

COMPANY NO: 3843980

THE COMPANIES ACT 1985
COMPANY LIMITED BY SHARES
~~~ELECTIVE/EXTRAORDINARY/ORDINARY/SPECIAL~~~ RESOLUTION~~~(S)~~~  
OF

COOK AND ASSOCIATES

~~~LIMITED/PLC~~~

AT A GENERAL MEETING OF THE ABOVE-NAMED COMPANY, DULY CONVENED AND HELD AT
THE REGISTERED OFFICE

ON THE FIRST DAY OF MARCH 2000

THE FOLLOWING RESOLUTION~~~(S)~~~* ~~~WAS/WERE~~~ DULY PASSED:-

IT WAS RESOLVED TO DIVIDE THE COMPANY'S 500 ORDINARY 'B' SHARES OF £1.00 EACH INTO
250 'B' SHARES OF £1.00 EACH AND 250 'C' SHARES OF £1.00 EACH.

IT WAS RESOLVED THAT THE RIGHTS AND PRIVILEGES ATTACHED TO EACH CLASS OF SHARE
SET FORTH IN THE AMENDED MEMORANDUM OF ASSOCIATION BE APPROVED AND ADOPTED IN
SUBSTITUTION FOR, AND TO THE EXCLUSION OF, ALL EXISTING MEMORANDUM OF ASSOCIATION
THEREOF.

