### **FILE COPY**



# CERTIFICATE OF INCORPORATION OF A PRIVATE LIMITED COMPANY

Company No. 4281749

The Registrar of Companies for England and Wales hereby certifies that OFFICE & COMMERCIAL RELOCATION LIMITED

is this day incorporated under the Companies Act 1985 as a private company and that the company is limited.

Given at Companies House, Cardiff, the 5th September 2001



\*N04281749M\*





Please complete in typescript, or in bold black capitals.

#### Declaration on application for registration

CHFP000	
Company Name in full	OFFICE & COMMERCIAL RELOCATION LIMITED
١, [	John Carter, being a duly authorised signatory
of (	TEMPLES (PROFESSIONAL SERVICES) LIMITED
† Please delete as appropriate.	do solemnly and sincerely declare that I am a † [Solicitar angage: kinxles formation of the company] [person named as director or secretary of the company in the statement delivered to the Registrar under section 10 of the Companies Act 1985] and that all the requirements of the Companies Act 1985 in respect of the registration of the above company and of matters precedent and incidental to it have been complied with.
	And I make this solemn Declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1835.
Declarant's signature	Icarter
Declared at	48 Eastern Esplanade, Broadstairs, Kent
On	Day Month Year  O 4 0 9 2 0 0 1
Please print name.     before me	A. Parkes
Signed	Date 4-9-01  1A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor
Please give the name, address,	-
telephone number and, if available,	J. Carter, Temples
a DX number and Exchange of the person Companies House should	152-160 City Road London EC1V 2NX

contact if there is any query.



June 1998

When you have completed and signed the form please send it to the Registrar of Companies at:

DX exchange

Companies House, Crown Way, Cardiff, CF4 3UZ DX 33050 Cardiff for companies registered in England and Wales

DX number

Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB DX 235 Edinburgh for companies registered in Scotland

Tel 020 7566 3939

## for the record -

First directors and secretary and intended situation of

Please complete in typescript, or in bold black capitals. CHFP000	registered office		
Notes on completion appear on final page			
Company Name in full	OFFICE & COMMERCIAL RELOCAT	ION LIMIT	ED
Proposed Registered Office	152-160 CITY ROAD		
(PO Box numbers only, are not acceptable)			
Post town	LONDON		
County / Region		Postcode	EC1V 2NX
If the memorandum is delivered by an agent for the subscriber(s) of the memorandum mark the box opposite and give the agent's name and address.	X		
Agent's Name	TEMPLES LTD		
Address	KEMP HOUSE		
	152-160 CITY ROAD		
Post town	LONDON		
County / Region		Postcode	EC1V 2NX
Number of continuation sheets attached		$\sim$	
Please give the name, address, telephone number and, if available, a DX number and Exchange of the person Companies House should	Temples		
contact if there is any query.	Tel 020	7566 3939	
	DX number DX excha	nge	
	When you have completed and signed	the form ple	ase send it to the

LD7
COMPANIES HOUSE

0012 04/09/01

Form revised July 1998

DX 33050 Cardiff Companies House, Crown Way, Cardiff, CF4 3UZ for companies registered in England and Wales

Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB DX 235 Edinburgh for companies registered in Scotland

Company Secretary (see notes 1-5)			
Company name			
NAME *Style / Title	*Honours etc		
* Voluntary details Forename(s	TEMPLES (NOMINEES) LTD		
Surname			
Previous forename(s			
Previous surname(s			
Address	152 CITY ROAD		
Usual residential address For a corporation, give the registered or principal office	Towns		
address. Post town	LONDON		
County / Region	Postcode EC1V 2NX		
Country	ENGLAND		
	I consent to act as secretary of the company named on page 1		
Consent signature	J. Corter Date 4-9-01		
Directors (see notes 1-5) Please list directors in alphabetical order	(a duly authorised officer)		
NAME *Style / Title	*Honours etc		
Forename(s)	TEMPLES (PROFESSIONAL SERVICES) LTD		
Surname			
Previous forename(s)			
Previous surname(s)			
Address	152 CITY ROAD		
Usual residential address For a corporation, give the			
registered or principal office address. Post town	LONDON		
County / Region	Postcode ECIV 2NX		
Country	ENGLAND		
	Day Month Year		
Date of birth	Nationality		
Business occupation	Corporate Body		
Other directorships	None		
	I consent to act as director of the company named on page 1		
Consent signature	J. Coxter Date 4-9-01		
	(a duly authorised officer)		
This section must be signed by Either			
an agent on behalf Signed of all subscribers	J. Carter Date 4-9-01		

