

Company number SC578793

The Companies Act 2006

Private Company Limited by Guarantee and Not Having a Share Capital

Articles of Association

of

Visit Moray & Speyside Limited (the “company”)

1 Interpretation

1.1 In these Articles, unless the context otherwise requires:

“**Act**” means the Companies Act 2006;

“**appointor**” has the meaning given in article 15.1;

“**Articles**” means the company’s articles of association for the time being in force;

“**BID**” means the Business Improvement District which operates within the BID Area and which is managed and operated by the company;

“**BID Area**” has the meaning given in article 2.1.1;

“**BID Levy**” means the charge to be levied and collected within the BID Area pursuant to the Regulations;

“**Board**” means the board of directors of the company;

“**business day**” means any day (other than a Saturday, Sunday or public holiday in the United Kingdom) on which clearing banks in Inverness are generally open for business;

“**clear days**” in relation to the period of a notice means that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;

“**Conflict**” has the meaning given in article 12.1;

“**Council**” means Moray Council;

“**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);

“**Interested Director**” has the meaning given in article 12.1;

“**Model Articles**” means the model articles for private companies limited by guarantee contained in Schedule 2 of the Companies (Model Articles) Regulations 2008 (SI 2008/3229) as amended prior to the date of adoption of these Articles;

“**Objects**” has the meaning given in article 2.1;

“Operating Agreement” means the agreement between the Council and the company regarding the operation of the BID;

“registered office” means the registered office for the time being of the company;

“Regulations” means The Business Improvement Districts (Scotland) Regulations 2007 as amended by The Business Improvement Districts (Scotland) Amendment Regulations 2007 and The Business Improvement Districts (Scotland) Amendment Regulations 2008 and such other amendments made by The Scottish Ministers pursuant to Part 9 of the Planning etc. (Scotland) Act 2006 (as may be in force from time to time);

“relevant loss” has the meaning given in article 22.2.1; and

“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 they are also a director or other officer), to the extent they act in their capacity as auditor).

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 Words in the singular include the plural and in the plural include the singular.

1.8 A reference to any gender includes a reference to each of the other genders.

1.9 The Model Articles shall apply to the company, except in so far as they are modified or excluded by these Articles.

2 Objects and Powers

2.1 The company's objects (the **“Objects”**) are:

2.1.1 to co-operate with the Council to promote the development of a business improvement district as provided by the Planning etc. (Scotland) Act 2006 for such part or parts of Moray Council Wards of Elgin, Forres, Findhorn & Kinloss, Dyke Landward, Finnerne, Burghead & Cummington, Hopeman & Covesea,

Lossiemouth, Heldon & Laich, Innes, Buckie & District, Findochty & District, Portknockie, Cullen & Deskford, Lennox, Keith, Strathisla, Speyside, Dufftown & District and Glenlivet (the “**BID Area**”), excluding the area already included in the existing ‘Embrace Elgin’ city centre Business Improvement District as set out in the business plan put forward by the company to the Council;

- 2.1.2 to define and procure the delivery of tourism, leisure and business management activities to support the needs of businesses in the BID Area;
 - 2.1.3 to promote the BID Area as a centre for cultural, entertainment, leisure and business tourism activities in the area of operation of the Council and to increase the number of visitors to the BID Area;
 - 2.1.4 to strengthen the BID Area trading environment by:
 - 2.1.4.1 marketing and promoting Moray Speyside as one destination;
 - 2.1.4.2 attracting additional conference and business tourism all year round to the BID Area;
 - 2.1.4.3 promoting and supporting sustainable events and festivals in the BID Area;
 - 2.1.4.4 helping local businesses to grow by providing business development opportunities and working together with those interested in the economic development of the BID Area; and
 - 2.1.4.5 working to improve the tourism infrastructure of the BID Area;
 - 2.1.5 to generally promote and improve the social, economic and environmental well being of the tourism industry within the BID Area;
 - 2.1.6 to be engaged in the economic, environmental and social regeneration of the BID Area;
 - 2.1.7 to be engaged in supporting the advancement of community development within the BID Area;
 - 2.1.8 to meet such other objectives as may be required in accordance with legislation and which may be added from time to time following consultation with non-domestic rate payers or such rate payers and other eligible owners or tenants within the BID Area; and
 - 2.1.9 to carry out any act which is within, conducive to or facilitated by the Planning etc. (Scotland) Act 2006 (as may be amended from time to time) or such regulations thereunder regulating the operation of Business Improvement Districts as may be prescribed, including, but not limited to, to receive the BID Levy from non-domestic rate payers or such rate payers and other eligible owners or tenants within the BID Area and to enter into such agreements as maybe necessary with the Council, or any other party, for the collection of the BID Levy and to authorise enforcement and recovery on behalf of the company of any BID Levy due, owing or otherwise unpaid.
- 2.2 In furtherance of the foregoing Objects, but not further or otherwise, the company shall have the following powers:
- 2.2.1 to carry out any act which is within, conducive to or facilitated by Part 9 of the Planning etc. (Scotland) Act 2006 (as may be amended from time to time) or the Regulations or such other regulations regulating the operation of Business Improvement Districts as may be prescribed;

- 2.2.2 to liaise with voluntary sector bodies, local authorities, Scottish Government or UK Government departments and agencies, and other bodies, all with a view to furthering the Objects;
- 2.2.3 to enter into any arrangement with any organisation, government or authority which may be advantageous for the purposes of the activities of the company, and to enter into any arrangement for co-operation or mutual assistance with any charity;
- 2.2.4 to engage with companies whose activities may further one or more of the above Objects, or may generate income to support the activities of the company;
- 2.2.5 to purchase, take on lease or in exchange, hire or otherwise acquire any heritable or moveable property and any rights or privileges which the company may think necessary or convenient for the furtherance of the Objects, and to construct, maintain and alter any buildings or erections necessary or convenient for the work of the company;
- 2.2.6 to improve, manage, develop, or otherwise deal with, all or any part of the property and rights of the company;
- 2.2.7 to sell, let, sub-let, lease, mortgage, dispose of or turn to account all or any of the property or assets of the company as may be thought expedient and to accept surrenders of leases and tenancies and to make allowances to and arrangements with tenants, as may be deemed expedient in the interests of the company;
- 2.2.8 to undertake and execute any charitable trusts which may lawfully be undertaken by the company, and to hold and administer any property or funds subject to any such trust;
- 2.2.9 subject to such consents as may be required by law, to borrow or raise money for the purposes of the company on such terms and on such security as may be thought fit;
- 2.2.10 to take such steps as may be deemed appropriate for the purpose of raising funds for the company's activities;
- 2.2.11 to accept grants, donations and legacies of all kinds (and to accept any reasonable conditions attaching to them);
- 2.2.12 to lend money and give credit (with or without security) and to grant guarantees and issue indemnities;
- 2.2.13 provided such investment is consistent with the purposes for which the funds are held, to invest the moneys of the company not immediately required for its purposes in or upon such investments, securities and property as may be thought fit, subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law and subject also as hereinafter provided;
- 2.2.14 to effect insurance of all kinds (which may include officers' liability insurance);
- 2.2.15 either alone or jointly with any person or body of persons, to promote or approve any Act of Parliament, Royal Charter or other measure with a view to the attainment of the Objects, or any of them, and to oppose any bills, proceedings or applications which may prejudice the attainment of the Objects, or any of them, and for all or any of the purposes aforesaid to petition Parliament, to promote deputations and generally to take such steps and proceedings as may be deemed expedient;
- 2.2.16 to take or promote such lawful proceedings or measures as the company may deem advisable;

- 2.2.17 to oppose, or object to, any application or proceedings which may prejudice the company's interests;
- 2.2.18 to produce, edit, print, publish, sell, hire or otherwise deal in journals, newspapers, magazines, periodicals, brochures, pamphlets and other literature, and to disseminate by means of cinema and other exhibitions, television or radio broadcasting or otherwise information of such matters as appertain and relate and are ancillary to the Objects or that may in any way further the Objects, and to establish, support, or co-operate with any other charitable organisation whose aim is to publicise or promote the BID Area in a manner approved by the company;
- 2.2.19 to take any gift of property, whether subject to any special trust or not, for any of the Objects, and to take steps by personal or written appeals, public meetings, exhibitions, displays, competitions, or otherwise (save by commercial activities), as may from time to time be deemed expedient for procuring contributions, donations and annual or other subscriptions to the funds of the company;
- 2.2.20 to establish and/or support or aid any establishment and any charitable association or institution and to subscribe and guarantee money or covenant money for charitable purposes in any way connected with the Objects;
- 2.2.21 to affiliate or co-operate with any other organised charitable body in the United Kingdom, Europe or elsewhere, having objects similar to the Objects, with a view to furthering the Objects, and to amalgamate with any charitable company having objects similar to the Objects;
- 2.2.22 to make such rules and regulations for the management and administration of the company and for matters connected therewith as the company in its discretion think fit and from time to time to so add amend vary revoke or replace any such rules and regulations but so that nothing in this sub-clause shall be deemed to authorise any application of any part of the investments and property held by or on behalf of the company or the income thereof otherwise than in conformity with these Articles;
- 2.2.23 to appoint and constitute such committees, boards or bodies (whether advisory or not) as the company may consider desirable for the better management and administration of the company and to make amend vary revoke and replace rules and regulations for the purpose of defining their functions powers and organisation and also (if the company shall think fit) to pay an honorarium or fee or salary to and defray expenses incurred by any member of such committee board or body appointed as aforesaid;
- 2.2.24 to apply for and take out, purchase or otherwise acquire, any patents, patent rights, inventions, licences, conversions, trade marks, or secret processes, which may further the Objects, and to grant licences to use the same;
- 2.2.25 to pay all or any expenses incurred in connection with the promotion and incorporation of the company;
- 2.2.26 to employ such staff as are considered appropriate for the proper conduct of the company's activities, and to make reasonable provision for the payment of pension and/or other benefits for members of staff, ex-members of staff and their dependants;
- 2.2.27 to engage such consultants and advisers as are considered appropriate from time to time;
- 2.2.28 to remunerate any person, firms or company rendering services to the company, either by cash payment or otherwise; and
- 2.2.29 to carry on any other activities which further any of the above Objects; and

2.2.30 to do all such other things as are incidental or conducive to the attainment of the Objects or any of them.

