

Companies Act 1985

COMPANY LIMITED BY GUARANTEE AND
NOT HAVING A SHARE CAPITAL

MEMORANDUM AND ARTICLES OF ASSOCIATION

SEARSLEIGH LIMITED

No. 1977817

Incorporated on the 15th day of January, 1986

The Companies Act 1985

COMPANY LIMITED BY GUARANTEE AND NOT
HAVING A SHARE CAPITAL

MEMORANDUM OF ASSOCIATION

of

SEARSLEIGH LIMITED

1. The name of the Company is "SEARSLEIGH LIMITED".
2. The registered office of the Company will be situate in England.
3. The objects for which the Company is established are:
 - (A) To manage flats and/or, maisonettes and to supply the lessees and occupiers of the flats and/or maisonettes with such services as are more particularly set out in the Leases under which the said flats and/or maisonettes are held and to manage the communal gardens, stairways, entrances and other areas defined in the said leases under which the said flats and/or maisonettes are held.
 - (B) To borrow or raise money in such manner and to such extent as the Company shall think fit.
 - (C) To remunerate any person, firm or company rendering services to the Company whether by cash payment or by the allotment to him or them of securities of the Company credited as paid up in full or in part or otherwise.
 - (D) To pay out of the funds of the Company all expenses which the Company may lawfully pay of or incident to the formation, registration or raising money for the Company.
 - (E) To enter into any arrangement or contract with any government or authority supreme, municipal, local or otherwise and to obtain from any such government or authority any rights, concessions or privileges that may seem conducive to the attainment of the Company's objects or any of them.
 - (F) To do all such other things as are incidental or conducive to the attainment of the above objects as are calculated to enhance the value and beneficial advantages any or all of the flats and maisonettes managed from time to time by the Company.

It is hereby expressly declared that each of the preceding sub-clauses shall be construed independently of and shall be in no way limited by reference to any other sub-clause and that the objects set out in each sub-clause are independent objects of the Company.

4. The liability of the Members is limited.
5. Every Member of the Company undertakes to contribute to the assets of the Company in the event of its being wound up while he is a member or within one year after he shall cease to be a member for payment of the debts and liabilities of the Company contracted before he ceases to be a member and the costs, charges and expenses of winding up and for the adjustment of the right of contributories among themselves such amount as may be required not exceeding one pound.
6. No person shall be admitted to membership of the Company other than the subscribers hereto and the lessees for a term exceeding 7 years of flats and garages comprised in any developments of the Company, and holding underleases derived immediately out of the freehold interest therein.

WE, the several persons whose names and addresses are subscribed, are desirous of being formed into a Company in pursuance of this Memorandum of Association.

NAMES, ADDRESSES AND DESCRIPTIONS OF SUBSCRIBERS

DAVID JULIAN ORRELL,
35 Forest Road,
Witham,
Essex.

TREVOR MILBURN,
37 Forest Road,
Witham,
Essex.

Dated this 17th day of October, 1985

Witness to the above Signatures:-

MARTIN PAUL TAYLOR
Quality Control Engineer.

The Companies Act 1985

COMPANY LIMITED BY GUARANTEE AND
NOT HAVING A SHARE CAPITAL

ARTICLES OF ASSOCIATION
Of
SEARSLEIGH LIMITED

INTERPRETATION

1. In these Articles:-

“The Act” means the Companies Act, 1985.

“The Seal” means the Common Seal of the Company.

“Secretary” means any person appointed to perform the duties of the Secretary of the Company.

“The Estate” means land and flats for the time being managed by the Company.

“The Flat-owners” means the lessees and underlessees for the time being of the flats comprised in the Estate holding under headleases derived immediately out of the freehold interest therein or under underleases of the whole of the property derived immediately out of the leasehold interest therein provided that if at any time a headlease of any flat is terminated or surrendered sometime before a new headlease is granted the free-holders for the time being will be the flat-owners in respect of such flat during the intervening period.

Expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, and other modes of representing or reproducing words in a visible form.