THE COMPANIES ACTS 1985 to 1989

PRIVATE COMPANY LIMITED BY SHARES

MEMORANDUM of ASSOCIATION

of

OFFICE & COMMERCIAL RELOCATION LIMITED

329171 329171



- The name of the Company is OFFICE & COMMERCIAL RELOCATION LIMITED
- 2. The Registered Office of the Company will be in England.
- 3. The object of the Company is to carry on business as a general commercial company.
- 4. Without prejudice to the provisions of section 3A of the Companies Act 1985 the Company shall have the following powers:
  - (A) To acquire and undertake the whole or any part of the goodwill, assets or liabilities of any person, company or firm carrying on any business which this company is authorised to carry on, or to purchase or acquire any interest in or rent or hire any other real or personal property whatsoever which may be necessary or convenient for the purposes of the company.
  - (B) To purchase, sell, exchange, improve, mortgage, charge, rent, take on lease or in exchange, hire, surrender, licence, accept surrenders of and otherwise acquire and deal with any freehold, leasehold or other property, chattels and effects, erect, pull down, repair, alter, develop or otherwise deal with any building or buildings and adapt the same for the purposes of the company.
  - (C) To grant any leases, privileges, concessions or rights whatsoever in or in respect of any of the property of the company.
  - (D) To invest and deal with the monies of the company not immediately required for the purposes of the company in or upon such securities and subject to such conditions as may seem expedient.
  - (E) To promote any other company, and to underwrite the shares or debentures of that company.
  - (F) To amalgamate with or enter into any partnership, joint venture, union or profit sharing or other business arrangement with any other company, firm, association or person.
  - (G) To execute, accept, endorse, issue, buy and discount promissory notes, bills of exchange, bills of lading and any other negotiable and transferable instruments.

(H) To borrow, raise and secure the payment of money in such manner as the company shall think fit; in particular to borrow money by the issue of debentures or debenture stock, perpetual or otherwise and at par or at a premium, or a discount, and to secure any money borrowed or any other liabilities or obligations of the company by mortgage or charge of all or part of the company's property or assets, including future property and uncalled capital.

(I) To invest the funds of the company in shares or debentures or such other investments or securities as the company may determine, to make loans or advances or give credit to any person, company or firm on such terms as may seem expedient, and to guarantee or give security for any liability or obligation of any person, company or firm.

(J) To sell all or any part of the undertaking, goodwill and assets of the company for such price and upon such terms as may be thought fit.

(K) To establish any scheme, whether by the issue of shares or otherwise, whereby employees may share in the profits or take part in the management of the company.

(L) To pay the expenses of or incidental to the promotion and incorporation of the company.

(M) To do all such other things as are conducive or incidental to the attainment of the above objects or to any of them.

It is hereby expressly declared that each sub-clause of the foregoing clause shall be deemed to be an independent object of the company and shall be construed independently of anything contained in any other sub-clause.

5. The liability of the members is limited.

6. The share capital of the company is £100,000 divided into 100,000 ordinary shares of £1 each.

I, the subscriber to this Memorandum of Association wish to be formed into a company pursuant to this Memorandum; and agree to take the number of shares shown opposite my name.

RWight

Name and address of subscriber

Number of shares taken

Temples (Prof. Services) Ltd 152/160 City Road London EC1

One

Dated this 4 September 2001

Witness to the above signature

John Carter 7 Kemp House 160 City Road London EC1



THE COMPANIES ACTS 1985 to 1989

#### PRIVATE COMPANY LIMITED BY SHARES

#### **ARTICLES of ASSOCIATION**

of

## OFFICE & COMMERCIAL RELOCATION LIMITED

#### **PRELIMINARY**

- 1. (a) The Regulations contained in Table A in the Schedule to the Companies (Tables A to F) Regulations 1985 as amended by the Companies (Tables A to F) (Amendment) Regulations 1985 (such Table being hereinafter called "Table A") shall apply to the Company save in so far as they are excluded or varied hereby and such Regulations ( save as so excluded or varied) and the Articles hereinafter contained shall be the regulations of the Company.
  - (b) In these Articles the expression "the Act" means the Companies Act 1985, but so that any reference in these Articles to any provision of the Act shall be deemed to include a reference to any statutory modification or re-enactment of that provision for the time being in force.

