

Company Number 04789382

SECTION 288 COMPANIES ACT 2006

B 2 BUSINESS SYSTEMS LIMITED

(the "Company")

WRITTEN RESOLUTION

Circulation Date: 30 NOVEMBER 2016

We, the undersigned, being the sole member of the Company at the Circulation Date entitled to receive notice of and to attend and vote at general meetings of the Company, hereby pass the following resolution as a special resolution of the Company pursuant to chapter 2 of part 13 of the Companies Act 2006 (as amended) (**Resolution**) and hereby agree that the Resolution shall for all purposes be as valid and effective as if passed by us at a general meeting of the Company duly convened and held

SPECIAL RESOLUTION

- 1 **THAT** the draft regulations attached to this resolution be adopted as the articles of association of the Company in substitution for, and to the exclusion of, the existing articles of association of the Company

Please read the notes at the end of this document before signifying your agreement to the Resolution

AJ Spence
For and on behalf of Docucentric
Holdings Limited

30 NOVEMBER 2016
Date



NOTES

1 If you agree to the Resolution, please indicate your agreement by signing and dating this document where indicated above and returning it to the Company using one of the following methods

By Hand delivering the signed copy to the Company at its registered office

By Post returning the signed copy by post to the Company at its registered office

2 If you do not agree to the Resolution, you do not need to do anything you will not be deemed to agree if you fail to reply

3 Once you have indicated your agreement to the Resolution, you may not revoke your agreement

4 Unless sufficient agreement has been received within 28 days of the circulation date referred to above for the Resolution to pass, they will lapse If you agree to the Resolution, please ensure that your agreement reaches us before or during this date

5 If you are signing this document on behalf of a person under a power of attorney or other authority please send a copy of the relevant power of attorney or authority when returning this document

6 The Resolution must be delivered to Companies House within 15 days of being passed

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Company No: 04789382

THE COMPANIES ACT 2006

ARTICLES OF ASSOCIATION

of

B 2 BUSINESS SYSTEMS LIMITED

Adopted by written resolution passed on 30 November 2016



Riverside West
Whitehall Road
Leeds
LS1 4AW

Ref JA/EJS/ARE13/22

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THE COMPANIES ACT 2006
PRIVATE COMPANY LIMITED BY SHARES
ARTICLES OF ASSOCIATION

of

B 2 BUSINESS SYSTEMS LIMITED

Adopted by written resolution passed on 30 November 2016

Introduction

1. DEFINITIONS AND INTERPRETATION

- 1.1 In these Articles, unless the context otherwise requires, the following expressions have the following meanings:

Act: means the Companies Act 2006,

appointor: has the meaning given in article 10.1,

Articles: means these articles of association, as amended from time to time,

Conflict: has the meaning given in article 7.1;

eligible director: means a director who would be entitled to vote on the matter at a meeting of directors (but excluding any director whose vote is not to be counted in respect of the particular matter); and

Model Articles: means the model articles for private companies limited by shares contained in Schedule 1 of the Companies (Model Articles) Regulations 2008 (SI 2008/3229) as amended prior to the date of adoption of these Articles.

- 1.2 Save as otherwise specifically provided in these Articles, words and expressions which have particular meanings in the Model Articles shall have the same meanings in these Articles, subject to which and unless the context otherwise requires, words and expressions which have particular meanings in the Act shall have the same meanings in these Articles
- 1.3 Headings in these Articles are used for convenience only and shall not affect the construction or interpretation of these Articles
- 1.4 A reference in these Articles to an "article" is a reference to the relevant article of these Articles unless expressly provided otherwise.
- 1.5 Unless expressly provided otherwise, a reference to a statute, statutory provision or subordinate legislation is a reference to it as it is in force from time to time, taking account of:
- 1.5.1 any subordinate legislation from time to time made under it; and
 - 1.5.2 any amendment or re-enactment and includes any statute, statutory provision or subordinate legislation which it amends or re-enacts.
- 1.6 Any phrase introduced by the terms "**including**", "**include**", "**in particular**" or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.
- 1.7 The Model Articles shall apply to the Company, except in so far as they are modified or excluded by these Articles

1.8 Articles 6(2), 8, 11(2) and (3), 13, 14(1), (2), (3), (4) and (5), 17(2), 52 and 53 of the Model Articles shall not apply to the company.

1 9 Article 7 of the Model Articles shall be amended by

1 9 1 the insertion of the words "for the time being" at the end of article 7(2)(a), and

1 9 2 the insertion in article 7(2) of the words "(for so long as he remains the sole director)" after the words "and the director may".

1 10 Article 20 of the Model Articles shall be amended by the insertion of the words "(including alternate directors) and the secretary" before the words "properly incur"

2. UNANIMOUS DECISIONS

2.1 A decision of the directors is taken in accordance with this article when all eligible directors indicate to each other by any means that they share a common view on a matter

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

2 3 A decision may not be taken in accordance with this article if the eligible directors would not have formed a quorum at such a meeting

3. QUORUM FOR DIRECTORS' MEETINGS

3.1 Subject to article 3 2, the quorum for the transaction of business at a meeting of directors is any two eligible directors

3.2 If the total number of directors in office is one, a sole director shall have authority to exercise all the powers and discretions of the Articles expressed to be vested in the directors generally and the quorum for the transaction of business at a meeting of directors shall be one

3 3 For the purposes of any meeting (or part of a meeting) held pursuant to article 7 to authorise a director's conflict, if there is only one eligible director in office other than the conflicted director(s), the quorum for such a meeting (or part of a meeting) shall be one eligible director.

