

FILE COPY



**CERTIFICATE OF INCORPORATION
OF A
PRIVATE LIMITED COMPANY**

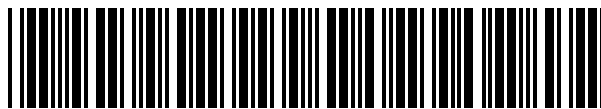
Company Number **14880282**

The Registrar of Companies for England and Wales, hereby certifies that

31 BOUNDARY ROAD FREEHOLD LIMITED

is this day incorporated under the Companies Act 2006 as a private company, that the company is limited by guarantee, and the situation of its registered office is in England and Wales

Given at Companies House, Cardiff, on **19th May 2023**



N14880282K



Companies House



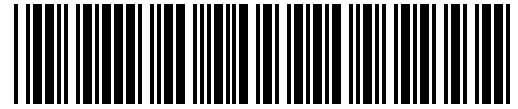
**THE OFFICIAL SEAL OF THE
REGISTRAR OF COMPANIES**



Companies House

IN01_(ef)

Application to register a company



Received for filing in Electronic Format on the: **17/05/2023**

XC3R8EAB

Company Name in full: **31 BOUNDARY ROAD FREEHOLD LIMITED**

Company Type: **Private company limited by guarantee**

Situation of Registered Office: **England and Wales**

Proposed Registered Office Address: **31 BOUNDARY ROAD
WORTHING
ENGLAND BN11 4LL**

Sic Codes: **98000**

Company Director *1*

The subscribers confirm that the person named has consented to act as a director.

Company Director 2

Type: **Person**

Full Forename(s): **MR PAUL**

Surname: **SCANDIAN**

Former Names:

Service Address: **10 CROSBY CLOSE
WORTHING
ENGLAND BN13 2RS**

*Country/State Usually
Resident:* **ENGLAND**

Date of Birth: ****/03/1990** *Nationality:* **BRITISH**

Occupation: **PERSONAL TRAINER**

The subscribers confirm that the person named has consented to act as a director.

Company Director 3

Type: **Person**

Full Forename(s): **MR JAMES**

Surname: **SHAW**

Former Names:

Service Address: **FLAT 1 31 BOUNDARY ROAD
WORTHING
ENGLAND BN11 4LL**

*Country/State Usually
Resident:* **ENGLAND**

Date of Birth: ****/01/1962** *Nationality:* **BRITISH**

Occupation: **PLANT OPERATOR**

The subscribers confirm that the person named has consented to act as a director.

Persons with Significant Control (PSC)

Statement of no PSC

The company knows or has reason to believe that there will be no registerable Person with Significant Control or Relevant Legal Entity (RLE) in relation to the company

Statement of Guarantee

I confirm that if the company is wound up while I am a member, or within one year after I cease to be a member, I will contribute to the assets of the company by such amount as may be required for:

- payments of debts and liabilities of the company contracted before I cease to be a member;
- payments of costs, charges and expenses of winding up, and;
- adjustment of the rights of the contributors among ourselves, not exceeding the specified amount below.

Name: **TRACEY TURNER**

Address **FLAT 2 31 BOUNDARY ROAD
WORTHING
ENGLAND
BN11 4LL**

Amount Guaranteed **1**

Name: **PAUL SCANDIAN**

Address **10 CROSBY CLOSE
WORTHING
ENGLAND
BN13 2RS**

Amount Guaranteed **1**

Name: **JAMES SHAW**

Address **FLAT 1 31 BOUNDARY ROAD
WORTHING
ENGLAND
BN11 4LL**

Amount Guaranteed **1**

Statement of Compliance

I confirm the requirements of the Companies Act 2006 as to registration have been complied with.