Unless the context otherwise requires, words and expressions contained in these Articles shall bear the same meanings as in the Act or any statutory modification thereof in force at the date at which these Articles become binding on the Company.

2. The Company is established for the purpose expressed in the Memorandum of Association.

3. The Company is a private company and accordingly:-
 - (A) The number of members for the time being is not to exceed fifty.
 - (B) The Company shall not offer any of its shares (if and whenever the Company shall have any share capital) or any of its debentures to the Public for subscription.
 - (C) If and whenever the Company shall have any share capital the Directors may in their absolute discretion and without giving any reason therefore refuse to register any transfer of any share of the Company.

MEMBERS

4. The number of Members with which the Company proposes to be registered is fifty.
5. The subscribers to the Memorandum of Association and all flat owners who apply in writing for membership shall be members of the Company.
6. Where two or more persons together are the flat owners of one flat they shall together constitute one member and the person whose name first appears in the register shall exercise the voting and other powers vested in a member.
7. The subscribers to the Memorandum of Association shall cease ipso facto to be members as soon as all the flats on the estate have been demised and all flat owners have become members of the Company. A member shall cease ipso facto to be a member on ceasing to be a flat owner and when his successor in title shall have been duly registered as a member.
8. The trustee in bankruptcy of any member or the personal representative of any deceased member shall be entitled to become a member on proof of his title as a flat owner.

GENERAL MEETINGS

9. The Company shall in each year hold a General Meeting as its Annual General Meeting in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it; and not more than fifteen months shall elapse between the date of one Annual General Meeting of the Company and that of the next. Provided that so long as the Company holds its first Annual General Meeting within eighteen months of its incorporation, it need not hold it in the year of its incorporation or in the following year. The Annual General Meeting shall be held at such time and place as the Directors shall appoint.
10. All General Meetings other than Annual General Meetings shall be called Extraordinary General Meetings.

11. The Directors may, whenever they think fit, convene an Extraordinary General Meeting, and Extraordinary General Meetings, shall also be convened on such requisition, or in default, may be convened by such requisition as provided by Section 132 of the Act. If at any time there are not within the United Kingdom sufficient Directors capable of acting to form a quorum, any Director or any two members of the Company may convene an Extraordinary General Meeting in the same manner as nearly as possible as that in which Meetings may be convened by the Directors.

NOTICE OF GENERAL MEETINGS

12. An Annual General Meeting and a meeting called for the passing of a Special Resolution shall be called by twenty-one days' notice in writing at the least, and a meeting of the Company other than an 1 Annual General Meeting or a meeting for the passing of a Special Resolution shall be called by fourteen days' notice in writing at the least. The notice shall be exclusive of the day on which it is served or deemed to be served and of the day for which it is given and shall specify the place, the day and the hour of meeting and, in case of special business, the general nature of that business and shall be given in manner hereinafter mentioned, or in such other manner, if any, as may be prescribed by the Company in General Meeting, to such persons as are, under the Articles of the Company, entitled to receive such notices from the Company.

Provided that a Meeting of the Company shall notwithstanding that it is called by shorter notice than that specified in this Article be deemed to have been duly called if it is so agreed:-

- (A) In the case of a Meeting called as the Annual General Meeting, by all the Members entitled to attend and vote thereat; and
 - (B) In the case of any other meetings by a majority in number of the Members having a right to attend and vote at the Meeting, being a majority together representing not less than ninety-five per cent. of the total voting rights at that Meeting of all the Members.
13. The accidental omission to give notice of a Meeting to, or the non-receipt of notice of a Meeting by, any person entitled to receive notice shall not invalidate the proceedings at that Meeting.

PROCEEDINGS AT GENERAL MEETINGS

14. All business shall be deemed special that is transacted at an Extraordinary General Meeting, and also all that is transacted at an Annual General Meeting, with the exception of declaring a dividend, the consideration of the accounts, balance sheets, and the reports of the Directors and Auditors, the election of Directors in the place of those retiring and the appointment of, and the fixing of the remuneration of the Auditors.

