

No. 4,711

THE COMPANIES ACTS 1862 TO 2006

-----

PRIVATE COMPANY LIMITED BY SHARES

-----

**LONDON ROWING CLUB LIMITED**

Articles of Association

(Amended by Special Resolution passed 25 July 2018)

**1. INTERPRETATION, OBJECT AND LIMITATION OF LIABILITY**

**Table A not to apply**

1. Neither the provisions contained in the Table marked A in the Schedule to the Companies Act, 1862, nor any Table A to or any model articles issued pursuant to any subsequent Companies Act, shall apply to this company, except so far as the same are repeated or contained in these articles.

**Defined terms**

2. In the articles, unless the context requires otherwise—

“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 14;

“chairman of the meeting” has the meaning given in article 32;

“Club” means London Rowing Club;

“Club Rules” means the rules of the Club as they may be adopted or amended by the Club from time to time;

“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;

“ex-officio director” has the meaning given in article 19(2)(a);

“Full Members” means Members of the Club who are Full Members in accordance with the Club Rules. For the avoidance of doubt, a Full Member of the Club who has become an Honorary or Life Member of the Club in accordance with the Club Rules shall continue to be treated as a Full Member for the purpose of the articles;

“fully paid” in relation to a share, means that the nominal value and any premium to be paid to the company in respect of that share have been paid to the company;

“hard copy form” has the meaning given in section 1168 of the Companies Act 2006;

“holder” in relation to shares means the person whose name is entered in the register of members as the holder of the shares;

“instrument” means a document in hard copy form;

“Members” means members of the Club in accordance with the Club Rules;

“ordinary resolution” has the meaning given in section 282 of the Companies Act 2006;

“paid” means paid or credited as paid;

“participate” in relation to a directors’ meeting, has the meaning given in article 12;

“proxy notice” has the meaning given in article 38;

“shareholder” means a person who is the holder of a share;

“shares” means shares in the company;

“special resolution” has the meaning given in section 283 of the Companies Act 2006;

“subsidiary” has the meaning given in section 1159 of the Companies Act 2006; and

“writing” 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.

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 and (i) the singular shall include the plural and vice versa; (ii) the masculine shall include the feminine; and (iii) rowing shall include sculling.

### **Object and Club Rules**

3. The object of the company is to promote the amateur sport of rowing, more particularly on the River Thames, and community participation in the same. To that end the company operates as the Club in accordance with the articles and the Club Rules. In the event of

any conflict between the respective provisions of the articles and the Club Rules the provisions of the articles shall prevail.

### **Liability of members of the company**

4. The liability of the members of the company is limited to the amount, if any, unpaid on the shares held by them.

2.

## **DIRECTORS**

### **DIRECTORS' POWERS AND RESPONSIBILITIES**

#### **Directors' general authority**

1. Subject to the articles, the directors are responsible for the management of the company's business, for which purpose they may exercise all the powers of the company PROVIDED that without in each case the sanction of the shareholders they shall not enter into any contract or agreement for amalgamating with any other association, society or company, nor shall the whole amount of moneys due from the company in respect of loans exceed £500,000.00.

#### **Shareholders' reserve power**

2.

- (1) The shareholders may, by special resolution, direct the directors to take, or refrain from taking, specified action.
- (2) No such special resolution invalidates anything which the directors have done before the passing of the resolution.

#### **Directors may delegate**

3.

- (1) Subject to the articles, the directors may delegate any of the powers which are conferred on them under the articles—
  - (a) to such person or committee;
  - (b) by such means (including by power of attorney);
  - (c) to such an extent;
  - (d) in relation to such matters or territories; and
  - (e) on such terms and conditions,as they think fit.
- (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.
- (3) The directors may revoke any delegation in whole or part, or alter its terms and conditions.

## **Committees**

4.
  - (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.
  - (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**

### **Directors to take decisions collectively**

5.
  - (1) 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 10.
  - (2) If—
    - (a) the company only has one director; and
    - (b) no provision of the articles requires it to have more than one director,the general rule does not apply, and the director may take decisions without regard to any of the provisions of the articles relating to directors' decision-making.

### **Unanimous decisions**

6.
  - (1) A decision of the directors is taken in accordance with this article when all eligible directors indicate to each other by any means that they share a common view on a matter.
  - (2) 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.
  - (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.
  - (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.

### **Calling a directors' meeting**

7.
  - (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.

- (2) Notice of any directors' meeting must indicate—
  - (a) its proposed date and time;
  - (b) where it is to take place; and
  - (c) 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.
- (3) Notice of a directors' meeting must be given to each director, but need not be in writing.
- (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.

### **Participation in directors' meetings**

8.

- (1) Subject to the articles, directors participate in a directors' meeting, or part of a directors' meeting, when—
  - (a) the meeting has been called and takes place in accordance with the articles; and
  - (b) they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
- (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.
- (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.

### **Quorum for directors' meetings**

9.

- (1) At a directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- (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.
- (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—
  - (a) to appoint further directors; or

- (b) to call a general meeting so as to enable the shareholders to appoint further directors.

### **Chairing of directors' meetings**

10.

- (1) The directors may appoint a director to chair their meetings.
- (2) The person so appointed for the time being is known as the chairman.
- (3) The directors may terminate the chairman's appointment at any time.
- (4) If the chairman is not participating in a directors' meeting within ten minutes of the time at which it was to start, the participating directors must appoint one of themselves to chair it.

### **Casting vote**

11.

- (1) If the numbers of votes for and against a proposal are equal, the chairman or other director chairing the meeting has a casting vote.
- (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.

### **Conflicts of interest**

12.

- (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.
- (2) But if paragraph (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.
- (3) This paragraph applies when—
  - (a) 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;
  - (b) the director's interest cannot reasonably be regarded as likely to give rise to a conflict of interest; or
  - (c) the director's conflict of interest arises from a permitted cause.
- (4) For the purposes of this article, the following are permitted causes—

- (a) 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;
  - (b) subscription, or an agreement to subscribe, for shares or other securities of the company or any of its subsidiaries, or to underwrite, sub-underwrite, or guarantee subscription for any such shares or securities; and
  - (c) 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.
- (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.
- (6) Subject to paragraph (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.
- (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.

### **Records of decisions to be kept**

13. 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.

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

14. 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**

### **Methods of appointing directors**

- 15.
- (1) 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—
    - (a) by ordinary resolution; or
    - (b) by a decision of the directors.

- (2) The directors shall be—
  - (a) Officers for the time being of the Club provided they have been duly elected as such in accordance with the Rules; and
  - (b) Not more than 10 other shareholders of the company.
- (3) In any case where, as a result of death, the company has no shareholders and no directors, the personal representatives of the last shareholder to have died have the right, by notice in writing, to appoint a person to be a director.
- (4) For the purposes of paragraph (3), where 2 or more shareholders die in circumstances rendering it uncertain who was the last to die, a younger shareholder is deemed to have survived an older shareholder.
- (5) At a general meeting in every year, to be from time to time fixed by the directors for the time being, all the directors save for ex-officio directors shall retire from office and new directors shall be elected. A retiring director shall be eligible for re-election.

#### **Termination of director's appointment**

16. A person ceases to be a director as soon as—
- (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;
  - (2) a bankruptcy order is made against that person;
  - (3) a composition is made with that person's creditors generally in satisfaction of that person's debts;
  - (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 three months;
  - (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;
  - (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;
  - (7) that person being an ex-officio director ceases to be an Officer of the Club in accordance with the Club Rules.

#### **Directors' remuneration**

17. The Directors shall receive no remuneration for services.

#### **Directors' expenses**

18. The company may pay any reasonable expenses which the directors properly incur in connection with their attendance at—
- (1) meetings of directors or committees of directors;
  - (2) general meetings; or
  - (3) separate meetings of the holders of any class of shares or 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.

**3.**

**SHARES AND DISTRIBUTIONS**

**SHARES**

**All shares to be fully paid up**

1.
  - (1) No share is to be issued for less than the aggregate of its nominal value and any premium to be paid to the company in consideration for its issue.
  - (2) No shareholder shall hold more than one share, and one person only shall be registered as the holder of any share.
  - (3) The company operates as the Club and new Members may join the Club in one of the following classes of membership, provided the new Member fulfils the criteria therefor, as set out in the Club Rules—
    - (a) Full;
    - (b) Life;
    - (c) Non-Rowing;
    - (d) Junior;
    - (e) Honorary; or
    - (f) Temporary.
  - (4) Every new Member, shall be entitled without discrimination to join the Club as a Full Member and to have one fully paid up share in the company allotted to him.
  - (5) On taking up membership of the Club, £2.00 of the entrance fee paid by each such Full Member shall be applied to purchase one share in the capital of the company, such Full Member becoming the owner of one fully paid share of £2.00 in the capital of the company.
  - (6) No person shall be registered as a Full Member until the directors are satisfied that he has fulfilled the criteria of a Full Member of the Club, as set out in the Club Rules.

**Company not bound by less than absolute interests**

2. Except as required by law, no person is to be recognised by the company as holding any share upon any trust, and except as otherwise required by law or the articles, the company is not in any way to be bound by or recognise any interest in a share other than the holder's absolute ownership of it and all the rights attaching to it.

### **Share certificates**

3.
  - (1) The company must issue each shareholder, free of charge, with one or more certificates in respect of the shares which that shareholder holds.
  - (2) Every certificate must specify—
    - (a) in respect of how many shares, of what class, it is issued;
    - (b) the nominal value of those shares;
    - (c) that the shares are fully paid; and
    - (d) any distinguishing numbers assigned to them.
  - (3) Certificates must—
    - (a) have affixed to them the company's common seal, or
    - (b) be otherwise executed in accordance with the Companies Acts.

### **Replacement share certificates**

4.
  - (1) If a certificate issued in respect of a shareholder's shares is—
    - (a) damaged or defaced; or
    - (b) said to be lost, stolen or destroyed, that shareholder is entitled to be issued with a replacement certificate in respect of the same shares.
  - (2) A shareholder exercising the right to be issued with such a replacement certificate—
    - (a) may at the same time exercise the right to be issued with a single certificate or separate certificates;
    - (b) must return the certificate which is to be replaced to the company if it is damaged or defaced; and
    - (c) must comply with such conditions as to evidence, indemnity and the payment of a reasonable fee as the directors decide.

### **Share transfers**

5.
  - (1) Shares shall not be transferable save as described in (2) and (3) below.

- (2) The provisions of this article shall apply in relation to any person who for any reason ceases to be a Full Member and who holds a share in the company or any other person who holds a share in the company who ceases to be a Member (“Departing Member”). At any time after such a person ceases to be a Member and becomes a Departing Member, his share in the company shall be liable to be transferred to such person (or purchased by the company) as may be specified by the directors with no consideration payable to the Departing Member in respect of that transfer. The directors may, by notice in writing sent to the Departing Member at his last known address as set out in the register of members, require the Departing Member to deliver a signed stock transfer form in favour of such person as the directors may specify and should the Departing Member fail to deliver the same within 7 calendar days of being required to do so at any time thereafter any director of the company shall be authorised to sign the same on behalf of the Departing Member.
- (3) Each shareholder hereby irrevocably appoints each director of the company from time to time as his agent to execute an instrument of transfer on his behalf so as to effect the transfer of any share which he may hold in the company after he becomes a Departing Member. Once such transfer is registered in the registers of members and/or transfers of the company such transfer and its registration shall be conclusive and final and the validity of the proceedings shall not be subject to challenge by any person. In the event that the transferee of any Departing Member’s share or shares is a director of the company who already holds any share or shares then such share or shares acquired from the Departing Member shall have the voting rights attached thereto suspended unless and until such share or shares are subsequently transferred to a person who does not prior to such transfer own any share or shares in the company and on registration of such transfer all such rights shall be immediately restored and vested in the transferee.

#### DISTRIBUTION OF PROFIT AND DISSOLUTION

6. All surplus income or profits of the company are to be reinvested in the Club. No surpluses or assets will be distributed to shareholders or (save as permitted by Article 29) third parties.
7. Upon dissolution of the company any remaining assets shall be given or transferred to another registered CASC, a registered charity or British Rowing for use by them in related community sports.

#### 4.

### DECISION-MAKING BY SHAREHOLDERS

#### ORGANISATION OF GENERAL MEETINGS

##### **Attendance and speaking at general meetings**

1.
  - (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.

- (2) A person is able to exercise the right to vote at a general meeting when—
  - (a) that person is able to vote, during the meeting, on resolutions put to the vote at the meeting; and
  - (b) 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.
- (3) The directors may whenever they think fit, and they shall if upon a requisition made in writing by not less than whichever is the lesser of 15 shareholders or a person or persons representing not less than 5% of the total voting rights of all the shareholders having the right to vote on the resolution, convene a general meeting and may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it.
- (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.
- (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.

#### **Quorum for general meetings**

2. 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 and fifteen shareholders shall form a quorum.

#### **Chairing general meetings**

3.
  - (1) The President of the Club shall preside as chairman at every general meeting of the company.
  - (2) If at any meeting the President is not present within fifteen minutes after the time appointed for holding the meeting, the shareholders present shall choose some one of their number to be chairman.
  - (3) The person chairing a meeting in accordance with this article is referred to as "the chairman of the meeting".

#### **Attendance and speaking by directors and non-shareholders**

4.
  - (1) Directors may attend and speak at general meetings, whether or not they are shareholders.
  - (2) The chairman of the meeting may permit other persons who are not—

- (a) shareholders of the company; or
  - (b) otherwise entitled to exercise the rights of shareholders in relation to general meetings,
- to attend and speak at a general meeting.

## **Adjournment**

5.

- (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.
- (2) The chairman of the meeting may adjourn a general meeting at which a quorum is present if—
  - (a) the meeting consents to an adjournment; or
  - (b) 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.
- (3) The chairman of the meeting must adjourn a general meeting if directed to do so by the meeting.
- (4) When adjourning a general meeting, the chairman of the meeting must—
  - (a) either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the directors; and
  - (b) have regard to any directions as to the time and place of any adjournment which have been given by the meeting.
- (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)—
  - (a) to the same persons to whom notice of the company's general meetings is required to be given; and
  - (b) containing the same information which such notice is required to contain.
- (6) No business may be transacted at an adjourned general meeting which could not properly have been transacted at the meeting if the adjournment had not taken place.

## VOTING AT GENERAL MEETINGS

### **Voting: general**

6. 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. No shareholder shall be entitled to vote at any general meeting unless all money due from him to the company or the Club has been paid.

### **Errors and disputes**

7.
  - (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.
  - (2) Any such objection must be referred to the chairman of the meeting, whose decision is final.

### **Poll votes**

8.
  - (1) A poll on a resolution may be demanded—
    - (a) in advance of the general meeting where it is to be put to the vote; or
    - (b) 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.
  - (2) A poll may be demanded by—
    - (a) the chairman of the meeting;
    - (b) the directors;
    - (c) five or more persons having the right to vote on the resolution; or
    - (d) a person or persons representing not less than one tenth of the total voting rights of all the shareholders having the right to vote on the resolution.
  - (3) A demand for a poll may be withdrawn if—
    - (a) the poll has not yet been taken; and
    - (b) the chairman of the meeting consents to the withdrawal.
  - (4) Polls must be taken immediately and in such manner as the chairman of the meeting directs.

### **Content of proxy notices**

9.
  - (1) Proxies may only validly be appointed by a notice in writing (a “proxy notice”) which—
    - (a) states the name and address of the shareholder appointing the proxy;

- (b) identifies the person appointed to be that shareholder's proxy and the general meeting in relation to which that person is appointed;
  - (c) is signed by or on behalf of the shareholder appointing the proxy, or is authenticated in such manner as the directors may determine; and
  - (d) 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.
- (2) The company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
  - (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.
  - (4) Unless a proxy notice indicates otherwise, it must be treated as—
    - (a) 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
    - (b) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

#### **Delivery of proxy notices**

10.

- (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.
- (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.
- (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.
- (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.

#### **Amendments to resolutions**

11.

- (1) An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if—
  - (a) 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

- (b) the proposed amendment does not, in the reasonable opinion of the chairman of the meeting, materially alter the scope of the resolution.
- (2) A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if—
- (a) the chairman of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed; and
  - (b) the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.
- (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.

## 5.

### **ADMINISTRATIVE ARRANGEMENTS**

#### **Means of communication to be used**

##### 1.

- (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.
- (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.
- (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.

#### **Company seals**

##### 2.

- (1) Any common seal may only be used by the authority of the directors.
- (2) The directors may decide by what means and in what form any common seal is to be used.
- (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.

- (4) For the purposes of this article, an authorised person is—
  - (a) any director of the company;
  - (b) the company secretary (if any); or
  - (c) any person authorised by the directors for the purpose of signing documents to which the common seal is applied.

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

3. 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.

### **Provision for employees on cessation of business**

4. The directors may decide to make provision for the benefit of persons employed or formerly employed by the company or any of its subsidiaries (other than a director or former director or shadow director) in connection with the cessation or transfer to any person of the whole or part of the undertaking of the company or that subsidiary.

## **DIRECTORS' INDEMNITY AND INSURANCE**

### **Indemnity**

5.
  - (1) Subject to paragraph (2), a relevant director of the company or an associated company may be indemnified out of the company's assets against—
    - (a) 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;
    - (b) 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); and
    - (c) any other liability incurred by that director as an officer of the company or an associated company.
  - (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.
  - (3) In this article—
    - (a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate; and
    - (b) a "relevant director" means any director or former director of the company or an associated company.

## Insurance

6.

- (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.
- (2) In this article—
  - (a) a “relevant director” means any director or former director of the company or an associated company;
  - (b) 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 powers in relation to the company, any associated company or any pension fund or employees’ share scheme of the company or associated company; and
  - (c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.