4. CASTING VOTE

If the numbers of votes for and against a proposal at a meeting of directors are equal, the chairman or other director chairing the meeting shall not have a casting vote.

5. FURTHER ISSUES OF SHARES

5 1 Subject to the remaining provisions of this Article 5, the directors are generally and unconditionally authorised, for the purpose of section 551 of the Act, to exercise any power of the Company to

5 1 1 offer or allot,

5.1.2 grant rights to subscribe for or to convert any security into; or

5.1.3 otherwise deal in, or dispose of,

any shares in the Company to any person, at any time and subject to any terms and conditions as the directors think proper

5 2 The authority referred to in Article 5 1

5.2 1 shall be limited to a maximum nominal amount as may from time to time be authorised by the Company by ordinary resolution,

5.2.2 shall only apply insofar as the Company has not, subject to these Articles, renewed, waived or revoked it by ordinary resolution, and

5.2.3 may only be exercised for a period of five years from the date of adoption of these Articles, save that the directors may make an offer or agreement which would, or might, require shares to be allotted after the expiry of such authority (and the directors may allot shares in pursuance of an offer or agreement as if such authority had not expired)

5 3 In accordance with section 567(1) of the Act, sections 561 and 562 of the Act shall not apply to an allotment of equity securities (as defined in section 560(1) of the Act) where the sole shareholder (or all shareholders if there is more than one) has consented in writing to that allotment and its terms and to the identity of the proposed allottee and that allotment otherwise conforms to the requirements of these Articles.

6. TRANSACTIONS OR OTHER ARRANGEMENTS WITH THE COMPANY

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

6.1.1 may be a party to, or otherwise interested in, any transaction or arrangement with the company or in which the company is otherwise (directly or indirectly) interested,

6.1.2 shall be an eligible director for the purposes of any proposed decision of the directors (or committee of directors) in respect of such contract or proposed contract in which he is interested,

6.1.3 shall be entitled to vote at a meeting of directors (or of a committee of the directors) or participate in any unanimous decision, in respect of such contract or proposed contract in which he is interested,

6 1.4 may act by himself or his firm in a professional capacity for the company (otherwise than as auditor) and he or his firm shall be entitled to remuneration for professional services as if he were not a director;

6 1 5 may be a director or other officer of, or employed by, or a party to a transaction or arrangement with, or otherwise interested in, any body corporate in which the company is otherwise (directly or indirectly) interested; and

6.1 6 shall not, save as he may otherwise agree, be accountable to the company for any benefit which he (or a person connected with him (as defined in section 252 of the Act)) derives from any such contract, transaction or arrangement or from any such office or employment or from any interest in any such body corporate and no such contract, transaction or arrangement shall be liable to be avoided on the grounds of any such interest or benefit nor shall the receipt of any such remuneration or other benefit constitute a breach of his duty under section 176 of the Act.

7. DIRECTORS' CONFLICTS OF INTEREST

- 7 1 The directors may, in accordance with the requirements set out in this article, authorise any matter or situation proposed to them by any director which would, if not authorised, involve a director breaching his duty under section 175 of the Act to avoid conflicts of interest (**Conflict**).
- 7 2 Any authorisation under this article will be effective only if.
- 7.2 1 the matter in question shall have been proposed by any director for consideration at a meeting of directors in the same way that any other matter may be proposed to the directors under the provisions of these Articles or in such other manner as the directors may determine;
 - 7.2.2 any requirement as to the quorum at the meeting of the directors at which the matter is considered is met without counting the director in question; and
 - 7 2 3 the matter was agreed to without his voting or would have been agreed to if his vote had not been counted.
- 7.3 Any authorisation of a Conflict under this article may (whether at the time of giving the authorisation or subsequently):
- 7.3.1 extend to any actual or potential conflict of interest which may reasonably be expected to arise out of the matter so authorised,
 - 7 3 2 be subject to such terms and for such duration, or impose such limits or conditions as the directors may determine, and
 - 7 3 3 be terminated or varied by the directors at any time.
- This will not affect anything done by the director prior to such termination or variation in accordance with the terms of the authorisation.
- 7.4 In authorising a Conflict the directors may decide (whether at the time of giving the authorisation or subsequently) that if a director has obtained any information through his involvement in the Conflict otherwise than as a director of the Company and in respect of which he owes a duty of confidentiality to another person, the director is under no obligation to
- 7.4.1 disclose such information to the directors or to any director or other officer or employee of the company; or
 - 7 4.2 use or apply any such information in performing his duties as a director,
- where to do so would amount to a breach of that confidence.
- 7.5 Where the directors authorise a Conflict they may (whether at the time of giving the authorisation or subsequently) provide, without limitation, that the director:
- 7.5.1 is excluded from discussions (whether at meetings of directors or otherwise) related to the Conflict;
 - 7.5.2 is not given any documents or other information relating to the Conflict; and
 - 7 5 3 may or may not vote (or may or may not be counted in the quorum) at any future meeting of directors in relation to any resolution relating to the Conflict.
- 7 6 Where the directors authorise a Conflict
- 7.6.1 the director will be obliged to conduct himself in accordance with any terms imposed by the directors in relation to the Conflict; and