#### **SHARES**

- 2. The directors of the Company are generally and unconditionally authorised to allot, grant options over or otherwise dispose of the unissued share capital of the company, whether forming part of the original share capital or not, for a period of five years from the date of incorporation to such persons at such times and on such conditions as they think fit, subject to the provisions of Section 80 of the Act.
- (a) Subject to the statutes the Company may purchase any of its own shares, including any Redeemable shares whether out of capital or distributable profits.
  - (b) The Company shall, before allotting any unissued shares, offer them to the Members in proportion as nearly as possible to the nominal value of the existing shares held by them and the offer shall be made by notice specifying the number of shares to which the Member is entitled (subject to clause 3(a) above) and a period of time (not less than 14 days) within which the offer if not accepted will be deemed to declined, and after the expiration of the time limit or on receipt of a written notice from the Member declining the shares then the directors may dispose of them as they think proper.
  - (c) The provisions of Section 89(1) and Sections 90(1) to (6) inclusive shall not apply to the Company.

#### **DIRECTORS**

4. Regulation 64 in Table A shall not apply to the Company. Unless and until otherwise determined by ordinary resolution in General Meeting of the Company there shall be no maximum number of directors and the minimum number shall be one. A sole director shall have authority to exercise all the powers and discretions by Table A and by these Articles expressed to be vested in the Directors generally, and Regulation 89 is modified accordingly.

- 5. The directors shall not be required to retire by rotation and Regulations 73-77 (inclusive) and Regulation 80 of Table A shall not apply to the Company. In Regulation 78 the words "and may also determine the rotation in which any additional directors are to retire" shall be deleted, and the final two sentences of Regulation 79 shall not apply to the Company.
- 6. A director may vote as a director in respect of any contract or arrangement in which he is interested or upon any matter arising therefrom, and if he shall so vote his vote shall be counted and he shall be reckoned in estimating a quorum at any meeting at which any such contract or arrangement is under consideration; and Regulations 94 and 95 of Table A shall be modified accordingly.
- 7. In the case of an equality of votes at any Directors Meeting the Chairman of the Meeting shall not have a second or casting vote and Regulation 88 of Table A shall be modified accordingly.

#### TRANSFER OF SHARES

8. A member desiring to transfer shares otherwise than to the Company shall first give notice in writing handed personally or sent by registered or recorded delivery post to the Registered Office of the Company and to the last known addresses of the Directors and ail Shareholders of the Company of such intention, giving full particulars of the shares in question. The Directors as agent for the member giving such notice may dispose of such shares or any of them to members of the Company in a direct and pro rata proportion to their existing holdings at a price to be agreed between the transferor and the Directors or failing agreement at a price fixed by the Auditors of the Company as a fair value thereof. If within 28 days of the date of the said notice the Directors are unable to find a member willing to purchase all such shares on such conditions then but not before then the transferor may dispose of so many of such shares as shall remain undisposed of in any manner he may think fit within three months from the date of the said notice, but the Directors may in their absolute discretion and without assigning any reason therefore decline to register any such transfer whether or not it is in respect of a fully paid up share or shares and Regulation 24 of Table A shall be modified accordingly.

#### THE COMPANY SEAL

9. If the Company has a seal it shall only be used with the authority of the Directors or a committee of Directors. Any instrument to which the seal is affixed shall be signed by a Director and by the Secretary or second Director. The obligation under Regulation 6 of Table A relating to the sealing of share certificates shall only apply if the Company has a Seal. Regulation 101 of Table A shall not apply to the Company. The Company may exercise the powers conferred by Section 39 of the Act with regard to having an official seal for use abroad, and such powers shall be vested in the Directors.

#### **PROCEEDINGS AT MEETINGS**

10. 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 or any member in person or proxy and Regulation 46 of Table A shall be modified accordingly. In the event of an equality of votes the Chairman shall not have a second or casting vote and Regulation 50 of Table A shall not apply to the Company.

#### Name and address of subscriber

Raight

Temples (Prof. Services) Ltd 152/160 City Road London EC1

Dated this 4 September 2001

Witness to the above signature

John Carter 7 Kemp House 160 City Rd London EC1