2.3 Notwithstanding the provisions of the Act, the company's annual accounts will require to be audited.

3 Application of income and liability of members

3.1 The company is a private company limited by guarantee and not having a share capital.

3.2 The income and property of the company shall be applied solely towards the promotion of its Objects as set forth in these Articles and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to members of the company.

3.3 The liability of the members of the company is limited.

3.4 Every member of the company undertakes to contribute such amount as may be required (not exceeding £1.00) to the company's assets if it should be wound up while they are a member or within six months after they cease to be a member, for payment of the company's debts and liabilities contracted before they cease to be a member and of the costs, charges, and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

3.5 If the company is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any property:

3.5.1 in respect of the balance of any funds received or held for specific activities or purposes and considered restricted funds ("**Restricted Funds**"), such balance shall not be paid or distributed among the members of the company, but shall be given or transferred to some other body having objectives similar to the Objects and the restrictions set out in article 2 above, such body or bodies to be determined by the members (on the recommendation of the Board) at or before the time of dissolution or, if no such body is determined, to a community purpose entity with objects similar to the Objects, for purposes similar to those specified for the Restricted Funds; and

3.5.2 to the extent that such property is not Restricted Funds, it shall not be paid or distributed among the members of the company, but shall be given or transferred to the Council or its successors.

4 Members

4.1 The subscribers to the memorandum of association of the company and such other persons as are admitted to membership in accordance with these Articles shall be members of the company. No person shall be admitted a member of the company unless they are approved by the directors. The directors shall not be obliged to give any reason for refusing any application for membership. Every person who wishes to become a member shall deliver to the company an application for membership in such form as the directors require executed by them.

4.2 A member may at any time withdraw from the company by giving at least seven clear days' notice to the company. Membership shall not be transferable and shall cease on death, striking off, winding up, liquidation, administration, sequestration or bankruptcy.

4.3 The following are the categories of membership of the company:

4.3.1 BID members; and

4.3.2 Opt-in members.

- 4.4 Any person who pays the BID Levy within the BID Area is eligible to apply for membership as a BID member.
- 4.5 Any person who is not eligible to be a BID member but makes voluntary BID Levy payments to the company for the purposes of securing or procuring the objectives of the BID and the company is eligible to apply for membership as an Opt-in member.
- 4.6 A person cannot be a member in more than one category of membership.
- 4.7 Every member shall use their best endeavours to promote the Objects and interests of the company and shall observe all the company's regulations affecting them including these Articles.

5 General Meetings

- 5.1 The directors of the company may call general meetings and, on the requisition of members pursuant to provisions of the Act, shall forthwith proceed to convene a general meeting for a date not later than eight weeks after receipt of the requisition. If there are not within the United Kingdom sufficient directors to call a general meeting, any director or any member of the company may call a general meeting.
- 5.2 General meetings shall be called by at least twenty one clear days' notice, but a general meeting may be called by shorter notice if so agreed by a majority in number of the members having the right to attend and vote being a majority together holding not less than ninety-five per cent of the total voting rights at the meeting of all the members.
- 5.3 The notice shall specify the time and place of the meeting and the general nature of the business to be transacted and, in the case of an annual general meeting, shall specify the meeting as such. The notice shall be given to all members, directors and the company's auditors.
- 5.4 The accidental omission to give notice of a meeting to, or the non-receipt of a notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.
- 5.5 No business can be transacted at any general meeting unless a quorum is present at the time when the meeting proceeds to business and for its duration. The quorum at a general meetings is 10 members or 25% of the members (whichever is the lower), and whom are present in person or by proxy or, in the case of a body corporate, unincorporated association or partnership, by a duly authorised representative.
- 5.6 If a quorum is not present within 30 minutes from the appointed time for a general meeting or is not present for its duration, the meeting will be adjourned to the same day in the next week at the same time and place. If a quorum is not present at that adjourned meeting or does not remain present for its duration, the member or members present will form a quorum. Business transacted with only one member present in accordance with this article 5.6 will be deemed for all purposes to constitute business transacted at a meeting and a resolution will be valid as if passed by a majority vote irrespective of which member or members vote in favour of its being passed (provided that this is only the case for the purposes of the transaction of the business specified in the agenda contained in the notice for that meeting).
- 5.7 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 no the business of the meeting.
- 5.8 A person is able to exercise the right to vote at a general meeting when:
 - 5.8.1 that person is able to vote, during the meeting, on resolutions put to the vote at the meeting; and

- 5.8.2 that person's vote can be taken into account in determining whether or not such resolutions are passed at the same time as the vote of all the other persons attending the meeting.
- 5.9 The Board may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it.
- 5.10 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.
- 5.11 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.
- 5.12 The chairperson, if any, of the Board or in their absence some other director of the company nominated by the directors shall preside as chairperson of the meeting, but if neither the chairperson nor such other director (if any) be present within fifteen minutes after the time appointed for holding the meeting and willing to act, the directors present shall elect one of their number to be chairperson and, if there is only one director present and willing to act, they shall be chairperson.
- 5.13 If no director is willing to act as chairperson, or if no director is present within fifteen minutes after the time appointed for holding the meeting, the members present and entitled to vote shall choose one of their number to be chairperson.
- 5.14 A director of the company shall, notwithstanding that they are not a member, be entitled to attend and speak at any general meeting.
- 5.15 The chairperson may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.
- 5.16 A resolution put to the vote of a meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the show of hands a poll is duly demanded. Subject to the provisions of the Act, a poll may be demanded:
- 5.16.1 by the chairperson; or
- 5.16.2 by any qualifying person (as defined in section 318 of the Act) present and entitled to vote at the meeting;
- and a demand by a person as proxy for a member shall be the same as a demand by the member.
- 5.17 Unless a poll is duly demanded a declaration by the chairperson that a resolution has been carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
- 5.18 The demand for a poll may, before the poll is taken, be withdrawn but only with the consent of the chairperson and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.

- 5.19 A poll shall be taken as the chairperson directs and they may appoint scrutineers (who need not be members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- 5.20 In the case of an equality of votes, whether on a show of hands or on a poll, the director appointed as the chief executive officer of the company shall be entitled to a casting vote in addition to any other vote they may have.
- 5.21 A poll demanded on the election of a chairperson or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either forthwith or at such time and place as the chairperson directs not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.
- 5.22 No notice need be given of a poll not taken forthwith if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In any other case at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
- 5.23 A resolution in writing executed by or on behalf of each member who would have been entitled to vote upon it if it had been proposed at a general meeting at which they were present shall be as effectual as if it had been passed at a general meeting duly convened and held and may consist of several instruments in the like form executed by or on behalf of one or more members.
- 5.24 On a show of hands every member who (being an individual) is present in person or by proxy (not being themselves a member entitled to vote) or (being a body corporate, unincorporated association or partnership) is present by a duly authorised representative or by proxy, not being themselves a member entitled to vote, shall have one vote. On a poll every member present in person or by proxy or by duly authorised representative (as the case may be) shall have one vote.
- 5.25 A member in respect of whom an order has been made by any court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder may vote, whether on a show of hands or on a poll, by their receiver, curator bonis or any other person authorised in that behalf appointed by that court, and any such receiver, curator bonis or other person may, on a poll, vote by proxy. Evidence to the satisfaction of the directors of the authority of the person claiming to exercise the right to vote shall be deposited at the registered office, or at such other place as is specified in accordance with these Articles for the deposit of instruments of proxy, 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 and in default the right to vote shall not be exercisable.
- 5.26 No member shall be entitled to attend and vote at any general meeting either in person or by proxy if the company shall have been notified by the Council or any other responsible body that any amount payable to the Council or any other responsible body for business rates or the BID Levy by such member remains outstanding.
- 5.27 No objection shall be raised to the qualification of any vote except at the meeting or adjourned at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chairperson whose decision shall be final and conclusive.
- 5.28 The appointment of a proxy shall be executed by or on behalf of the appointer and shall be in the following form (or in a form as near thereto as circumstances allow or in any form which the directors may approve):

[BIDCo]

I/We, _____ of _____ member/members of the above-named company, hereby appoint [] of [], or failing them, [] of [], as my/our proxy to vote in my/our name[s] and on my/our behalf at the general meeting of the company to be held on [] 20[], and at any adjournment thereof.

Signed on []

- 5.29 Where it is desired to afford members an opportunity of instructing the proxy how they shall act the appointment of a proxy shall be in the following form (or in a form as near thereto as circumstances allow or in any form which the directors may approve):

[BIDCo]

I/We, _____ of _____ member/members of the above-named company, hereby appoint [] of [], or failing them, [] of [], as my/our proxy to vote in my/our name[s] and on my/our behalf at the general meeting of the company to be held on [] 20[], and at any adjournment thereof.

This form is to be used in respect of the resolutions mentioned below as follows:

Resolution No. 1 * for * against

Resolution No. 2 * for * against

* Strike out whichever is not desired.

Unless otherwise instructed, the proxy may vote as they think fit or abstain from voting.

Signed on []

- 5.30 The instrument appointing a proxy and any authority under which it is executed or a copy of such authority certified notarially or in some other way approved by the directors may:

5.30.1 in the case of an instrument in writing be deposited at the registered office or at such other place within the United Kingdom as is specified in the notice convening the meeting or in any instrument of proxy sent out by the company in relation to the meeting not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or

5.30.2 in the case of an appointment contained in an electronic communication, where an address has been specified for the purpose of receiving electronic communications:

5.30.2.1 in the notice convening the meeting; or

5.30.2.2 in any instrument of proxy sent out by the company in relation to the meeting; or

5.30.2.3 in any invitation contained in an electronic communication to appoint a proxy issued by the company in relation to the meeting,

be received at such address not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the appointment proposes to vote;

5.30.3 in the case of a poll taken more than 48 hours after it is demanded, be deposited or received as aforesaid after the poll has been demanded and not less than 24 hours before the time appointed for the taking of the poll; or

5.30.4 where the poll is not taken forthwith but is taken nor more than 48 hours after it was demanded, be delivered at the meeting at which the poll was demanded to the chairperson or to any director;

and an appointment of proxy, which is not deposited or delivered in a manner so permitted shall be invalid. In this article 5.30 and article 5.31, a reference to electronic communication includes any number or address used for the purposes of such communications.

5.31 A vote given or a poll demanded by proxy or by the duly authorised representative of a body corporate, unincorporated association or partnership shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the company at the registered office or at such other place at which the instrument of proxy was duly deposited or where the appointment of proxy was contained in an electronic communication, at the address at which such appointment was duly received before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

5.32 No member shall be entitled to vote at any general meeting unless all monies then payable by them to the company have been paid.

5.33 A body corporate, unincorporated association or partnership, which is a member, can authorise any person to act as its representative at any meeting. This person is called an authorised representative. The governing body of the body corporate, unincorporated association or partnership must pass a resolution to appoint the authorised representative. An authorised representative can exercise all powers on behalf of their appointer which their appointer could exercise if it were an individual member. This includes the power to vote on a show of hands when the authorised representative is personally present at a meeting. The directors may require evidence of the authority of an authorised representative.

5.34 Any vote cast by an authorised representative and any demand by them for a poll will be valid even though they are, for any reason, no longer authorised to represent their appointer. However, this does not apply if written notice of the fact that they are no longer authorised has been received at the registered office before the day of the relevant meeting or adjourned meeting or before the day a poll is taken.

6 Unanimous decisions

6.1 A decision of the directors is taken in accordance with this article 6 when all eligible directors indicate to each other by any means that they share a common view on a matter.

6.2 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.

6.3 A decision may not be taken in accordance with this article 6 if the eligible directors would not have formed a quorum at such a meeting.

6.4 Where there is only one director that director shall take decisions in the form of resolutions in writing.

7 Calling a directors' meeting

Any director may call a directors' meeting by giving not less than five business days' notice of the meeting (or such lesser notice as all the directors may agree) to the directors or by authorising the company secretary (if any) to give such notice.

8 Quorum for directors' meetings, appointment of directors etc.

- 8.1 Unless otherwise determined by the members by ordinary resolution the maximum number of directors shall be 15 and the minimum number of directors shall be 6.
- 8.2 Subject to article 8.3, the quorum for the transaction of business at a meeting of directors is 50% of eligible directors, except when one director only is in office, when it shall be one. A director is regarded as present for the purposes of a quorum if they are represented by their alternate director in accordance with these Articles.
- 8.3 If a quorum is not present within 30 minutes from the time appointed for the meeting or is not present for its duration, the meeting will be adjourned for 5 business days. If a quorum is not present at that adjourned meeting or does not remain present for its duration, the meeting will again be adjourned for 3 business days and if a quorum is not present at that second adjourned meeting or does not remain present for its duration any two directors (or their alternates) present will constitute a quorum and a resolution will be valid if passed by majority vote provided that this will only be the case for the purpose of the transaction of the business specified in the agenda contained in the notice of the meeting.
- 8.4 For the purposes of any meeting (or part of a meeting) held pursuant to article 12 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 meeting (or part of a meeting) shall be one eligible director.
- 8.5 The person appointed as the chief executive officer of the company shall be entitled to be appointed as a director of the company for as long as they hold the post of chief executive officer of the company. If such person ceases to be the chief executive officer of the company, then unless otherwise resolved by the Board, they shall cease to be a director of the company.
- 8.6 No person shall be appointed a director at any general meeting unless:
- 8.6.1 save in respect of the directors appointed under article 8.9, they are, or represents, a BID member or Opt-in member;
 - 8.6.2 they are recommended by the Board; or
 - 8.6.3 not less than 14 or more than 35 clear days before the date appointed for the meeting, notice executed by a member qualified to vote at the meeting has been given to the company of the intention to propose that person for appointment stating the particulars which would, if they were so appointed, be required to be included in the company's register of directors together with notice executed by that person of their willingness to be appointed.
- 8.7 Not less than seven nor more than 28 clear days before the date appointed for holding a general meeting notice shall be given to all who are entitled to receive notice of the meeting of any person who is recommended by the directors for appointment as a director at the meeting or in respect of whom notice has been duly given to the company of the intention to propose them at the meeting for appointment as a director. The notice shall give particulars of that person which would, if they were so appointed, be required to be included in the company's register of directors.
- 8.8 Subject as aforesaid the company may by ordinary resolution appoint a person who is willing to act to be a director either to fill a vacancy or as an additional director.
- 8.9 The directors may appoint up to three persons who are willing to act to be a director, for the purposes of maintaining the proper skills, knowledge and expertise balance on the Board, as additional directors, provided that those appointments do not cause the number of directors to exceed any maximum number of directors in accordance with these Articles.

- 8.10 Directors will not be entitled to remuneration in their capacity as such.
- 8.11 The directors may be paid travelling, hotel and other expenses properly and reasonably incurred (and vouched for) by them in connection with their attendance at meetings of directors or general meetings or separate meetings of the company or otherwise in connection with the discharge of their duties.
- 8.12 Without prejudice to the provisions of article 18 of the Model Articles, the office of a director shall be vacated if they shall for two consecutive meetings of the Board or more than six consecutive months (whichever is the lower) have been absent without permission of the Board from meetings of the Board held during that period and the Board resolves that their office be vacated.
- 8.13 All directors will require to execute, and comply with at all times, the company's code of conduct.
- 8.14 Subject to article 8.15, at the annual general meeting of the company taking place in 2023 and at every subsequent annual general meeting, one-third of the directors who are subject to retirement by rotation or, if their number is not three or a multiple of three, the number nearest to one-third shall retire from office.
- 8.15 No retirements shall take place where the number of directors is fewer than 6 at the time of the calling of an annual general meeting. In such case, any directors who would have been due to retire will hold office until the next annual general meeting after the annual general meeting referred to above in these articles 8.14 to 8.19 (inclusive), and will be subject to retirement at that next annual general meeting.
- 8.16 The directors to retire by rotation pursuant to article 8.14 shall be those who have been longest in office since their last appointment or reappointment, but as between persons who became or were last reappointed directors on the same day, those to retire shall (unless they otherwise agree among themselves) be determined by lot.
- 8.17 Any director subject to retirement is eligible for re-election, re-appointment or co-option.
- 8.18 If the company, at the annual general meeting at which a director retires, does not fill the vacancy, the retiring director shall, if willing to act, be deemed to have been reappointed, unless at the meeting it is resolved not to fill the vacancy or a resolution for the re-appointment of the director is put to the meeting and lost.
- 8.19 In the case where the retiring director is re-appointed by election, they shall hold office until the third annual general meeting following their re-appointment and shall be barred for a period of 1 year from holding the office of director after they have held office for six consecutive years. Any such director shall, after the 1 year period mentioned above in this article 8.19, be entitled to be appointed or re-appointed as a director of the company and shall be entitled to hold such office for one further periods of six years in aggregate so that no director shall hold office for more than 12 years in aggregate.

9 Casting vote

If the numbers of votes for and against a proposal at a meeting of directors are equal, the chairperson shall have a casting vote.

10 Powers and Proceedings of Directors

- 10.1 Subject to the provisions of the Act, these Articles and to any directions given by special resolution, the business of the company shall be managed by the directors who may exercise all the powers of the company. No alteration of these Articles and no such direction shall invalidate any prior act of the directors which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this article 10 shall not be limited by any special power given to the directors by these Articles

and a meeting of directors at which a quorum is present may exercise all powers exercisable by the directors.

- 10.2 The directors may, by power of attorney or otherwise, appoint any person to be the agent of the company for such purposes and on such conditions as they determine, including authority for the agent to delegate all or any of their powers.
- 10.3 Subject to the provisions of the Act, the directors may appoint one or more of their number to the office of chief executive officer or to any other executive office under the company and may enter into an agreement or arrangement with any director for their employment by the company or for the provision by them of any services outside the scope of the ordinary duties of a director. Any such appointment, agreement or arrangement may be made upon such terms as the directors determine and they may remunerate any such director for their services as they think fit. Any appointment of a director to an executive office shall terminate if they cease to be a director but without prejudice to any claim to damages for breach of the contract of service between the director and the company.
- 10.4 The directors may delegate any of their powers to any committee consisting of one or more directors. They may also delegate to any managing director or any director holding any other executive office such powers as they consider desirable to be exercised by them. Any such delegation may be made subject to any conditions the directors may impose and either collaterally with or to the exclusion of their own powers and may be revoked or altered. Subject to any such conditions, the proceedings of a committee with two or more members shall be governed by these Articles regulating the proceedings of directors so far as they are capable of applying.
- 10.5 Board meetings should be convened at least 4 times a year. Subject to the provisions of these Articles, the directors may regulate their proceedings as they think fit. A director may call a meeting of the directors. It shall not be necessary to give notice of a meeting to a director who is absent from the United Kingdom. However, any director may waive notice of a meeting either prospectively or retrospectively and if they do so, no objection can be raised as to the validity of that meeting on the basis that notice was not given to them.
- 10.6 The continuing directors or a sole continuing director may act notwithstanding any vacancies in their number, but, if the number of directors is less than the number fixed as the quorum, the continuing directors or director may act only for the purpose of filling vacancies or of calling a general meeting.
- 10.7 The directors may appoint one of their number to be the chairperson of the Board and may at any time remove them from that office. Unless they are unwilling to do so, the director so appointed shall preside at every meeting of directors at which they are present. If there is no director holding that office, or if the director holding it is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the directors present may appoint one of their number to be chairperson of the meeting.
- 10.8 Except where specifically provided in these Articles matters for decision by the directors will be decided by simple majority vote. Each director has one vote. A director who is also an alternate director shall be entitled in the absence of their appointer to a separate vote on behalf of the appointer in addition to their own vote.
- 10.9 A committee of directors may meet and adjourn as it sees fit. The regulations in these Articles applicable to meetings of the directors apply in exactly the same way to meetings of any committee of the directors save that the directors may determine the regulations to govern such meetings of a committee of the directors including without limitation the quorum of such meetings.
- 10.10 All acts done by a meeting of directors, or a committee of directors, or by a person acting as a director shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any director or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been

duly appointed and was qualified and had continued to be a director and had been entitled to vote if such acts are ratified by the Board.

- 10.11 A resolution in writing signed by all the directors (including a sole director) entitled to receive notice of a meeting of directors or of a committee of directors shall be as valid and effectual as if it had been passed at a meeting of directors or (as the case may be) a committee of directors duly convened and held and may consist of several documents in the like form each signed by one or more directors, but a resolution signed by an alternate director need not also be signed by their appointer and, if it is signed by a director who has appointed an alternate director, it need not be signed by the alternate director in that capacity.
- 10.12 Any director for the time being absent from the United Kingdom may supply to the company an address and/or telex or facsimile transmission number whether or not within the United Kingdom to which notices of meetings of the directors may be sent and shall then be entitled to receive at such address or number notice of such meetings.
- 10.13 A meeting of the directors may be validly held notwithstanding that all of the directors are not present at the same place and at the same time provided that:
- 10.13.1 a quorum of the directors at the time of the meeting are in direct communication with each other whether by way of telephone, audio-visual link or other form of communication; and
- 10.13.2 a quorum of the directors entitled to attend a meeting of the directors agree to the holding of the meeting in this manner.
- 10.14 The company may by ordinary resolution suspend or relax to any extent, either generally or in respect of any particular matter, any provision of the Articles prohibiting a director from voting at a meeting of directors or of a committee of directors.
- 10.15 If a question arises at a meeting of directors or of a committee of directors as to the right of a director to vote, the question may, before the conclusion of the meeting, be referred to the chairperson of the meeting and their ruling in relation to any director other than themselves shall be final and conclusive.
- 10.16 The directors shall cause minutes to be made in books kept for the purpose:
- 10.16.1 of all appointments of officers made by the directors; and
- 10.16.2 of all proceedings at meetings of the company, of the directors, of committees of directors, and meetings of members, including the names of the directors present at each such meeting.

11 Transactions or other arrangements with the company

- 11.1 Subject to sections 177(5) and 177(6) and sections 182(5) and 182(6) of the Act and provided they have declared the nature and extent of their 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:
- 11.1.1 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;
- 11.1.2 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 they are interested;

- 11.1.3 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 they are interested;
- 11.1.4 may act by themselves or their firm in a professional capacity for the company (otherwise than as auditor) and they or their firm shall be entitled to remuneration for professional services as if they were not a director;
- 11.1.5 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
- 11.1.6 shall not, save as they may otherwise agree, be accountable to the company for any benefit which they (or a person connected with them (as defined in section 252 of the Act)) derive 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 their duty under section 176 of the Act.

12 Directors' conflicts of interest

- 12.1 The directors may, in accordance with the requirements set out in this article 12, authorise any matter or situation proposed to them by any director which would, if not authorised, involve a director (an "**Interested Director**") breaching their duty under section 175 of the Act to avoid conflicts of interest ("**Conflict**").
- 12.2 Any authorisation under this article 12 will be effective only if:
 - 12.2.1 to the extent permitted by the Act, the matter in question shall have been proposed by any director for consideration 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;
 - 12.2.2 any requirement as to the quorum for consideration of the relevant matter is met without counting the Interested Director; and
 - 12.2.3 the matter was agreed to without the Interested Director voting or would have been agreed to if the Interested Director's vote had not been counted.
- 12.3 Any authorisation of a Conflict under this article 12 may (whether at the time of giving the authorisation or subsequently):
 - 12.3.1 extend to any actual or potential conflict of interest which may reasonably be expected to arise out of the matter or situation so authorised;
 - 12.3.2 provide that the Interested Director be excluded from the receipt of documents and information and the participation in discussions (whether at meetings of the directors or otherwise) related to the Conflict;
 - 12.3.3 provide that the Interested Director shall or shall not be an eligible director in respect of any future decision of the directors vote in relation to any resolution related to the Conflict;
 - 12.3.4 impose upon the Interested Director such other terms for the purposes of dealing with the Conflict as the directors think fit;
 - 12.3.5 provide that, where the Interested Director obtains, or has obtained (through their involvement in the Conflict and otherwise than through their position as a director

of the company) information that is confidential to a third party, they will not be obliged to disclose that information to the company, or to use it in relation to the company's affairs where to do so would amount to a breach of that confidence; and