SIGNED  _____

~~~DIRECTOR/SECRETARY~~~

DATE 01.03.2000



A35  
COMPANIES HOUSE

0142  
13/11/00

\* Delete as appropriate

**THE COMPANIES ACT 1985**

**COMPANY LIMITED BY SHARES**

**MEMORANDUM OF ASSOCIATION**

**OF**

**COOK AND ASSOCIATES LIMITED**

1. The Company's name is "COOK AND ASSOCIATES LIMITED".
2. The Company's registered office is to be situated in England and Wales.
3. The Company's objects are:-
  - (A) (i) To carry on business as a general commercial company.
  - (ii) To carry on all or any of the businesses of general merchants and traders manufacturers assemblers distributors importers exporters agents for the sale of and wholesale and retail dealers in goods wares produce products commodities fancy goods handicrafts and merchandise of every description to act as agents for and to enter into agreements of all kinds on behalf of such persons firms or companies as may be thought expedient and to negotiate assign mortgage pledge for cash or otherwise any such agreements and the payments due thereunder and any property the subject thereof to carry on all or any of the businesses of mail order specialists credit and discount traders cash and carry traders manufacturers' agents commission and general agents brokers factors warehousemen and agents in respect of raw and manufactured goods of all kinds general railway shipping and forwarding agents and transport contractors to create establish and maintain an organisation for the marketing selling servicing distribution or introduction of the products merchandise goods wares and commodities dealt in or services rendered by any persons firms or companies and to participate in undertake perform and carry out all kinds of commercial trading and financial operations ordinarily performed by import export and general merchants factors shippers agents traders distributors capitalists and financiers either on the Company's own account or otherwise and to open and establish shops stalls stores markets and depots for the sale collection and distribution of the goods dealt in by the Company.

- (B) To carry on any other trade or business of any description which may seem to the Company capable of being advantageously carried on in connection with or ancillary to the other objects of the Company.
- (C) To purchase sell exchange improve rent let on lease hire surrender license accept surrenders of and otherwise acquire deal with and hold any estate or interest in any lands buildings easement rights privileges or other property chattels and effects or any interest or right in relation thereto.
- (D) To erect pull down repair alter develop construct lay down enlarge maintain or otherwise deal with any buildings factories stores shops plant and machinery road railways tramways sidings bridges reservoirs and works necessary or convenient for the Company's business and to contribute to the performance of any the above.
- (E) To purchase or otherwise acquire all or any part of the business or assets or any person firm or company carrying on or formed to carry on any business which the Company is authorised to carry on or possessed of property of any description suitable to the purpose of the Company and to pay cash or to issue any shares stocks debentures or debenture stock of the Company as the consideration for such purchase or acquisition and to undertake any liabilities or obligations relating to the business or property so purchased or acquired.
- (F) To apply for purchase or otherwise acquire and hold or deal in any manner with any patents licences concessions secret processes or other property which may seem to the Company capable of being dealt with by or to be beneficial or convenient to the pursuit of any trade or business of the Company and to grant rights and interests thereout.
- (G) To sell improve let licence develop manage turn to account exchange grant royalty share of profits or otherwise grant easement and other rights in and over and in any other manner deal with or dispose of the undertaking or any part thereof and all or any of the property and assets for the time being of the Company on such terms and for such consideration as the Company may approve.
- (H) To invest and deal with the monies of the Company not immediately required for the purposes of the Company in or upon such securities and subject to such conditions as may from time to time be determined.
- (I) To lend money to any person firm or company upon such terms and with or without security and subject to such conditions as may from time to time be determined.

- (J) To give all kinds of indemnities either with or without the Company receiving any consideration or advantage and to guarantee the payment of the capital or principal (together with any premium) of any debentures debenture stock bonds mortgages charges obligations dividends securities monies or shares or interest thereon or the performance of any contracts or engagements of any person firm or company.
- (K) To borrow or raise or secure the payment of money in such manner as shall from time to time be determined for the purposes of or in connection with the Company's trade or business and in particular by the issue of debentures or debenture stock charged upon all or any of the Company's undertaking or property and by reissuing any debenture at any time paid off and by becoming a member of any building society.
- (L) To mortgage and charge the undertaking and all or any of the real and personal property and assets present and future and all or any of the uncalled capital for the time being of the Company and to issue at par or at a premium or discount and for such consideration and with and subject to such rights powers privileges and conditions as may be thought fit debentures or debenture stock either permanent or redeemable or repayable and collaterally or further to secure any securities of the Company by a trust deed or other assurances.
- (M) To issue and deposit any securities which the Company has power to issue by way of mortgage to secure any sum less than the nominal amount of such securities and also by way of security for the performance of any contracts or obligations of the Company or of its customers or other persons firms or companies having dealings with the Company or in whose business or undertaking the Company is interested whether directly or indirectly.
- (N) To pay for any property or rights of any description acquired by the Company either in cash by instalments or otherwise of fully or partly paid-up shares either with or without preferred or deferred or other special rights or restrictions in respect of dividend repayment of capital voting or otherwise or by any securities which the Company has power to issue or partly in one way and partly in another and generally on such terms as the Company may determine.
- (O) To accept payment for any property or rights of any description sold or otherwise disposed of or dealt with by the Company either in cash by instalments or otherwise or in fully or partly paid-up shares of any company either with or without preferred or deferred or other special rights or restrictions in respect of dividend repayment of capital voting or otherwise or in debentures or debenture stock mortgages or other securities of any company or companies or partly in one mode and partly in another and generally on such terms as the Company may determine and to hold dispose of or otherwise deal with any shares stock or securities so acquired.

- (P) To draw make accept endorse negotiate discount execute and issue promissory notes bills of exchange debentures warrants and other negotiable instruments.
- (Q) To purchase subscribe for or otherwise acquire and hold shares stocks debentures debenture stock or other interest in or obligations or any other company or corporation.
- (R) To purchase or otherwise acquire and undertake all or any part of the business property assets liabilities and transactions of any person firm or company carrying on any business which the Company is authorised to carry on.
- (S) To establish or promote or join or assist in establishing or promoting any other company or companies for the purpose of acquiring all or any of the assets and liabilities of the Company or for any other purpose the promotion of which shall be in any manner calculated or appear to the Company to advance directly or indirectly the objects or interests of the Company.
- (T) To amalgamate with any other company or companies whose objects are or include objects similar to those of the Company or any of them whether by sale or purchase (for fully or partly paid-up shares or otherwise) of the undertaking subject to the liabilities of this or any such other company or companies as aforesaid with or without winding up by sale or purchase (for fully or partly paid-up shares or otherwise) of all or a controlling interest in the shares or stock of the or any such other company as aforesaid or by partnership or any arrangement of the nature of partnership or in any other manner.
- (U) To enter into any partnership or joint-purse arrangement or arrangement for sharing profits union of interest or co-operation with any person firm or company whose objects are or include objects similar to those of the Company or any of them.
- (V) To establish support and maintain and to aid and procure the establishment support and maintenance of any non-contributory or contributory pension or superannuation funds or other trust funds or funds calculated to benefit and give or procure the giving of donations gratuities pensions allowances or enrolments to any persons who are or were at anytime employed by or in the service of the Company (including any Director holding a salaried office or employment in the Company) or of any other company which is for the time being the Company's holding company or a subsidiary of the Company (as defined by Section 736 of the Companies Act 1985) or the families and dependants of such persons and subsidise or subscribe to any institution association clubs or funds calculated to be for the benefit of or to advance interests and well-being of the Company or of any such other companies or persons as aforesaid and to make payments for or towards the insurance of any such persons as aforesaid.

- (W) To subscribe or guarantee money for or organise assist any national local charitable benevolent public general or useful object or for any exhibition or for any purpose which may appear to further whether directly or indirectly the objects of the Company or the interests of its members or employees.
- (X) To pay out of the funds of the Company all costs and expenses of and incidental to the formation and registration of the Company and the issue of its capital and debentures including brokerage and commission and to remunerate any person firm or company for services rendered or to be rendered in placing or assisting to place any of the shares in the Company's capital or any debentures debenture stock or other securities of the Company or in or about the formation or promotion of the Company or the conduct of its business.
- (Y) To remunerate the Directors of the Company in any manner the Company may think fit and to pay or provide pensions for or make payments to or for the benefit of Directors and ex-Directors of the Company or their families dependants and connections.
- (Z) To distribute among the members in specie any property of the Company or any proceed of sale or disposal of any property of the Company.
- (AA) To do all or any of the things authorised by this Memorandum in any part of the world and either as principals or as agents trustees contractors or otherwise and either alone or in conjunction with others and either by or through agents trustees sub-contractors or otherwise.
- (BB) To do all such other things as are incidental or conducive to the attainment of the above objects or any of them.

And it is declared that the foregoing objects of the Company shall be separate and distinct objects of the Company and none of the said objects shall be deemed to be subsidiary to or limited in any way by any other object or objects.

4. The liability of the members is limited.
5. The Company's share capital is £1,000 divided into 500 A shares of £1.00 each and 500 B shares of £ 1.00 each.
6. Unless otherwise agreed by the holders of 'A' shares, the holders of 'B' shares shall not be entitled to receive notice or to attend a vote at any General Meeting of the Company and Regulations 38 & 56 of Table A shall not apply to the holders of 'B' shares.

7. Unless otherwise agreed by the holders of "A" shares, the holders of "B" shares shall not be entitled to any dividends in respect of their holdings of "B" shares.
8. In a winding up or disposal of the assets of the company, they shall first be employed in paying the holders of "B" shares at par value and the remainder of the assets of the company shall be distributed among the holders of "A" shares in proportion to their holdings in "A" shares.

**By Special Resolution 1st March 2000**

The company's share capital is £1,000 divided into 500 "A" shares of £1 each, 250 "B" shares of £1 each and 250 "C" shares of £1 each.

- a) The "C" shares shall hold no rights or privileges except those conferred by the holders of the "A" shares.
- b) On termination of employment with the company, either by resignation or retirement, the "C" shares will be withdrawn without value.
- c) "C" shares cannot be traded or transferred without the prior agreement of the holders of the "A" shares and the directors.
- d) In winding up or disposal of the assets of the company the "C" shares will be withdrawn without value.

## THE COMPANIES ACT 1985

### COMPANY LIMITED BY SHARES

#### ARTICLES OF ASSOCIATION

OF

## COOK AND ASSOCIATES LIMITED

### PRELIMINARY

1. (1) The Regulations contained in Table A in the Schedule to The Companies (Tables A to F) Regulations 1985 (hereinafter referred to as "Table A") shall apply to the Company save insofar as they are excluded or varied hereby and such Regulations save as so excluded or varied together with the Articles hereinafter contained shall be the Articles of Association of the Company.
- (2) The following Regulations of Table A shall not apply to the Company namely Regulations 3 24 41 46 48 64 67 73 74 75 80 and 94 to 97.

### INTERPRETATION

2. The provisions as to the interpretation of Table A contained in Regulation 1 thereof shall apply to the interpretation of these Articles as they apply to the interpretation of Table A.

### PRIVATE COMPANY

3. The Company is a private company and accordingly the Company shall not offer allot or agree to allot any shares in or debentures of the Company to the public with a view to allot any of such shares or debentures being offered for sale to the public and Sections 58(3) 59 and 60 of the Act shall apply for the purposes of this Article as they apply for the purposes of the Act.
4. (1) All unissued shares of the Company whether forming part of the original or any increased capital shall be under the control of the Directors who may allot grant options over offer or otherwise deal with or dispose of them to such persons including any Directors of the Company at such times and on such terms and generally in such manner as they think fit.



- (2) The Directors are hereby generally and unconditionally authorised to exercise the powers of the Company to allot relevant securities as defined in Section 80 of the Act and are empowered to make offers or agreements which would or might require relevant securities as so defined to be allotted after the expiry of such authority.
- (3) Unless and until the authority conferred by (2) above is revoked renewed or varied:-
  - (a) The maximum amount or relevant securities as so defined that may be allotted under such authority shall be the amount of unissued relevant securities in the capital of the Company at the date of incorporation of the Company.
  - (b) Such authority shall expire on the fifth anniversary of the date of incorporation of the Company.

### **REDEMPTION OF SHARES**

5. Subject to the provisions of the Act shares may be issued which are to be redeemed or are to be liable to be redeemed at the option of the Company or the holder provided that the terms on which and the manner in which any such redeemable shares shall or may be redeemed shall be specified by Special Resolution before the issue thereof.

### **LIEN**

6. The lien conferred by Regulation 8 of Table A shall also attach to:-
  - (a) Fully paid shares.
  - (b) All shares whether fully paid or not standing registered in the name of any person indebted or under liability to the Company whether he shall be the sole registered holder thereof or shall be one or two or more joint holders.

### **TRANSFER OF SHARES**

7. The transferor shall be deemed to remain a holder of any shares which have been or are to be transferred until the name of the transferee is entered in the register of members in respect thereof.
8. The Directors may in their absolute discretion and without assigning any reason therefor decline to register the transfer of any share whether or not it is fully paid.

9. (1) A member (referred to in this Article as "the Transferor") desiring to transfer shares otherwise than to another member shall give notice in writing of such intention to the Directors of the Company giving particulars of the shares in question (referred to in this Article as "the transfer notice").
- (2) The transfer notice shall constitute the Directors as agents of the transferor for the sale of the shares included in the transfer notice at the prescribed price (as hereinafter defined) and on such terms hereinafter set out.
- (3) The prescribed price shall be such price per share as shall be agreed between the transferor and the Directors or in default of agreement as shall be fixed by the Auditors for the time being of the Company as the fair value thereof; and the cost of the said valuation by the Auditors shall be borne by the Company.
- (4) The Directors shall offer the shares included in the transfer notice to the members of the Company (other than the transferor) at the prescribed price and such offer shall be expressed to be open for acceptance for a period of not more than twenty-eight days.
- (5) In the event of competition the shares so offered shall be sold to the members accepting the offer in such proportion (or as nearly as may be and without increasing the number sold to a member beyond the number applied for by him) as their existing holdings bear to the issued share capital of the Company.
- (6) The transferor shall be bound upon receipt of the prescribed price to transfer to each member who has accepted the said offer such number of shares included in the transfer notice as such member shall have so accepted.
- (7) Where a transferor fails or refuses so to transfer any shares within twenty-eight days after having become so bound so to do the Directors may authorise some person to execute on behalf of and as attorney for the transferor any necessary transfers and may receive the purchase money therefor in trust for the transferor; and in any such case the receipt of the Company shall be a good discharge to the purchaser who shall not be bound to see to the application thereof.
- (8) If at the expiry of the time prescribed for the acceptance of offers under (4) above any shares included in the transfer notice have not been accepted for purchase by the members or any of them on the terms set out in (4) to (7) above inclusive the transferor shall be at liberty to dispose of so many of such shares as have not been accepted for the purchase in any manner he may think fit within three months from the expiry of the said time prescribed under (4) above.

## PROCEEDINGS AT GENERAL MEETINGS

10. (1) If the quorum prescribed by Regulation 40 of Table A is not present within half an hour from the time appointed for the meeting the meeting shall stand adjourned to the same day in the next week at the same time and place or such time and place as the Directors may determine.
- (2) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting one person entitled under Regulation 40 of Table A to be counted in a quorum present at the meeting shall be a quorum.
11. (1) 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.
- (2) A poll may be demanded:-
  - (a) By the chairman; or
  - (b) By the member (present in person or by proxy) having the right to attend and vote at the meeting; or
  - (c) By duly authorised representative of a corporation.
- (3) The demand for a poll may before the poll is taken be withdrawn.
- (4) A demand so withdrawn shall not be taken to have invalidated the result of a vote on a show of hands declared before the demand was made.
12. A Resolution in writing executed pursuant to Regulation 53 of Table A and which is expressed to be a Special Resolution or an Extraordinary Resolution shall have effect accordingly.

## VOTES OF MEMBERS

13. There shall be inserted the words "Unless the Directors otherwise determine" before the words "No member shall" in Regulation 57 of Table A which shall be modified accordingly in its application to the Company.
14. (1) 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:-
  - (a) Be deposited at the office or at such other place within the United Kingdom and at such time 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; or

(b) Notwithstanding any provision to the contrary in the notice convening the meeting or in any instrument of proxy sent out by the Company in relation to the meeting be deposited with the Chairman half an hour before the commencement of the meeting or adjourned meeting and an instrument of proxy which is not deposited or delivered in a manner so permitted shall be invalid.

(2) Deposit of an instrument of proxy shall not preclude a member from attending and voting at the meeting or at any adjournment thereof.

#### **NUMBER OF DIRECTORS**

15. (1) The number of Directors shall be not more than seven but need not exceed one.

(2) If so long as there is a sole Director he may exercise all the powers and authorities vested in the Directors by these Articles and by Table A.

#### **ALTERNATE DIRECTORS**

16. An alternate Director shall cease to be an alternate Director if his appointor ceases to be a Director.

#### **POWERS OF DIRECTORS**

17. In addition to and without prejudice to the generality of the powers conferred by Regulation 70 of Table A the Directors may mortgage or charge all the undertakings and property of the Company including the uncalled capital or any part thereof and to issue debentures debenture stock and other securities whether outright or as security for any debt liability or obligation of the Company or of any third party.

#### **PROCEEDING OF DIRECTORS**

18. The words "and unless so fixed at any other number shall be two" shall be omitted from Regulation 89 of Table A in its application to the Company.

19. For the purposes of Regulation 93 of Table A the consent of a Director or an alternate Director to a Resolution may also be given by giving notice of his approval to the Company by letter telex cable or other similar means.

## INDEMNITY

20. In addition to the indemnity conferred by Regulation 118 of Table A and subject to the provisions of the Act every such person as is mentioned in the said Regulation shall be entitled to be indemnified out of the assets of the Company against all expenses losses or liabilities incurred by him as agent of the Company or for the Company's benefit or intended benefit or in or about the discharge or intended discharge of his duties in relation to the Company.