15. No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business; save as herein otherwise provided, three members present in person shall be a quorum.
16. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting if convened upon the requisition of members, shall be dissolved; in any other case it shall stand adjourned to the same day in the next week, at the same time and place, or to such other day and such other time and place, as the Directors may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the members present shall be a quorum.
17. The Chairman, if any, of the Board of Directors shall preside as Chairman at every General Meeting of the Company, or if there is no such Chairman, or if he shall not be present within fifteen minutes after the time appointed for the holding of the Meeting or is unwilling to act, the Directors present shall elect one of their number to be Chairman of the Meeting.
18. If at any Meeting no Director is willing to act as Chairman or if no Director is present within fifteen minutes after the time appointed for holding the meeting the members present shall choose one of their number to be Chairman of the Meeting.
19. The Chairman may with the consent of any Meeting at which a quorum is present (and shall if so directed by the Meeting) adjourn the Meeting from time to time and from place to place, but no business shall be transacted at any adjourned Meeting other than the business left unfinished at the Meeting from which the adjournment took place. When a Meeting is adjourned for thirty days or more, notice of the adjourned Meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at any adjourned Meeting.
20. At any General Meeting a resolution put to the vote of the Meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded:-
 - (A) by the Chairman; or
 - (B) by at least three members present in person or by proxy; or
 - (C) by any member or members present in person or by proxy and representing not less than one-seventh of the total voting rights of all the members having the right to vote at the meeting.

Unless a poll be so demanded a declaration by the Chairman that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost and an entry to that effect in the book containing the minutes of proceedings of the Company shall be conclusive evidence of the fact without proof

of the number or proportion of the votes recorded in favour of or against such resolution. The demand for a poll may be withdrawn.

21. Except as provided in Article 23, if a poll is duly demanded it shall be taken in such manner as the Chairman directs, and the result of the poll shall be deemed to be the resolution of the Meeting at which the poll was demanded.
22. In the case of an equality of votes, whether on a show of hands or on a poll, the Chairman of the Meeting at which the show of hands takes place or at which the poll is demanded, shall be entitled to a second or casting vote.
23. A poll demanded on the election of a Chairman, or on a question of adjournment, shall be taken forthwith. A poll demanded on any other question shall be taken at such time as the Chairman of the meeting directs, and any business other than that upon which a poll has been demanded may be proceeded with pending the taking of the poll.
24. Subject to the provisions of the Act a resolution in writing signed by all the Members for the time being entitled to receive notice of and to attend and vote at General Meetings (or being Corporations by their duly authorised representatives) shall be as valid and effective as if the same had been passed at a General Meeting of the Company duly convened and held.

VOTES OF MEMBERS

25. Subject to Article 27 every member shall have one vote.
26. A member of unsound mind, or in respect of whom an order has been made by any Court having jurisdiction in lunacy, may vote whether on a show of hands or on a poll, by his committee, receiver, curator bonis or other person in the nature of a committee, receiver or curator bonis appointed by that Court, and any such committee, receiver, curator bonis or other person may, on a poll, vote by proxy.
27. No member shall be entitled to vote at any General Meeting unless all moneys presently payable by him under the terms of the lease under which he holds his flat to the Company have been paid.
28. On a poll votes may be given either personally or by proxy.
29. The instrument appointing a proxy shall be in writing under the hand of the appointor or of his attorney duly authorised in writing for, if the appointor is a Corporation, either under seal or the hand of an officer or attorney duly authorised. A proxy need not be a member of the Company.
30. A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death or insanity of the principal or revocation of the proxy or of the authority under which the proxy was executed, provided that no intimation in writing of such death, insanity or revocation as aforesaid shall have been received by the Company at the

offices before the commencement of the Meeting or adjourned Meeting at which the proxy is used.

DIRECTORS

31. The first Directors of the Company shall be appointed by the subscribers of the Memorandum and they shall hold office until all the flats on the Estate have been demised and all the flat owners show have become members of the Company. As from and after the retirement of the first Directors the number of the Directors and the names of the Directors shall be determined by the Company in General Meeting.