Name: **TRACEY TURNER**

Authenticated **YES**

Name: **PAUL SCANDIAN**

Authenticated **YES**

Name: **JAMES SHAW**

Authenticated **YES**

Authorisation

Authoriser Designation: **subscriber**

Authenticated **YES**

COMPANY NOT HAVING A SHARE CAPITAL

Memorandum of Association of

31 BOUNDARY ROAD FREEHOLD LIMITED

Each subscriber to this memorandum of association wishes to form a company under the Companies Act 2006 and agrees to become a member of the company.

Name of each subscriber	Authentication
TRACEY TURNER	Authenticated Electronically
PAUL SCANDIAN	Authenticated Electronically
JAMES SHAW	Authenticated Electronically

Dated: 17/05/2023

ARTICLES OF ASSOCIATION OF

31 BOUNDARY ROAD FREEHOLD LIMITED

PART 1 INTERPRETATION; LIABILITY OF MEMBERS; OBJECTS OF THE COMPANY; ENTRENCHED PROVISIONS; MEMBERSHIP

1 Defined terms

1.1 In the articles:

80% resolution

has the meaning given in article 5;

Act

means the Leasehold Reform, Housing and Urban Development Act 1993 Part I Chapter 1;

Acquisition

means the making of a binding contract for, or (if no such contract is made) completion of, the acquisition by the nominee purchaser of the freehold and any superior leasehold interests in the Premises in accordance with Sections 1 and 2 of the Act;

Acquisition Date

means the date on which the Acquisition occurs;

articles

means the company's articles of association;

bankruptcy

includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;

chairman

has the meaning given in article 19;

chairman of the meeting

has the meaning given in article 32;

Companies Acts

means the Companies Acts (as defined in Section 2 of the Companies Act 2006), in so far as they apply to the company;

director

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

document

includes, unless otherwise specified, any document sent or supplied in electronic form;

electronic form

has the meaning given in Section 1168 of the Companies Act 2006;

eligible members

hard copy form	has the meaning given in Section 289 of the Companies Act 2006;
initial notice	has the meaning given in Section 1168 of the Companies Act 2006;
long lease	has the meaning given in Section 13 of the Act;
member	has the meaning given in Section 7 of the Act;
model articles	has the meaning given in Section 112 of the Companies Act 2006;
objects	has the meaning given in Section 19 of the Companies Act 2006;
ordinary resolution	has the meaning given in article 4;
participate	has the meaning given in Section 282 of the Companies Act 2006;
Participating Tenant	in relation to a directors' meeting, has the meaning given in article 17;
Property	has the meaning given in Section 14 of the Act;
proxy notice	has the meaning given in article 4;
qualifying person	has the meaning given in article 39;
special resolution	has the meaning given in Section 318 of the Companies Act 2006;
subsidiary	has the meaning given in Section 283 of the Companies Act 2006;
	has the meaning given in Section 1159 of the Companies Act 2006 and for this purpose:
(a)	a company (A) is to be treated as a member of another company (B) if any of A's subsidiary companies is a member of B or if any shares in B are held by a person acting on behalf of A of any of its subsidiary companies; and
(b)	the words 'Rights attached to' in the heading and main body of the Companies Act 2006 Schedule 6 paragraph 7 shall be omitted and the words 'attached to those shares' shall be inserted between the word 'rights' and the words 'are exercisable' in each of sub-paragraphs (a) and (b) of the paragraph;
Tenant	
writing	means the tenant for the time being of a flat in the Property under a long lease; and

means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

- 1.2 Unless the context otherwise requires, other words or expressions contained in these articles bear the same meaning as in the Companies Act 2006 as in force on the date when these articles become binding on the company.

2 **Exclusion of model articles**

These articles exclude the model articles.

3 **Liability of members**

- 3.1 The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the company in the event of its being wound up while he is a member or within one year after he ceases to be a member, for:
- 3.1.1 payment of the company's debts and liabilities contracted before he ceases to be a member;
 - 3.1.2 payment of the costs, charges and expenses of winding up; and
 - 3.1.3 adjustment of the rights of contributories amongst themselves.