7 6 2 the director will not infringe any duty he owes to the company by virtue of sections 171 to 177 of the Act provided he acts in accordance with such terms, limits and conditions (if any) as the directors impose in respect of its authorisation

7 7 A director is not required, by reason of being a director (or because of the fiduciary relationship established by reason of being a director), to account to the Company for any remuneration, profit or other benefit which he derives from or in connection with a relationship involving a Conflict which has been authorised by the directors or by the Company in general meeting (subject in each case to any terms, limits or conditions attaching to that authorisation) and no contract shall be liable to be avoided on such grounds

7 8 If there is no eligible director in office other than the conflicted director for the purposes of any matter or situation requiring authorisation of a Conflict under this article 7, the authorisation must be determined by ordinary resolution.

8. NUMBER OF DIRECTORS

Unless otherwise determined by ordinary resolution, the number of directors of the Company shall not be less than 1 and shall not be subject to a maximum.

9. APPOINTMENT AND REMOVAL OF DIRECTORS

9.1 A director may be appointed at any time by ordinary resolution

9 2 A director may be removed at any time by ordinary resolution without the requirements of special notice as detailed in section 168 of the Act

10. APPOINTMENT AND REMOVAL OF ALTERNATE DIRECTORS

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

10 1 1 exercise that director's powers, and

10.1.2 carry out that director's responsibilities,

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

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

10.3 The notice must:

10.3.1 identify the proposed alternate; and

10 3.2 in the case of a notice of appointment, contain a statement signed by the proposed alternate that the proposed alternate is willing to act as the alternate of the director giving the notice

11. RIGHTS AND RESPONSIBILITIES OF ALTERNATE DIRECTORS

11 1 An alternate director may act as alternate director to more than one director and has the same rights in relation to any decision of the directors as the alternate's appointor

11 2 Except as the Articles specify otherwise, alternate directors:

11.2.1 are deemed for all purposes to be directors;

11.2 2 are liable for their own acts and omissions as if they were directors,

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

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

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

11.3 A person who is an alternate director but not a director

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

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

11.3.3 shall not be counted as more than one director for the purposes of articles 11.3.1 and 11.3.2

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

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

12. TERMINATION OF ALTERNATE DIRECTORSHIP

An alternate director's appointment as an alternate terminates:

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

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

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

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

13. SECRETARY

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

14. INDEMNITY

14.1 Subject to article 14.2, but without prejudice to any indemnity to which a relevant officer is otherwise entitled:

14.1.1 each relevant officer shall be indemnified out of the company's assets against all costs, charges, losses, expenses and liabilities incurred by him as a relevant officer:

- 14.1 1 1 in the actual or purported execution and/or discharge of his duties, or in relation to them, and
- 14 1.1.2 in relation to the company's (or any associated company's) activities as trustee of an occupational pension scheme (as defined in section 235(6) of the Act),
including (in each case) any liability incurred by him in defending any civil or criminal proceedings, in which judgment is given in his favour or in which he is acquitted or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on his part or in connection with any application in which the court grants him, in his capacity as a relevant officer, relief from liability for negligence, default, breach of duty or breach of trust in relation to the company's (or any associated company's) affairs, and
- 14 1 2 the Company may provide any relevant officer with funds to meet expenditure incurred or to be incurred by him in connection with any proceedings or application referred to in article 14.1 1 and otherwise may take any action to enable any such relevant officer to avoid incurring such expenditure
- 14 2 This article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law.
- 14.3 In this article
 - 14 3.1 companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate; and
 - 14 3.2 a "relevant officer" means any director or other officer or former director or other officer of the company or an associated company (including any company which is a trustee of an occupational pension scheme (as defined by section 235(6) of the Act), but excluding in each case any person engaged by the company (or associated company) as auditor (whether or not he is also a director or other officer), to the extent he acts in his capacity as auditor).

15. INSURANCE

- 15.1 The directors may decide to purchase and maintain insurance, at the expense of the company, for the benefit of any relevant officer in respect of any relevant loss
- 15.2 In this article:
 - 15 2 1 a "relevant officer" means any director or other officer or former director or other officer of the company or an associated company (including any company which is a trustee of an occupational pension scheme (as defined by section 235(6) of the Act), but excluding in each case any person engaged by the company (or associated company) as auditor (whether or not he is also a director or other officer), to the extent he acts in his capacity as auditor);
 - 15.2.2 a "relevant loss" means any loss or liability which has been or may be incurred by a relevant officer in connection with that relevant officer's duties or powers in relation to the company, any associated company or any pension fund or employees' share scheme of the company or associated company; and

15 2 3 companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate