

Company Number SC328870

The Companies Act 2006

Private Company Limited by Shares

Written Resolution

of

Home Fix Scotland Limited (the "Company")

THURSDAY



SCT *S8F9X9SR* #156
03/10/2019
COMPANIES HOUSE

Circulation Date: 18th September 2019

Pursuant to Chapter 2 of Part 13 of the Companies Act 2006, the directors of the Company propose that the resolution below is passed as a special resolution ("**Special Resolution**"):

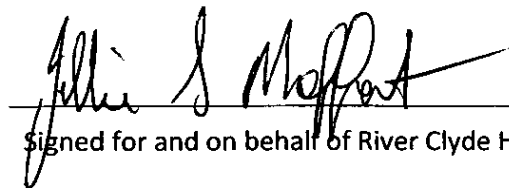
Special Resolution

That the new articles of association, substantially in the form of the annexed draft, be adopted in substitution for, and to the exclusion of, the existing articles of association of the Company.

Agreement

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

The undersigned, being entitled to vote on the above Special Resolution on the Circulation Date hereby irrevocably agree to the Special Resolution.


Signed for and on behalf of River Clyde Homes

24/09/19
Date

Notes

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

- By hand: to Maureen Gimby, Siobhan O’Kane or a member of the Governance Team;
- Post: returning the signed copy by post to Governance Team, River Clyde Homes, Roxburgh House, 102-112 Roxburgh Street, Greenock, PA15 4JT; or
- Email: by attaching a scanned copy of the signed document to an email and sending it to Governance@riverclydehomes.org.uk . Please enter "Written resolutions dated 18th September 2019" in the email subject box.

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

2 Once you have indicated your agreement to the Special Resolution, you may not revoke your agreement.

3 Unless by 28 days of the Circulation Date, sufficient agreement has been received for the Special Resolution to pass, it will lapse. If you agree to the Special Resolution, please ensure that your agreement reaches us before or during this date.

4 In the case of joint holders of shares, only the vote of the senior holder who votes will be counted by the Company. Seniority is determined by the order in which the names of the joint holders appear in the register of members.

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

Company Number: SC328870

The Companies Acts 2006

Private Company Limited by Shares

Articles of Association

of

Home Fix Scotland Limited (the "Company")

1 Interpretation

1.1 In these Articles, unless the context otherwise requires:

"**Accountant**" has the meaning given in article 2.1.2;

"**Act**" means the Companies Act 2006;

"**appointor**" has the meaning given in article 12.1;

"**Articles**" means the Company's articles of association for the time being in force;

"**Board**" means the Board of the Company constituted in accordance with these Articles;

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

"**certified value**" has the meaning given in article 2.1.2;

"**Conflict**" has the meaning given in article 8.1;

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

"**executive director**" means an employee of the Company or the Parent appointed as a director in accordance with Article 11.1.1;

"**further offer**" has the meaning given in article 2.1.6;

"**further offer notice**" has the meaning given in article 2.1.6;

"**initial offer**" has the meaning given in article 2.1.3;

"**Interested Director**" has the meaning given in article 8.1;

"**members**" has the meaning given in article 2.1.3;

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

"**offer notice**" has the meaning given in article 2.1.4;

"Parent" means River Clyde Homes, a company incorporated under the Companies Acts (company number SC329031), a charity registered in Scotland (charity number SC038584) and a registered social landlord (registration number 362), having its registered office at Roxburgh House, 102-112 Roxburgh Street, Greenock, PA15 4JT;

"relevant loss" has the meaning given in article 21.2.1;

"relevant officer" means any director or other officer or former director or other officer of the Company or an associated company (including any company which is a trustee of an occupational pension scheme (as defined by section 235(6) of the Act)), but excluding in each case any person engaged by the Company (or associated company) as auditor (whether or not he is also a director or other officer), to the extent he acts in his capacity as auditor);

"Remuneration and Nominations Committee" means a sub-committee of the Parent Board;

"seller" has the meaning given in article 2.1.1;

"transfer shares" has the meaning given in article 2.1.1; and

"transfer notice" has the meaning given in article 2.1.1.

- 1.2 Save as otherwise specifically provided in these Articles, words and expressions which have particular meanings in the Model Articles shall have the same meanings in these Articles, subject to which and unless the context otherwise requires, words and expressions which have particular meanings in the Act shall have the same meanings in these Articles.
- 1.3 Headings in these Articles are used for convenience only and shall not affect the construction or interpretation of these Articles.
- 1.4 A reference in these Articles to an **"article"** is a reference to the relevant article of these Articles unless expressly provided otherwise.
- 1.5 Unless expressly provided otherwise, a reference to a statute, statutory provision or subordinate legislation is a reference to it as it is in force from time to time, taking account of:
 - 1.5.1 any subordinate legislation from time to time made under it; and
 - 1.5.2 any amendment or re-enactment and includes any statute, statutory provision or subordinate legislation which it amends or re-enacts.
- 1.6 Any phrase introduced by the terms **"including"**, **"include"**, **"in particular"** or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.
- 1.7 The Model Articles shall apply to the Company, except in so far as they are modified or excluded by these Articles.
- 1.8 Articles 8, 9(1), 11(2) and (3), 13, 14(1), (2), (3) and (4), 17, 26(5), 44(2), 52 and 53 of the Model Articles shall not apply to the Company.
- 1.9 Article 7 of the Model Articles shall be amended by:
 - 1.9.1 the insertion of the words "for the time being" at the end of article 7(2)(a); and
 - 1.9.2 the insertion in article 7(2) of the words "(for so long as he remains the sole director)" after the words "and the director may".

- 1.10 Article 20 of the Model Articles shall be amended by the insertion of the words "(including alternate directors)" before the words "properly incur".
- 1.11 Article 27(3) of the Model Articles shall be amended by the insertion of the words ", subject to article 11," after the word "But".
- 1.12 Article 29 of the Model Articles shall be amended by the insertion of the words ", or the name of any person(s) named as the transferee(s) in an instrument of transfer executed under article 28(2)," after the words "the transmittee's name".
- 1.13 Articles 31(1)(a) to (c) (inclusive) of the Model Articles shall be amended by the deletion, in each case, of the words "either" and "or as the directors may otherwise decide".
- 1.14 Articles 31(1)(d) of the Model Articles shall be amended by the deletion of the words "either" and "or by such other means as the directors decide".

2 Transfer of Shares

- 2.1 The shares in the capital of the Company shall only be transferred in accordance with the provisions of this article:
 - 2.1.1 a member wishing to transfer, or a transmittee becoming entitled to, shares (the "**transfer shares**" and the member or transmittee being referred to as a "**seller**") shall give notice in writing (a "**transfer notice**") to the directors specifying the details of the proposed transfer including, the number of shares to be transferred, the price per share of the shares to be transferred and the identity (if any) of the proposed transferee;
 - 2.1.2 if the directors do not agree to the price per share proposed, the seller and the directors shall endeavour to agree a price per share and if they fail to agree a price per share within 21 days of the transfer notice being served by the seller, a chartered accountant (the "**Accountant**") appointed by agreement between the seller and the directors, failing such agreement, appointed by the President of the Institute of Chartered Accountants of Scotland shall determine the certified value (the "**certified value**") of the transfer shares in accordance with articles 2.1.9 and 2.1.10 and give a notice in writing specifying such certified value to the seller and the directors, at which time the seller shall be entitled to revoke the transfer notice by notice in writing given to the directors within seven business days of receipt of the notice specifying the certified value;
 - 2.1.3 the transfer shares shall first be offered to the members of the Company other than the seller (the "**members**") in proportion to their existing holdings of shares (the "**initial offer**") and at the price per share agreed by the seller and the directors or at the certified value;
 - 2.1.4 the initial offer shall be made by written notice (the "**offer notice**") from the directors specifying the number and price of the transfer shares and shall invite each member to state in writing within a period not being less than fifteen business days whether they are willing to accept any transfer shares and if so the maximum number of transfer shares they are willing to accept, which shall not be more than that offered to them;
 - 2.1.5 at the expiration of the time specified for acceptance in the offer notice the directors shall allocate the transfer shares to or amongst the members who shall have notified to the directors their willingness to take any of the transfer shares but so that no member shall be obliged to take more than the maximum number of shares notified by him under article 2.1.4;

- 2.1.6 if any transfer shares remain unallocated after the initial offer, the directors shall make a further offer ("**further offer**") in writing ("**further offer notice**") on the same terms as the initial offer to members who shall have expressed their willingness to purchase the transfer shares and if there is more than one member to whom this article applies then the further offer shall be pro rata to their existing holdings of shares;
- 2.1.7 at the expiration of the time specified for acceptance in the further offer notice, the directors shall allocate the transfer shares to or amongst the members who shall have notified to the directors their willingness to take any of the transfer shares but so that no member shall be obliged to take more than the maximum number of shares notified by him under article 2.1.6;
- 2.1.8 if any transfer shares remain unallocated after the further offer, the directors shall be entitled to dispose of these transfer shares to such persons on such terms and in such manner as they think fit save that these transfer shares shall not be disposed of on terms which are more favourable to their transferees than the terms on which they were offered to the members;
- 2.1.9 in determining the certified value the Accountant shall rely on the following assumptions:
- 2.1.9.1 the transfer shares shall be valued as between a willing seller and a willing buyer, with a discount in respect of a minority interest or premium in respect of a majority interest being applied;
- 2.1.9.2 the shares are sold free of all restrictions, liens, charges and other encumbrances; and
- 2.1.9.3 the sale takes place on the date the Accountant was requested to determine the certified value; and
- 2.1.10 the Accountant's decision on certified value shall, save in the case of manifest error, be final and binding on the seller and the directors.
- 2.2 If the Company finds a purchaser or purchasers for all or any of the transfer shares under the terms of article 2.1 the seller shall be bound upon receipt of the price payable for such shares to transfer the transfer shares (or such of the same for which the Company shall have found a purchaser or purchasers) to such person or persons. If the seller defaults in transferring the transfer shares the Company shall if so required by the person or persons willing to purchase such transfer shares receive and give a good discharge for the purchase money on behalf of the seller and shall authorise an officer of the Company (or such other person as the Company may at its discretion consider appropriate) to execute transfers of the transfer shares in favour of the purchaser or purchasers and shall enter the names of the purchaser or purchasers in the Register of Members as the holder of such of the transfer shares as shall have been transferred to them.

3 Unanimous decisions

- 3.1 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.
- 3.2 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.
- 3.3 A decision may not be taken in accordance with this article if the eligible directors would not have formed a quorum at such a meeting.

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

4 Calling a directors' meeting

- 4.1 Any director may call a directors' meeting by giving not less than two 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.
- 4.2 A directors' meeting may consist of a conference between directors who are not all in the one place but who can communicate with each of the others and be heard by each of them simultaneously by telephone or video conference facilities, and the phrase "directors' meeting" in these Articles shall be construed accordingly.

5 In the event of decisions having to be made outside the scheduled timetable of directors' meetings, the Secretary can call a meeting comprising at least three directors to consider the issue. At least one of these should be the Chairperson. The meeting can be held face-to-face, or by electronic communication. If this is not possible, a group email can be sent. In this case, if three quarters of the directors are in favour of the proposal it shall be valid and effective as if it had been passed at a properly called and constituted directors' meeting. **Quorum for directors' meetings**

- 5.1 Subject to article 5.2, the quorum for the transaction of business at a meeting of directors is any three eligible directors.
- 5.2 For the purposes of any meeting (or part of a meeting) held pursuant to article 8 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.

6 Casting vote

If the numbers of votes for and against a proposal at a meeting of directors are equal, the chairman or other director chairing the meeting shall have a second or casting vote.

7 Transactions or other arrangements with the Company

- 7.1 Subject to sections 177(5) and 177(6) and sections 182(5) and 182(6) of the Act and provided he has declared the nature and extent of his interest in accordance with the requirements of the Companies Acts, a director who is in any way, whether directly or indirectly, interested in an existing or proposed transaction or arrangement with the Company:
- 7.1.1 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;
- 7.1.2 shall be an eligible director for the purposes of any proposed decision of the directors (or committee of directors) in respect of such contract or proposed contract in which he is interested;
- 7.1.3 shall be entitled to vote at a meeting of directors (or of a committee of the directors) or participate in any unanimous decision, in respect of such contract or proposed contract in which he is interested;
- 7.1.4 may act by himself or his firm in a professional capacity for the Company (otherwise than as auditor) and he or his firm shall be entitled to remuneration for professional services as if he were not a director;

- 7.1.5 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
- 7.1.6 shall not, save as he may otherwise agree, be accountable to the Company for any benefit which he (or a person connected with him (as defined in section 252 of the Act)) derives from any such contract, transaction or arrangement or from any such office or employment or from any interest in any such body corporate and no such contract, transaction or arrangement shall be liable to be avoided on the grounds of any such interest or benefit nor shall the receipt of any such remuneration or other benefit constitute a breach of his duty under section 176 of the Act.

8 Directors' conflicts of interest

- 8.1 The directors may, in accordance with the requirements set out in this article, authorise any matter or situation proposed to them by any director which would, if not authorised, involve a director (an "**Interested Director**") breaching his duty under section 175 of the Act to avoid conflicts of interest ("**Conflict**").
- 8.2 Any authorisation under this article will be effective only if:
- 8.2.1 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;
- 8.2.2 any requirement as to the quorum for consideration of the relevant matter is met without counting the Interested Director; and
- 8.2.3 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.
- 8.3 Any authorisation of a Conflict under this article may (whether at the time of giving the authorisation or subsequently):
- 8.3.1 extend to any actual or potential conflict of interest which may reasonably be expected to arise out of the matter or situation so authorised;
- 8.3.2 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;
- 8.3.3 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;
- 8.3.4 impose upon the Interested Director such other terms for the purposes of dealing with the Conflict as the directors think fit;
- 8.3.5 provide that, where the Interested Director obtains, or has obtained (through his involvement in the Conflict and otherwise than through his position as a director of the Company) information that is confidential to a third party, he 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
- 8.3.6 permit the Interested Director to absent himself 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.

- 8.4 Where the directors authorise a Conflict, the Interested Director will be obliged to conduct himself in accordance with any terms and conditions imposed by the directors in relation to the Conflict.
- 8.5 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.
- 8.6 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 he derives from or in connection with a relationship involving a Conflict which has been authorised by the directors or by the Company in general meeting (subject in each case to any terms, limits or conditions attaching to that authorisation) and no contract shall be liable to be avoided on such grounds.

9 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.

10 Number of directors

Unless otherwise determined by ordinary resolution, the maximum number of directors (other than alternate directors) shall be five.

11 Co-optees

- 11.1 The Board may from time to time co-opt persons to the Board or to a sub-committee and may at any time revoke such co-option. Co-optees must have attained 18 years of age. No more than three people may be co-opted on to the Board or a sub-committee at any one time.
- 11.2 The attendance of co-opted persons at meetings of the Board shall not count towards determining a quorum as defined under Article 5 or the quorum for sub-committee meetings.
- 11.3 Co-opted persons may take part in the deliberations of the Board and vote at any meetings thereof except on matters directly affecting these Articles and membership of the Company or the election or appointment of Office Bearers. Co-opted persons may not stand for election, nor be elected, as one of the Office Bearers.
- 11.4 Co-opted persons can only serve as co-optees on the Board or sub-committee until removed by the Board. A person co-opted to the Board can also serve on any sub-committees.

12 Appointment of directors

- 12.1 The Parent may at any time by notice in writing signed on behalf of the Parent and given to the Company:
- 12.1.1 appoint person or persons as a director or directors of the Company, this includes any employees of the Company or the Parent that the Parent considers suitable subject to the provisions of Article 10 and provided that executive directors do not constitute a majority of the total number of directors at any time; and
- 12.1.2 remove any director or directors from office.

- 12.2 Any appointment or removal pursuant to article 12.1 shall take effect when it is delivered to the registered office of the Company.
- 12.3 Any director who has been in office for a continuous period of three years or more shall retire from office. No person shall be eligible for election as a director unless he/she has:
- 12.3.1.1 submitted an application in accordance with Article 11.4;
 - 12.3.1.2 been selected as a candidate by the Group Remuneration and Nominations Committee; and
 - 12.3.1.3 been approved as a candidate by the Parent;
- 12.3.2 each director shall hold office for a fixed term expiring at the conclusion of three years following their appointment (each being a "fixed term"). The fixed term shall be for a term of three years. In the case of a director who at the time he / she is re-elected has served as a director for a continuous period of nine years or more, with the Parent having determined that the director in question possesses the skills, knowledge and experience that are necessary or desirable to further the objects of the Company, the fixed term applicable to that director will be a term of one year.
- 12.4 Applications for directors shall be in writing and shall be delivered to the Secretary or to the Company's registered office. Each application shall include the following:
- 12.4.1 the full name, address and occupation of the person applying and the reasons for their suitability to be a director; and
 - 12.4.2 a signed statement by the person applying of his/ her willingness to be elected.
- 12.5 In any case where, as a result of death or bankruptcy, the Company has no shareholders and no directors, the transmittee(s) of the last shareholder to have died or to have a bankruptcy order made against him (as the case may be) have the right, by notice in writing, to appoint a natural person (including a transmittee who is a natural person), who is willing to act and is permitted to do so, to be a director.
- 12.6 For the purposes of article 12.5, where two 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.

13 Appointment and removal of alternate directors

- 13.1 Any director ("**appointor**") may appoint as an alternate any other director, or any other person approved by resolution of the directors, to:
- 13.1.1 exercise that director's powers; and
 - 13.1.2 carry out that director's responsibilities,
- in relation to the taking of decisions by the directors, in the absence of the alternate's appointor.
- 13.2 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.
- 13.3 The notice must:
- 13.3.1 identify the proposed alternate; and

- 13.3.2 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.

14 Rights and responsibilities of alternate directors

- 14.1 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.

- 14.2 Except as the Articles specify otherwise, alternate directors:

- 14.2.1 are deemed for all purposes to be directors;
- 14.2.2 are liable for their own acts and omissions;
- 14.2.3 are subject to the same restrictions as their appointors; and
- 14.2.4 are not deemed to be agents of or for their appointors,

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

- 14.3 A person who is an alternate director but not a director:

- 14.3.1 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);
- 14.3.2 may participate in a unanimous decision of the directors (but only if his appointor is an eligible director in relation to that decision, but does not participate); and
- 14.3.3 shall not be counted as more than one director for the purposes of articles 14.3.1 and 14.3.2.

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

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

15 Termination of alternate directorship

- 15.1 An alternate director's appointment as an alternate terminates:

- 15.1.1 when the alternate's appointor revokes the appointment by notice to the Company in writing specifying when it is to terminate;
- 15.1.2 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;
- 15.1.3 on the death of the alternate's appointor; or

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

16 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.

17 Poll votes

17.1 A poll may be demanded at any general meeting by any qualifying person (as defined in section 318 of the Act) present and entitled to vote at the meeting.

17.2 Article 44(3) of the Model Articles shall be amended by the insertion of the words "A demand so withdrawn shall not invalidate the result of a show of hands declared before the demand was made" as a new paragraph at the end of that article.

18 Proxies

18.1 Article 45(1)(d) of the Model Articles shall be deleted and replaced with the words "is delivered to the Company in accordance with the Articles 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 accordance with any instructions contained in the notice of the general meeting (or adjourned meeting) to which they relate".

18.2 Article 45(1) of the Model Articles shall be amended by the insertion of the words "and a proxy notice which is not delivered in such manner shall be invalid, unless the directors, in their discretion, accept the notice at any time before the meeting" as a new paragraph at the end of that article.

19 Means of communication to be used

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

19.1.1 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);

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

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

19.1.4 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.

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

- 19.3 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.

20 Indemnity

- 20.1 Subject to article 20.2, but without prejudice to any indemnity to which a relevant officer is otherwise entitled:

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

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

20.1.1.2 in relation to the Company's (or any associated company's) activities as trustee of an occupational pension scheme (as defined in section 235(6) of the Act),

including (in each case) any liability incurred by him in defending any civil or criminal proceedings, in which judgment is given in his favour or in which he is acquitted or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on his part or in connection with any application in which the court grants him, in his capacity as a relevant officer, relief from liability for negligence, default, breach of duty or breach of trust in relation to the Company's (or any associated company's) affairs; and

- 20.1.2 the Company may provide any relevant officer with funds to meet expenditure incurred or to be incurred by him in connection with any proceedings or application referred to in article 20.1.1 and otherwise may take any action to enable any such relevant officer to avoid incurring such expenditure.

- 20.2 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.

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

21 Insurance

- 21.1 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.

- 21.2 In this article:

21.2.1 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 or employees' share scheme of the Company or associated company; and

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