4 **Objects of the company**

- 4.1 The objects of the company are:
- 4.1.1 to acquire the freehold interest in the property and the buildings erected on it and its gardens and grounds known as 31 BOUNDARY ROAD (the **Property**);
 - 4.1.2 to acquire any leasehold interests which are superior to the lease held by a Tenant; and
 - 4.1.3 to hold the Property to provide services to the tenants and occupiers of the flats forming part of the Property and to collect the rents, service charges and other income of the Property and generally to manage the Property.
- 4.2 These objects shall not be restrictively construed but the widest interpretation shall be given to them.

5 **Entrenched provisions**

- 5.1 Except with the authority of a 80% resolution, the following articles may not be amended or repealed:
- 5.1.1 this article 5;
 - 5.1.2 article 4 (objects of the company);
 - 5.1.3 articles 6 to 8 (membership etc);
 - 5.1.4 article 11 (members' reserve power);
 - 5.1.5 article 28 (dividends and other distributions); and

- 5.1.6 article 35 (votes of members).
- 5.2 A **80%** resolution is a resolution of the members approving the amendment or repeal of an article referred to in paragraph 5.1 of this article passed by a majority of not less than **80%**.
- 5.3 A written resolution is passed by a majority of not less than **80%** if it is passed by not less than **80%** of the eligible members of the company.
- 5.4 Where a resolution is passed as a written resolution:
- 5.4.1 the resolution is not a **80%** resolution unless it stated that it was proposed as a **80%** resolution; and
- 5.4.2 if the resolution so stated, it can only be passed as a **80%** resolution.
- 5.5 A resolution passed at a meeting on a show of hands is passed by a majority of not less than **80%** if it is passed by not less than **80%** of:
- 5.5.1 the members who, being entitled to do so, vote in person on the resolution; and
- 5.5.2 the persons who vote on the resolution as duly appointed proxies of members entitled to vote on it.
- 5.6 A resolution passed on a poll taken at a meeting is passed by a majority of not less than **80%** if it is passed by members representing not less than **80%** of the total voting rights of the members who (being entitled to do so) vote in person or by proxy on the resolution.
- 5.7 Where a resolution is passed at a meeting:
- 5.7.1 the resolution is not a **80%** resolution unless the notice of the meeting included the text of the resolution and specified the intention to propose the resolution as a **80%** resolution; and
- 5.7.2 if the notice of the meeting so specified, the resolution can only be passed as a **80%** resolution.

6

Membership

- 6.1 No person other than the following may be a member of the company:
- 6.1.1 the subscribers to the memorandum; or
- 6.1.2 a Tenant.
- 6.2 Every director must be a member of the company.
- 6.3 Where two or more persons are the Tenant they together constitute one member and the person first named in the register of members may exercise all voting and other rights and powers vested in that member to the exclusion of the other Tenants under that tenancy. All such Tenants shall be subject jointly and severally to any liability imposed on that member under or pursuant to the articles.

- 6.4 Where a person is a Tenant under more than one tenancy of a flat in the Property he shall (except where any article provides otherwise) be treated under the articles as a separate member in respect of each of his several capacities as Tenant.

7 Applications for membership

- 7.1 No person shall become a member of the company unless that person:
- 7.1.1 has completed an application for membership in a form approved by the directors; and
 - 7.1.2 is entitled or is eligible to be a member under the articles.
- 7.2 A person is entitled to be accepted as a member under the articles if:
- 7.2.1 he is a Participating Tenant, or
 - 7.2.2 after the Acquisition Date he is the successor in title to a tenancy of a flat in the Property of which a former member of the company (whether or not that person was also a Participating Tenant) was the Tenant, or
 - 7.2.3 he is the Tenant under a tenancy granted after the Acquisition Date to a person who was then a Participating Tenant or who was the successor in title to a tenancy of a flat in the Property of which a Participating Tenant had been the Tenant
- . and the directors shall, upon being satisfied as to his application and entitlement to membership, register him as a member of the company.
- 7.3 After the Acquisition Date any Tenant other than a person entitled to be accepted as a member (including a person who was but is no longer a Participating Tenant) may be accepted as a member if the directors so resolve and subject to such conditions and generally upon such terms (which may include the payment of money) as the directors may from time to time determine.

8 Termination of membership

- 8.1 A subscriber to the memorandum of association may by notice to the company resign from membership at any time before the Acquisition Date.
- 8.2 A member of the company will cease to be a member in the following circumstances:
- 8.2.1 if he is a subscriber to the memorandum of association, immediately after the Acquisition Date; or
 - 8.2.2 if he is not a subscriber to the memorandum of association, and until the Acquisition Date, on his ceasing to be a Participating Tenant; or
 - 8.2.3 after the Acquisition Date, on the transfer or transmission of the tenancy of the flat of which he is the Tenant but he will continue as a separate member in any other capacity he may have as Tenant of any other flat.
- 8.3 A person's membership of the company terminates when that person dies or ceases to exist.

- 8.4 Membership is not transferable.
- 8.5 A Tenant may not cease to be a member of the company except as permitted or required by the articles.

PART 2 DIRECTORS

Directors' powers and responsibilities

9 **Number of directors**

Unless otherwise determined by ordinary resolution, the number of directors shall be not less than 2 and not more than 5.

10 **Directors' general authority**

Subject to the articles, the directors are responsible for the management of the company's business in accordance with its objects, for which purpose they may exercise all the powers of the company.

11 **Members' reserve power**

11.1 Except with the authority of a special resolution the directors may not sell, dispose of or transfer the business, property and undertaking of the company, or any part thereof, for any consideration.

11.2 The members may, by special resolution, direct the directors to take, or refrain from taking, specified action.

11.3 No such special resolution invalidates anything which the directors have done before the passing of the resolution.

12 **Directors may delegate**

12.1 Subject to the articles, the directors may delegate any of the powers which are conferred on them under the articles:

12.1.1 to such director or committee including at least one director,

12.1.2 by such means (including by power of attorney),

12.1.3 to such an extent,

12.1.4 in relation to such matters or territories and

12.1.5 on such terms and conditions as they think fit.

12.2 If the directors so specify, any such delegation may authorise further delegation of the directors' powers by any person to whom they are delegated.

12.3 The directors may revoke any delegation in whole or in part or alter its terms and conditions.

13 **Committees**

13.1 Committees to which the directors delegate any of their powers must follow procedures which are based as far as they are applicable on those provisions of the articles which govern the taking of decisions by directors.

- 13.2 The directors may make rules of procedure for all or any committees which prevail over rules derived from the articles if they are not consistent with them.

Decision-making by directors

14 **Directors to take decisions collectively**

The general rule about decision-making by directors is that any decision of the directors must be either a majority decision at a meeting or a decision taken in accordance with article 15.

15 **Unanimous decisions**

- 15.1 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.
- 15.2 Such a decision may take the form of a resolution in writing, copies of which have been signed by each eligible director or to which each eligible director has otherwise indicated agreement in writing.
- 15.3 References in this article to eligible directors are to directors who would have been entitled to vote on the matter had it been proposed as a resolution at a directors' meeting.
- 15.4 A decision may not be taken in accordance with this article if the eligible directors would not have formed a quorum at such a meeting.

16 **Calling a directors' meeting**

- 16.1 Any director may call a directors' meeting by giving notice of the meeting to the directors or by authorising the company secretary (if any) to give such notice.
- 16.2 Notice of any directors' meeting must indicate:
- 16.2.1 its proposed date and time;
 - 16.2.2 where it is to take place; and
 - 16.2.3 if it is anticipated that directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.
- 16.3 Notice of a directors' meeting must be given to each director but need not be in writing.
- 16.4 Notice of a directors' meeting need not be given to directors who waive their entitlement to notice of that meeting, by giving notice to that effect to the company not more than 7 days after the date on which the meeting is held. Where such notice is given after the meeting has been held, that does not affect the validity of the meeting or of any business conducted at it.

