method by which the shareholders elect to receive the new ordinary shares and
- 161.2.3 that the right to elect to receive the new ordinary shares is in respect of a particular dividend and/or the whole or part of all or any dividends declared or paid in a specified period which must not end later than the end of the fifth annual general meeting following the date on which the ordinary resolution is passed
- 161.3 The Directors must provide the ordinary shareholders with a form of election approved by the Directors and notify them in writing
- 161.3.1 of their right to elect to receive the new ordinary shares
- 161.3.2 of the procedure to be followed in order to exercise the right and
- 161.3.3 of the place at which and the latest date and time by which completed forms of election have to be lodged in order to be effective
- 161.4 The holders of ordinary shares who elect to receive the new ordinary shares will be entitled to such whole number of new ordinary shares as is as nearly as possible equal in value to the amount of the cash dividend they would otherwise have received. The value of each new ordinary share will be calculated on the basis of its market value
- For the purposes of this Article 161 "market value" means the middle market quotation for ordinary shares as derived from the AIM Appendix to the Daily Official List of the London Stock Exchange plc on the last practicable business day before the notice is sent to shareholders.
- Following an election in accordance with this Article 161 the dividend or part of a dividend will not be payable on the ordinary shares for which the holder has elected to receive new ordinary shares. Instead the Directors shall capitalise a sum equal to the aggregate nominal value of the new ordinary shares to be allotted. The sum to be capitalised can be taken from the Company's undivided profits not required for paying preferential dividends (whether or not they are available for distribution) or from any sum in the Company's share premium account or capital reserves (including capital redemption reserves). The capitalised sum shall be used to pay up the new ordinary shares in full and the new ordinary shares will then be allotted and distributed to the holders on the basis set out in this Article 161.4. The provisions of this Article 161 will be subject to any right the Directors may have under these Articles to retain any dividends or any other moneys payable on or in respect of any particular share or shares
- 161.5 The Directors' right to capitalise under Article 161.4 applies notwithstanding any other rights to capitalise any sums given to them by these Articles.
- 161.6 The Directors may at their discretion make any rights of election offered pursuant to this Article subject to such exclusions or arrangements as they may consider necessary or expedient to deal with any legal or other difficulties which would or may otherwise arise under the laws of, or the requirements of any recognised investment exchange, recognised regulatory body or any stock exchange in any territory
- 161.7 The new ordinary shares will at the time they are issued rank equally in all respects with the existing issued fully paid ordinary shares except that they will not be entitled to share in the dividend in relation to which the relevant election was made
- 161.8 The Directors may provide as they think fit for any fractions of new ordinary shares, including provisions to retain and accumulate them on behalf of any holder of ordinary shares and to use the retained fractions either for the allotment of fully paid ordinary shares by way of capitalisation to the holder or for a cash subscription of fully paid ordinary shares on behalf of the holder

CAPITALISATION OF PROFITS AND RESERVES

162. POWER TO CAPITALISE PROFITS AND RESERVES

- 162.1 With the sanction of an ordinary resolution of the Company, the Directors may
- 162.1.1 resolve to capitalise any undistributed profits (whether available for distribution or not) of the Company which are not required for paying any preferential dividend or any sum in the Company's share premium account or capital reserves ("capitalised sum")
- 162.1.2 appropriate the capitalised sum to the members who would have been entitled to it if it were distributed by way of dividend and in proportion to the amount of dividend to which they would have been entitled
- 162.1.3 apply the capitalised sum either to pay amounts unpaid on members partly paid shares or to pay up in full any unissued shares or debentures and allot the shares or debentures credited as fully paid to the members in proportion to their existing holdings or partly in one way and partly in the other,
- 162.1.4 resolve that any shares allotted in respect of any partly paid ordinary shares shall so long as the shares remain partly paid rank for dividends only to the extent that the partly paid ordinary shares rank for dividend,
- 162.1.5 make provision by the issue of fractional certificates or by payment in cash or otherwise for shares or debentures which become distributable under this Article 162 in fractions
- 162.1.6 authorise any person to enter into an agreement with the Company on behalf of the members which provides for the allotment to the members of fully paid shares or debentures in accordance with Article 162.1.3. The Directors' authorisation is binding on all members and
- 162.1.7 generally do anything which is required to give effect to such ordinary resolution of the Company
- 162.2 The share premium account, the capital redemption reserves and any reserves not available for distribution may, for the purposes of this Article 162 only be applied to pay up unissued shares which are to be allotted to members as fully paid

MINUTES AND BOOKS

163. REQUIREMENTS CONCERNING MINUTES

- The Directors shall cause minutes to be made in books to be provided for the purpose
- 163.1 of all appointments of officers made by the Directors
- 163.2 of the names of the directors present at each meeting of the Directors and of any committee appointed by the Directors and
- 163.3 of all resolutions and proceedings at all meetings of the Company and of any class of members of the Company and of the Directors and of committees appointed by the Directors. Minutes of proceedings of the Directors shall be kept for at least ten years from the date of the meeting
- Any such minutes purportedly signed either by the chairman of the meeting at which the appointments were made or Directors were present or resolutions were passed or proceedings held (as the case may be) or by the chairman of the next succeeding meeting of the Company or the Directors or committee (as the case may be) shall be sufficient evidence (without any further proof) of what is stated in the minutes.

164. REQUIREMENTS CONCERNING REGISTERS

- The Directors shall ensure that the Company complies with the provisions of the Statutes with regard to
- 164.1 the registration of charges
- 164.2 the keeping of a register of members, a register of directors and secretaries, a register of charges, a register of directors' interests and a register for recording information relating to interests in the share capital of the Company
- 164.3 the production and furnishing of copies of or extracts from the registers referred to in Article 163.2, and
- 164.4 keeping and making available for inspection copies and memoranda of directors' service contracts
165. FORM OF REGISTERS
- Any register, index, minute book, book of account or other book required by these Articles or the Statutes to be kept by or on behalf of the Company may be kept either by making entries in bound books or by recording them in any other manner. In any case in which bound books are not used the Directors shall take adequate precautions for guarding against falsification and for facilitating its discovery

ACCOUNTS

166. COMPLIANCE WITH STATUTES

- The Directors shall ensure that the Company complies with the provisions of the Statutes with regard to the keeping of accounting records

167. RIGHTS TO INSPECT BOOKS

- The accounting records will be kept at the Registered Office, or at any other place within Great Britain that the Directors decide on. The accounting records will always be open to the inspection of the Directors. No member (other than a director) shall have any right to inspect any account or book or document of the Company unless the right is conferred by statute or authorised by the Directors

168. PRESENTATION OF ACCOUNTS ETC. TO MEMBERS

- The Directors shall from time to time in accordance with the provisions of the Statutes cause to be prepared and to be laid before a general meeting of the Company such profit and loss accounts, balance sheets, group accounts (if any) and reports which by law must be attached to them (together for the purposes of this Article and Article 169 "accounts") as may be necessary

169. RIGHTS TO RECEIVE COPIES OF ACCOUNTS

- 169.1 A copy of the accounts must be sent to every member and debenture holder of the Company and to every other person who is entitled to receive notices of meetings under the requirements of the Statutes or these Articles
- 169.2 The copies of the accounts must be sent not less than 21 clear days before the date of the meeting
- 169.3 The copies of the accounts do not need to be sent to
- 169.3.1 more than one of joint holders,
- 169.3.2 holders who are sent a summary financial statement in accordance with section 456 of the Companies Act 2006, or
- 169.3.3 a person for whom the Company does not have an address but any of the above are entitled to receive free copies of the accounts if they apply to the Registered Office

- 169.4 If any of the Company's shares, debentures or other securities are listed, quoted or dealt in any recognised investment exchange, sufficient copies of the accounts must be sent to the appropriate officer of the relevant recognised investment exchange as may for the time being be required under its regulations or practice

AUDITORS

170. COMPLIANCE WITH STATUTES

- The provisions of the Statutes as to the appointment, powers, rights, remuneration and duties of the Auditors shall be complied with

171. VALIDITY OF ACTS OF AUDITORS

- Subject to the provisions of the Statutes, all acts done by any person acting as an auditor shall, as regards all persons dealing in good faith with the Company, be valid even though there may have been some defect in his appointment or he was at the time of his appointment not qualified for appointment

172. AUDITORS' ENTITLEMENT CONCERNING GENERAL MEETINGS

- The Auditors shall be entitled to attend any general meeting and to receive all notices of and other communications relating to any general meeting which any member is entitled to receive, and to be heard at any general meeting on any part of the business of the meeting which concerns them as auditors and the provisions of Article 60 relating to the sending of notices in electronic form or by means of a website apply to notices of meeting sent under this Article 172

NOTICES AND DOCUMENTS

173. SERVICE OF NOTICES AND DOCUMENTS

- 173.1 Subject to the provisions of the Statutes, and provided that the Company has complied with all applicable regulatory requirements, any notice or document may be served on or delivered to any member by the Company
- 173.1.1 personally or
- 173.1.2 by post addressed to the member at his registered address or (if he has no registered address within the United Kingdom) to the address, if any, within the United Kingdom supplied by him to the Company as his address for the service of notices or documents, or
- 173.1.3 in electronic form or
- 173.1.4 by making them available on a website

If a notice or other document is sent by post, it shall be deemed to be served or delivered 24 hours after posting as first class post or 48 hours after posting as second-class post. In proving service or delivery it shall be sufficient to prove that the cover containing the notice or document was properly addressed, stamped and posted

- 173.2 Any notice or document sent in electronic form shall be deemed to be served or delivered on the day of transmission. Proof that a notice or other document sent in electronic form was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that notice was given

- 173.3 Any notice or document served or delivered by making it available on a website, shall be deemed to be served or delivered when it is first made available on the website or, if later, when the member received or was deemed to have received notice of the fact that the document or notice was available on the website

DOCUMENTS SENT IN ELECTRONIC FORM OR BY MEANS OF A WEBSITE

174. DOCUMENTS SENT BY THE COMPANY IN ELECTRONIC FORM

- 174.1 Subject to any requirement of the Statutes and provided that the Company has complied with all applicable regulatory requirements, the Company may send any documents or notices to its members in electronic form and such documents or notices will be validly sent provided that
- 174.1.1 the member has agreed (generally or specifically) (or in the case of a company is deemed to have agreed by a provision in the Statutes) that documents or notices can be sent in electronic form,
- 174.1.2 the documents are documents to which the agreement applies, and
- 174.1.3 copies of the documents are sent in electronic form to the address notified by the member to the Company for that purpose

175. DOCUMENTS COMMUNICATED BY THE COMPANY BY MEANS OF A WEBSITE

- 175.1 Subject to any requirement of the Statutes and provided that the Company has complied with all applicable regulatory requirements, the Company may send documents or notices to its members by means of a website and any such documents or notices will be validly sent provided that
- 175.1.1 the member has expressly agreed (generally or specifically) that documents or notices may be sent by means of a website to him or he has been asked (individually) to agree that documents and notices can be sent by means of a website and the Company has received no response to that request within 28 days from the date on which the request was sent, and
- 175.1.2 the documents are documents to which the agreement applies, and
- 175.1.3 the member is notified of the presence of the documents on the website, the address of the website, the place on the website where the documents may be accessed and how they may be accessed
- 175.2 Documents must be available on the website for a period of not less than 28 days from the date of notification unless the Statutes make provision for any other time period
- 175.3 If the documents are published on the website for a part only of the period of time referred to in Article 175.2, they will be treated as being published throughout the period if the failure to publish throughout that period is wholly attributable to circumstances which it would not be reasonable to have expected the Company to prevent or avoid
176. RIGHT TO HARD COPIES
- Where the Company sends documents to members otherwise than in hard copy form, any member can require the Company to send him a hard copy version and the Company must do so free of charge and within 21 days of the date of the member's request.
177. DOCUMENTS SENT TO THE COMPANY
- 177.1 Where the Statutes permit documents to be sent to the Company, only such documents as are specified by the Company may be sent to the Company in electronic form to the address specified by the Company for that purpose
- 177.2 If the document in electronic form is sent by hand or by post, it must be sent to the Company's Registered Office
- 177.3 A document sent to the Company in electronic form is sufficiently authenticated if the identity of the sender is confirmed in the way the Company has specified

- 178 DOCUMENTS SENT TO JOINT HOLDERS**
In the case of joint holders of a share all documents shall be sent to the joint holder (if any) described in the Register as having an address for service in the United Kingdom and who is named first in the Register. Notice so sent shall be treated as sufficient notice to all the joint holders. Where the Statutes or these articles require agreement of a member to electronic means of communication or website communication [each joint holder must separately give their agreement][the holder who is named first in the Register may give agreement on behalf of both joint holders]
- 179 DEATH OR BANKRUPTCY OF A MEMBER**
179.1 Subject to the provisions of Article 53 and 180 a person entitled to a share as a result of the death or bankruptcy of a member is entitled to service or delivery of any notice or document to which the member would have been entitled provided that he has supplied to the Company
179.1.1 evidence reasonably required by the Directors to show his title to the shares and
179.1.2 an address for service within the United Kingdom
- 179.2 Service or delivery in accordance with Article 179.1 will be deemed to be sufficient service on or delivery to any person who is interested in the shares whether jointly with or claiming through or under the person entitled under Article 179.1
- 179.3 Except as provided for in Articles 179.1 and 179.2 any notice or document delivered or sent by post or in electronic form to or left at the registered address of any member named on the Register shall be deemed to have been duly served or delivered despite the member's death or bankruptcy and whether or not the Company had notice of his death or bankruptcy
- 180 MEMBERS WITH ADDRESSES OUTSIDE THE UK**
A member who has no registered address within the United Kingdom and has not supplied to the Company an address within the United Kingdom for service of notices or an address to which notices may be sent in electronic form shall not be entitled to receive notices or documents from the Company
- 181 ATTENDANCE AT MEETING TO SIGNIFY RECEIPT OF NOTICE**
Any member present, either personally or by proxy, at any meeting of the Company or class of members of the Company is deemed to have received notice of such meeting and if required of the purposes for which the meeting was called
- 182 SUSPENSION OF POSTAL SERVICES**
If at any time postal services in the United Kingdom are suspended or curtailed for whatever reason and the Company is unable effectively to convene a general meeting a general meeting may be convened by a notice advertised in at least one national daily newspaper. The notice in the national newspaper shall be deemed to have been duly served on all members at noon on the day when the advertisement appears. In any such case the Company must send confirmatory copies of the notice in writing at least 7 days before the meeting if it becomes practicable to do so
- 183 NOTICE BY ADVERTISEMENT**
Any notice which must be given to members and which is not expressly provided for by these Articles or the Statutes shall be sufficiently given if given by advertisement. The notice shall be advertised once in at least one national daily newspaper and shall be deemed to have been duly served on all members at noon on the day when the advertisement appears
- 184 RECORD DATES FOR SERVICE**
Any notice or other document may be served or delivered by the Company by reference to the Register as it stands at any time not more than 21 days before the date of service or delivery. No change in the Register after that time will invalidate that service or delivery. If any notice or other document is served on or delivered to any person in respect of a share in accordance with these Articles a person deriving any title or interest in that share shall not be entitled to any further service or delivery of that notice or document. That person will be bound by every notice (unless otherwise provided by these Articles) in respect of such shares which before his name and address are entered in the Register has been duly given to the person from whom he derives his title
- 185 SIGNATURE OF NOTICE**
The signature to any notice to be given by the Company may be written or printed
- UNTRACED SHAREHOLDERS**
- 186 MEMBERS ETC WITH NO VALID REGISTERED ADDRESS NEED NOT BE SENT NOTICES ETC**
186.1 Without prejudice to the provisions of Article 159 if any member's registered address or (if he has no registered address within the United Kingdom) the address, if any, supplied by him to the Company as his address for service in the United Kingdom ("address for service") appears to the Directors to be incorrect or out of date
186.1.1 the Directors may resolve to treat the member as if he had no registered address or address for service if notices or other documents sent to his registered address or address for service (as the case may be) have been returned undelivered on at least 2 consecutive occasions or if following one such occasion reasonable enquiries have failed to establish his new address for service and
186.1.2 subject to the passing of the Directors' resolution, the Company will not be obliged to send the member notices of meetings or copies of the documents referred to in Article 169 until he has supplied a new registered address or address for service
- 186.2 The provisions of this Article 186 also apply to any address number or location supplied by a member for the purposes of documents or notices sent in electronic form
- 187 POWER OF COMPANY TO SELL SHARES OF UNTRACED MEMBERS**
187.1 Subject to the Statutes, the Company may sell at the best price reasonably obtainable any share provided that
187.1.1 for a period of 12 years no cheque or warrant sent by the Company through the post in a prepaid envelope addressed to the member or to a person entitled by transmission to the share to either his address on the Register or his last known address, has been cashed and no communication has been received by the Company from the member or the person entitled by transmission and
187.1.2 no less than 3 dividend warrants have been sent by post to the address referred to in Article 187.1.1 in the 12 year period referred to in that Article and
187.1.3 the Company has at the end of the 12 year period given notice of its intention to sell the share by advertising in both a national daily newspaper and in a newspaper circulating in the area in which the address referred to in Article 187.1.1 is located and
187.1.4 the Company has not during the further period of 3 months after the date of the advertisement and prior to the exercise of the power of sale received any communication from the member or person entitled by transmission
- 187.2 If during the 12 year period referred to in Article 187.1.1 further shares have been allotted in right of those held at the beginning of the period or of any previously allotted during such period and all the requirements of Articles 187.1.1 to 187.1.4 inclusive have been satisfied in regard to the further shares the Company may also sell those further shares.
- 187.3 If any share referred to in Article 187.1.3 is sold, the Directors may appoint some person to execute or otherwise effect a transfer of the share or shares in the name and on behalf of the registered holder or the person (if any) entitled by transmission to the share or shares. The Directors may enter the purchaser's name in the Register as holder. The purchaser will not be obliged to see how the purchase money is applied and his title to the shares will not be affected if the transfer was irregular or invalid in any way. After the purchaser's name is entered in the Register the validity of the sale cannot be impeached by any person and the remedy of any person aggrieved by the sale will be in damages only and only against the Company. The Company must account to the member or other person entitled to the share for the net proceeds of sale and will be deemed to be his debtor and not a trustee for him in respect of the sale. Any moneys not accounted for must be transferred to a separate account and will be a permanent debt of the Company but may either be employed in the business of the Company or invested in such investments (other than shares of the Company or its holding company if any) as the Directors may from time to time think fit
- WINDING UP**
- 188 DISTRIBUTION OF ASSETS BY LIQUIDATOR**
Subject to the provisions of the Statutes and to any special rights for the time being attached to any class of shares on a return of assets on liquidation or otherwise the surplus assets of the Company remaining after payment of its liabilities shall be distributed in proportion to the amounts paid up or deemed to be paid up on the ordinary shares of the Company then in issue
- 189 POWERS OF LIQUIDATOR**
If the Company is wound up (whether the liquidation is voluntary, under supervision or by the court) the liquidator may, with the authority of a special resolution, divide among the members whose names are entered on the Register at the date of winding up in specie or kind the whole or any part of the assets of the Company. Whether or not the assets consist of property of one kind or of different kinds the liquidator can set such value as he deems fair upon any one or more class or classes of property and can determine how such division is carried out as between such members or different classes of members. If any such division shall be other than in accordance with the existing rights of such members every member shall have the same right of dissent and other ancillary rights as if the resolution were a special resolution passed in accordance with section 110 of the Insolvency Act 1986. The liquidator may also with the authority of a special resolution, vest any part of the assets in trustees upon such trusts for the benefit of such members as the liquidator thinks fit. The liquidation of the Company may then be closed and the Company dissolved but no contributory shall be compelled to accept any shares or other property in respect of which there is a liability
- DESTRUCTION OF DOCUMENTS**
- 190 CIRCUMSTANCES IN WHICH COMPANY MAY DESTROY CERTAIN DOCUMENTS**
190.1 Subject to the Statutes the Company may destroy
190.1.1 all forms of transfer which have been registered at any time after 6 years from the date of registration
190.1.2 all dividend mandates and any variations or cancellations of the mandates and all notifications of change of address at any time after 2 years from the date they are recorded
190.1.3 all share certificates which have been cancelled at any time after one year from the date of cancellation
190.1.4 all paid dividend warrants and cheques at any time after one year from the date of actual payment
190.1.5 all proxy appointments which have been used for the purpose of a poll at any time after one year from the date of such use. In the case of proxy appointments which are used for the purpose of a poll at an adjourned meeting as well as at the original meeting the period of one year shall commence on the date they are last used
190.1.6 all proxy appointments which have not been used for the purpose of a poll at any time after one month from the end of the meeting (or any adjournment) to which the proxy appointments relates and
190.1.7 any other document on the basis of which any entry in the Register has been made, at any time after 6 years from the date on which an entry in the Register was first made in respect of it
- 190.2 If the Company destroys a document in accordance with Article 190.1 it will be conclusively presumed in favour of the Company that
190.2.1 every entry in the Register which is purported to have been made on the basis of a destroyed document was properly made
190.2.2 every destroyed instrument of transfer was a properly registered valid and effective instrument
190.2.3 every destroyed share certificate was valid and effective and properly cancelled
190.2.4 every other document referred to in Article 190.1 was a valid and effective document and in accordance with its recorded particulars in the books or records of the Company and
190.2.5 every destroyed paid dividend warrant and cheque was duly paid
- 190.3 The provisions of this Article 190 shall apply only to documents destroyed in good faith and if the Company has not been given express notice of any claim to which the document might be relevant
- 190.4 Nothing contained in this Article 190 shall impose any liability on the Company if documents are destroyed before the times set out in Article 190.1 or in any case where the conditions of Article 190.3 are not fulfilled
- 190.5 References in this Article 190 to the destruction of any document include references to its disposal in any manner
- SECRECY**
- 191 MEMBERS NOT ENTITLED TO INFORMATION WHICH THE DIRECTORS CONSIDER WOULD BE INAPPROPRIATE TO COMMUNICATE TO THE PUBLIC**
If the Directors think it would not be expedient in the interests of the Company to communicate information to the public, no member or general meeting or other meeting of members is entitled to require discovery of or any information relating to the Company's trading or the trading of any of its subsidiaries or any matter that is or may be in the nature of a trade secret or secret process or that may relate to the conduct of the business of the Company or any of its subsidiaries