- 12.3.6 permit the Interested Director to absent themselves from the discussion of matters relating to the Conflict at any meeting of the directors and be excused from reviewing papers prepared by, or for, the Directors to the extent they relate to such matters.
- 12.4 Where the directors authorise a Conflict, the Interested Director will be obliged to conduct themselves in accordance with any terms and conditions imposed by the directors in relation to the Conflict.
- 12.5 The directors may revoke or vary such authorisation at any time, but this will not affect anything done by the Interested Director, prior to such revocation or variation, in accordance with the terms of such authorisation.
- 12.6 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 they derive 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.

13 Records of decisions to be kept

Where decisions of the directors are taken by electronic means, such decisions shall be recorded by the directors in permanent form, so that they may be read with the naked eye.

14 Number of directors

Unless otherwise determined by the members by ordinary resolution the maximum number of directors shall be 15 and the minimum number of directors shall be 6.

15 Appointment and removal of alternate directors

- 15.1 Any director ("**appointor**") may appoint as an alternate any other director, or any other person approved by resolution of the directors, to:
 - 15.1.1 exercise that director's powers; and
 - 15.1.2 carry out that director's responsibilities,in relation to the taking of decisions by the directors, in the absence of the alternate's appointor.
- 15.2 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.
- 15.3 The notice must:
 - 15.3.1 identify the proposed alternate; and
 - 15.3.2 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.

16 Rights and responsibilities of alternate directors

16.1 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.

16.2 Except as the Articles specify otherwise, alternate directors:

16.2.1 are deemed for all purposes to be directors;

16.2.2 are liable for their own acts and omissions;

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

16.2.4 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 their appointor is a member.

16.3 A person who is an alternate director but not a director:

16.3.1 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);

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

16.3.3 shall not be counted as more than one director for the purposes of articles 16.3.1 and 16.3.2.

16.4 A director who is also an alternate director is entitled, in the absence of their appointor, to a separate vote on behalf of their appointor, in addition to their own vote on any decision of the directors (provided that their 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.

16.5 An alternate director may be paid expenses and may be indemnified by the company to the same extent as their 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.

17 Termination of alternate directorship

17.1 An alternate director's appointment as an alternate terminates:

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

17.1.2 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;

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

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

18 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.

19 Rules or Bye Laws

The company may from time to time make such rules or bye laws as they may deem necessary or expedient or convenient for the proper conduct and management of the company. The company in general meeting shall have the power to alter or repeal the rules or bye laws and to make additions thereto and the directors shall adopt such means as they deem sufficient to bring to the notice of members of the company all such rules or bye laws, which so long as they shall be in force, shall be binding on all members of the company. No rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, these Articles.

20 Means of communication to be used

20.1 Any notice, document or other information shall be deemed served on or delivered to the intended recipient:

20.1.1 if properly addressed and sent by prepaid United Kingdom first class post to an address in the United Kingdom, 48 hours after it was posted or five business days after posting either to an address outside the United Kingdom or from outside the United Kingdom to an address within the United Kingdom, if (in each case) sent by reputable international overnight courier addressed to the intended recipient, provided that delivery in at least five business days was guaranteed at the time of sending and the sending party receives a confirmation of delivery from the courier service provider);

20.1.2 if properly addressed and delivered by hand, when it was given or left at the appropriate address;

20.1.3 if properly addressed and sent or supplied by electronic means, one hour after the document or information was sent or supplied; and

20.1.4 if sent or supplied by means of a website, when the material is first made available on the website or (if later) when the recipient receives (or is deemed to have received) notice of the fact that the material is available on the website.

For the purposes of this article 20, no account shall be taken of any part of a day that is not a business day.

20.2 In proving that any notice, document or other information was properly addressed, it shall be sufficient to show that the notice, document or other information was delivered to an address permitted for the purpose by the Act.

21 Indemnity

21.1 Subject to article 21.2, but without prejudice to any indemnity to which a relevant officer is otherwise entitled:

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

21.1.1.1 in the actual or purported execution and/or discharge of their duties, or in relation to them; and

21.1.1.2 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 them in defending any civil or criminal proceedings, in which judgment is given in their favour or in which they are acquitted or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on their part or in connection with any application in which the court grants them, in their 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

21.1.2 the company may provide any relevant officer with funds to meet expenditure incurred or to be incurred by them in connection with any proceedings or application referred to in article 21.1.1 and otherwise may take any action to enable any such relevant officer to avoid incurring such expenditure.

21.2 This article 21 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.

21.3 In this article 21 companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

22 Insurance

22.1 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 including, without limitation, errors and omissions / professional indemnity insurance.

22.2 In this article 22:

22.2.1 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 of the company or associated company; and

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