17 **Participation in directors' meetings**

- 17.1 Subject to the articles, directors participate in a directors' meeting, or part of a directors' meeting, when:
- 17.1.1 the meeting has been called and takes place in accordance with the articles;
 - and

17.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.

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

17.3 If all the directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

18 Quorum for directors' meetings

18.1 At a directors' meeting, unless a quorum is participating, no proposal is to be voted on except a proposal to call another meeting.

18.2 The quorum for directors' meetings may be fixed from time to time by a decision of the directors but it must never be less than two and unless otherwise fixed it is two.

18.3 If the total number of directors for the time being is less than the quorum required, the directors must not take any decision other than a decision:

18.3.1 to appoint further directors; or

18.3.2 to call a general meeting so as to enable the members to appoint further directors.

19 Chairing of directors' meetings

19.1 The directors may appoint a director to chair their meetings.

19.2 The person so appointed for the time being is known as the chairman.

19.3 The directors may terminate the chairman's appointment at any time.

19.4 If the chairman is not participating in a directors' meeting within 10 minutes of the time at which it was to start, the participating directors must appoint one of themselves to chair it.

20 Casting vote

20.1 If the number of votes for and against a proposal are equal, the chairman or other director chairing the meeting has a casting vote.

20.2 But this does not apply if, in accordance with the articles, the chairman or other director is not to be counted as participating in the decision-making process for quorum or voting purposes.

21 Conflicts of interest

21.1 If a proposed decision of the directors is concerned with an actual or proposed transaction or arrangement with the company in which a director is interested, that director is not to be counted as participating in the decision-making process for quorum or voting purposes.

- 21.2 But if paragraph 21.3 applies, a director who is interested in an actual or proposed transaction or arrangement with the company is to be counted as participating in the decision-making process for quorum and voting purposes.
- 21.3 This paragraph applies when:
- 21.3.1 the company by ordinary resolution disapplies the provision of the articles which would otherwise prevent a director from being counted as participating in the decision-making process;
 - 21.3.2 the director's interest cannot reasonably be regarded as likely to give rise to a conflict of interest; or
 - 21.3.3 the director's conflict of interest arises from a permitted cause.
- 21.4 For the purposes of this article, the following are permitted causes:
- 21.4.1 a guarantee given, or to be given, by or to a director in respect of an obligation incurred by or on behalf of the company or any of its subsidiaries;
 - 21.4.2 subscription, or agreement to subscribe, for securities of the company or any of its subsidiaries or to underwrite, sub-underwrite, or guarantee subscription for any such securities;
 - 21.4.3 arrangements pursuant to which benefits are made available to employees and directors or former employees and directors of the company or any of its subsidiaries which do not provide special benefits for directors or former directors; and
 - 21.4.4 the director being a Tenant.
- 21.5 For the purposes of this article, references to proposed decisions and decision-making processes include any directors' meeting or part of a directors' meeting.
- 21.6 Subject to paragraph 21.7, if a question arises at a meeting of directors or of a committee of directors as to the right of a director to participate in the meeting (or part of the meeting) for voting or quorum purposes, the question may, before the conclusion of the meeting, be referred to the chairman whose ruling in relation to any director other than the chairman is to be final and conclusive.
- 21.7 If any question as to the right to participate in the meeting (or part of the meeting) should arise in respect of the chairman, the question is to be decided by a decision of the directors at that meeting, for which purpose the chairman is not to be counted as participating in the meeting (or that part of the meeting) for voting or quorum purposes.

22 **Records of decisions to be kept**

The directors must ensure that the company keeps a record, in writing, for at least 10 years from the date of the decision recorded, of every unanimous or majority decision taken by the directors.

23 **Directors' discretion to make further rules**

Subject to the articles, the directors may make any rule which they think fit about how they take decisions and about how such rules are to be recorded or communicated to directors.

Appointment of directors

24 **Method of appointing directors**

- 24.1 Subject to the articles, any person who is willing to act as a director, and is permitted by law to do so, may be appointed to be a director:
- 24.1.1 by ordinary resolution; or
 - 24.1.2 by a decision of the directors.
- 24.2 In any case where, as a result of death, the company has no members and no directors, the personal representatives of the last member to have died have the right, by notice in writing, to appoint a person to be a director.
- 24.3 For the purposes of paragraph 24.2, where 2 or more members die in circumstances rendering it uncertain who was the last to die, a younger member is deemed to have survived an older member.

25 **Termination of director's appointment**

- . A person ceases to be a director as soon as:
- 25.1 that person ceases to be a director by virtue of any provision of the Companies Act 2006 or is prohibited from being a director by law;
 - 25.2 a bankruptcy order is made against that person;
 - 25.3 a composition is made with that person's creditors generally in satisfaction of that person's debts;
 - 25.4 a registered medical practitioner who is treating that person gives a written opinion to the company stating that that person has become physically or mentally incapable of acting as a director and may remain so for more than 3 months;
 - 25.5 by reason of that person's mental health, a court makes an order which wholly or partly prevents that person from personally exercising any powers or rights which that person would otherwise have;
 - 25.6 notification is received by the company from the director that the director is resigning from office and such resignation has taken effect in accordance with its terms; or
 - 25.7 he ceases to be a member of the company.

26 **Directors' remuneration**

- 26.1 Directors may undertake any services for the company that the directors decide.
- 26.2 No director shall be entitled to any remuneration from the company.

27 **Directors' expenses**

- . The company may pay any reasonable expenses which the directors properly incur in connection with their attendance at:
- 27.1 meetings of directors or committees of directors,
 - 27.2 general meetings or
 - 27.3 separate meetings of the holders of debentures of the company

- . or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the company.

PART 3 DISTRIBUTIONS

28 Dividends and other distributions

The company shall not have power to pay or declare any dividend or bonus or make any distribution of any assets to the members except on a winding up provided that nothing in this article shall prevent the payment of proper remuneration or fees to any person employed by or providing services to the company nor the payment of interest at a rate not exceeding 10% a year on money lent by a member to the company.

PART 4 DECISION-MAKING BY MEMBERS

Organisation of general meetings

29 Calling general meetings

- . If:
 - 29.1 a company has no directors or fewer than two directors and
 - 29.2 the director (if any) is unable or unwilling to appoint sufficient directors to make up a quorum or to call a general meeting to do so,
- . then two or more members may call a general meeting or may instruct the company secretary (if any) to do so for the purpose of appointing one or more directors.

30 Attendance and speaking at general meetings

- 30.1 A person is able to exercise the right to speak at a general meeting when that person is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions which that person has on the business of the meeting.
- 30.2 A person is able to exercise the right to vote at a general meeting when:
 - 30.2.1 that person is able to vote, during the meeting, on resolutions put to the vote at the meeting; and
 - 30.2.2 that person's vote can be taken into account in determining whether or not such resolutions are passed at the same time as the votes of all the other persons attending the meeting.
- 30.3 The directors may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it.
- 30.4 In determining attendance at a general meeting, it is immaterial whether any two or more members attending it are in the same place as each other.
- 30.5 Two or more persons who are not in the same place as each other attend a general meeting if their circumstances are such that if they have (or were to have) rights to speak and vote at that meeting, they are (or would be) able to exercise them.

31 Quorum for general meetings

32

No business other than the appointment of the chairman of the meeting is to be transacted at a general meeting if the persons attending it do not constitute a quorum.

Chairing general meetings

- 32.1 If the directors have appointed a chairman, the chairman shall chair general meetings if present and willing to do so.
- 32.2 If the directors have not appointed a chairman, or if the chairman is unwilling to chair the meeting or is not present within 10 minutes of the time at which a meeting was due to start:
 - 32.2.1 the directors present, or
 - 32.2.2 (if no directors are present), the meeting
- . must appoint a director or member to chair the meeting and the appointment of the chairman of the meeting must be the first business of the meeting.
- 32.3 The person chairing a meeting in accordance with this article is referred to as the **chairman of the meeting**.

33

Attendance and speaking by directors and non-members

- 33.1 Directors may attend and speak at general meetings whether or not they are members.
- 33.2 The chairman of the meeting may permit other persons who are not members of the company to attend and speak at a general meeting.

34

Adjournment

- 34.1 If the persons attending a general meeting within half an hour of the time at which the meeting was due to start do not constitute a quorum, or if during a meeting a quorum ceases to be present, the chairman of the meeting must adjourn it.
- 34.2 The chairman of the meeting may adjourn a general meeting at which a quorum is present if:
 - 34.2.1 the meeting consents to an adjournment; or
 - 34.2.2 it appears to the chairman of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner.
- 34.3 The chairman of the meeting must adjourn a general meeting if directed to do so by the meeting.
- 34.4 When adjourning a general meeting, the chairman of the meeting must:
 - 34.4.1 either specify the time and place to which it is adjourned or state that it is to continue at a time and place fixed by the directors; and
 - 34.4.2 have regard to any directions as to the time and place of any adjournment which have been given by the meeting.
- 34.5 If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the company must give at least 7 clear days' notice of it (that is, excluding the day of the adjourned meeting and the day on which the notice is given):

- 34.5.1 to the same persons to whom notice of the company's general meetings is required to be given; and
- 34.5.2 containing the same information which such notice is required to contain.
- 34.6 No business may be transacted at an adjourned meeting which could not properly have been transacted at the meeting if the adjournment had not taken place.

Voting at general meetings

35 **Votes of members**

- 35.1 On a show of hands every member who (being an individual) is present in person or (being a corporation) is present by a duly authorised representative, not being himself a member entitled to vote, shall have one vote and article 6.4 shall not apply.
- 35.2 On a poll every member shall have one vote and article 6.4 shall apply.

36 **Voting: general**

A resolution put to the vote of a general meeting must be decided on a show of hands unless a poll is duly demanded in accordance with the articles.

37 **Errors and disputes**

- 37.1 No objection may be raised to the qualification of any person voting at a general meeting except at the meeting or adjourned meeting at which the vote objected to is tendered and every vote not disallowed at the meeting is valid.
- 37.2 Any such objection must be referred to the chairman of the meeting, whose decision is final.

38 **Poll votes**

- 38.1 A poll on a resolution may be demanded:
 - 38.1.1 in advance of the general meeting where it is to be put to the vote; or
 - 38.1.2 at a general meeting, either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared.
- 38.2 A poll may be demanded by:
 - 38.2.1 the chairman of the meeting;
 - 38.2.2 the directors;
 - 38.2.3 two or more persons having the right to vote on the resolution; or
 - 38.2.4 a person or persons representing not less than one tenth of the total voting rights of all the members having the right to vote on the resolution.
- 38.3 A demand for a poll may be withdrawn if:
 - 38.3.1 the poll has not yet been taken; and
 - 38.3.2 the chairman of the meeting consents to the withdrawal.
- 38.4 Polls must be taken immediately and in such manner as the chairman of the meeting directs.

39

Content of proxy notices

- 39.1 Proxies may only validly be appointed by a notice in writing (a proxy notice) which:
 - 39.1.1 states the name and address of the shareholder appointing the proxy;
 - 39.1.2 identifies the person appointed to be that shareholder's proxy and the general meeting in relation to which that person is appointed;
 - 39.1.3 is signed by or on behalf of the member appointing the proxy or is authenticated in such manner as the directors may determine; and
 - 39.1.4 is delivered to the company in accordance with the articles and any instructions contained in the notice of the general meeting to which they relate.
- 39.2 The company may require proxy notices to be delivered in a particular form and may specify different forms for different purposes.
- 39.3 Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- 39.4 Unless a proxy notice indicates otherwise, it must be treated as:
 - 39.4.1 allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
 - 39.4.2 appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as to the meeting itself.

40

Delivery of proxy notices⁴⁰

- 40.1 A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the company by or on behalf of that person.
- 40.2 An appointment under a proxy notice may be revoked by delivering to the company a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.
- 40.3 A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- 40.4 If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

41

Amendments to resolutions

- 41.1 An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if:
 - 41.1.1 notice of the proposed amendment is given to the company in writing by a person entitled to vote at the general meeting at which it is to be proposed

- not less than 48 hours before the meeting is to take place (or such later time as the chairman of the meeting may determine); and
- 41.1.2 the proposed amendment does not, in the reasonable opinion of the chairman of the meeting, materially alter the scope of the resolution.
- 41.2 A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if:
 - 41.2.1 the chairman of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed; and
 - 41.2.2 the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.
- 41.3 If the chairman of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chairman's error does not invalidate the vote on that resolution.

PART 5 ADMINISTRATIVE ARRANGEMENTS

42 Means of communication to be used

- 42.1 Subject to the articles, anything sent or supplied by or to the company under the articles may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the company.
- 42.2 Subject to the articles, any notice or document to be sent or supplied to a director in connection with the taking of decisions by directors may also be sent or supplied by the means by which that director has asked to be sent or supplied with such notices or documents for the time being.
- 42.3 A director may agree with the company that notices or documents sent to that director in a particular way are to be deemed to have been received within a specified time of their being sent and for the specified time to be less than 48 hours.

43 Company seals

- 43.1 Any common seal may only be used by the authority of the directors.
- 43.2 The directors may decide by what means and in what form any common seal is to be used.
- 43.3 Unless otherwise decided by the directors, if the company has a common seal and it is affixed to a document, the document must also be signed by at least one authorised person in the presence of a witness who attests the signature.
- 43.4 For the purposes of this article, an authorised person is:
 - 43.4.1 any director of the company;

- 43.4.2 the company secretary (if any); or
- 43.4.3 any person authorised by the directors for the purpose of signing documents to which the common seal is applied.

44 **No right to inspect accounts and other records**

Except as provided by law or authorised by the directors or an ordinary resolution of the company, no person is entitled to inspect any of the company's accounting or other records or documents merely by virtue of being a shareholder.

PART 6 DIRECTORS' INDEMNITY AND INSURANCE

45 **Indemnity**

- 45.1 Subject to paragraph 45.2, a relevant director of the company or an associated company may be indemnified out of the company's assets against:
 - 45.1.1 any liability incurred by that director in connection with any negligence, default, breach of duty or breach of trust in relation to the company or an associated company;
 - 45.1.2 any liability incurred by that director in connection with the activities of the company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in Section 235(6) of the Companies Act 2006);
 - 45.1.3 any other liability incurred by that director as an officer of the company or an associated company.
- 45.2 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.
- 45.3 In this article:
 - 45.3.1 companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate; and
 - 45.3.2 a relevant director means any director or former director of the company or an associated company.

46 **Insurance**

- 46.1 The directors may decide to purchase and maintain insurance, at the expense of the company, for the benefit of any relevant director in respect of any relevant loss.
- 46.2 In this article:
 - 46.2.1 a **relevant director** means any director or former director of the company or an associated company;
 - 46.2.2 a **relevant loss** means any loss or liability which has been or may be incurred by a relevant director in connection with that director's duties or pow-

ers in relation to the company, any associated company or any pension fund or employees' share scheme of the company or associated company; and

46.2.3 companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.