INDEMNITY

192 INDEMNIFICATION OF DIRECTORS AND OTHER OFFICERS

- 192 1 Subject to the provisions of and so far as may be permitted by the Statutes but without prejudice to any indemnity to which the person concerned may be otherwise entitled [the Company may indemnify] every director alternate director [former director] [Secretary or other officer] of the Company (other than any person (whether an officer or not) engaged by the Company as auditor) [shall be indemnified by the Company] against all costs, charges losses, expenses and liabilities incurred by him in the execution and discharge of his duties or the exercise of his powers or otherwise in relation to or in connection with his duties powers or office as a director of the Company for any other member of the Group including any liability which may attach to him in respect of any negligence default breach of duty or breach of trust in relation to anything done or omitted to be done or alleged to have been done or omitted to be done by him as a director [and any such liability incurred by him in connection with the Company's activities as trustee of an occupational pension scheme as defined in section 235(6) of the Companies Act 2006] provided that such indemnity shall not apply in respect of any liability incurred by such director [or former director]
- 192 1 1 to any member of the Group or an associated company or
- 192 1 2 to pay a fine imposed in criminal proceedings or
- 192 1 3 to pay a sum payable to a regulatory authority by way of a penalty in respect of non compliance with any requirement of a regulatory nature (however arising) or
- 192 1 4 in defending any criminal proceedings in which he is convicted or
- 192 1 5 in defending any civil proceedings brought by any member of the Group or any associated company in which judgement is given against him, or
- 192 1 6 in connection with any application under any of the following provisions in which the court refuses to grant him relief namely
- (a) section 144(3) or (4) of the Companies Act 1985 (acquisition of shares by an innocent nominee) or
- (b) section 1157 of the Companies Act 2006 (general power to grant relief in case of honest and reasonable conduct)
- 192 2 The Directors may purchase and maintain at the cost of the Company insurance cover for or for the benefit of every director alternate director [former director] Secretary or other officer of the Group or of any associated company against any liability which may attach to him in respect of any negligence default breach of duty or breach of trust by him in relation to the Group or such associated company, including anything done or omitted to be done or alleged to have been done or omitted to be done by him as a director alternate director, Secretary or other officer of the Group or any such associated company
- 192 3 Subject to the provisions of and so far as may be permitted by, the Companies Act 2006 the Company shall be entitled to fund the expenditure of every director alternate director [former director] Secretary or other officer of the Company incurred or to be incurred
- 192 3 1 in defending any criminal, civil or regulatory proceedings in connection with any alleged negligence default, breach of duty or breach of trust by such director, Secretary or other officer in relation to the Group or any associated company or
- 192 3 2 in connection with any application under sections 144(3) 144(4) or 1157 of the Companies Act 2006 provided that any director or alternate director will be obliged to repay such amounts no later than
- 192 3 3 in the event of the director being convicted in the proceedings the date when the conviction becomes final or
- 192 3 4 in the event of judgment being given against him in proceedings the date when the judgment becomes final or
- 192 3 5 in the event of the court refusing to grant him relief on the application the date when the refusal of relief becomes final
- 192 4 For the purposes of this Article 192 the reference to any conviction, judgement or refusal of relief is a reference to the final decision in proceedings A conviction judgement or refusal of relief becomes final
- 192 4 1 if not appealed against at the end of the period for bringing an appeal or
- 192 4 2 if appealed against at the time when the appeal (or any further appeal) is disposed of (ie if it is determined and the period for bringing a further appeal has ended or if it is abandoned or otherwise ceases to have effect)

WorkPlace Systems International plc

Precedent Drive, Rooksley, Milton Keynes MK13 8PP

t +44 (0)1908 242 042 f +44 (0)1908 201 148

w: www.workplacesystems.com