BORROWING POWERS

32. The Directors may exercise all the powers of the Company to borrow money, and to mortgage, or charge its undertaking and property, 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.

POWERS AND DUTIES OF DIRECTORS

33. The business of the Company shall be managed by the Directors and may exercise all such powers of the Company as are not, by the Act or by these Articles, required to be exercised by the Company in General Meeting, subject nevertheless to the provisions of the Act or these Articles and to such regulation, being not inconsistent with the aforesaid provisions, as may be prescribed by the Company in General Meetings; but no regulation made by the Company in General Meeting shall invalidate any prior act of the Directors which would have been valid if that regulation had not been made.
34. The Directors shall cause minutes to be made in books provided for the purpose:-
- (A) of all appointments of officers made by the Directors;
 - (B) of the names of the Directors present at each meeting of the Directors and of any Committee of the Directors;
 - (C) of all resolutions and proceedings at all Meetings of the Company and of the Directors and of Committees of Directors;

and every Director present at any Meeting of Directors shall sign oxy his name in a book to be kept for that purpose.

DISQUALIFICATION OF MEMBERS OF THE COUNCIL

35. The office of a member of the Council shall be vacated:
- (A) If he becomes bankrupt or makes any arrangement or composition with his creditors generally.
 - (B) If he becomes of unsound mind.
 - (C) If he ceases to be a member of the Association.
 - (D) If by notice in writing to the Association he resigns his office.
 - (E) If he ceases to hold office by virtue of any provision of the Act or he becomes prohibited by law from being a Director of a Company.

A Director shall not vote in respect of any contract in which he is interested or any matter arising thereout, and if he does so vote his vote shall not be counted.

ROTATION OF DIRECTORS

36. At every Annual General Meeting of the Company one-third of the Directors other than the first Directors (if still holding office) for the time being, or, if their number is not three or a multiple of three, then the number nearest one-third shall retire from office.
37. The Directors to retire in every year shall be those who have been longest in office since their last election, but as between persons who became Directors on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.
38. A retiring Director shall be eligible for re-election.
39. No person who is not a member of the Company shall be eligible to be a Director.
40. The Company at the meeting at which a Director retires in manner aforesaid may fill the vacated office by electing a person thereto and in default the retiring Director shall, if offering himself for re-election, be deemed to have been re-elected unless at such meeting it is expressly resolved not to fill such vacated office or unless a resolution for the re-election of such Director shall have been put to the Meeting and lost.
41. No person other than a Director retiring at the Meeting shall unless recommended by the Directors be eligible for election to the office of Director at any General Meeting unless not less than three nor more than twenty-one days before the date appointed for the Meeting, there shall have been left at the registered office of the Company notice in writing, signed by

a member duly qualified to attend and vote at the Meeting for which such notice is given of his intention to propose such person for election, and also notice in writing signed by that person of his willingness to be elected.

42. The Company may from time to time by ordinary resolution increase or reduce the number of Directors, and may also determine in what rotation the increased or reduced number is to go out of office.
43. The Directors shall have power at any time and from time to time, to appoint a member of the Company to be a Director, either to fill a casual vacancy or as an addition to the existing Directors, but so that the total number of Directors shall not at any time exceed the number fixed in accordance with these Articles. Any Director so appointed shall hold office only until the next following Annual General Meeting, and shall then be eligible for re-election, but shall not be taken into account in determining the Directors who are to retire by rotation at such Meeting.
44. The Company may by ordinary resolution of which special notice has been given in accordance with Section 142 of the Act, remove any Director before the expiration of his period of office notwithstanding anything in these Articles or in any agreement between the Company and such Director. Such removal shall be without prejudice to any claim such Director may have for damages for breach of any contract of service between him and the Company.
45. The Company may by ordinary resolution appoint a member of the Company in place of a Director, removed from office under the immediately preceding Article. Without prejudice to the powers of the Directors under Article 43 the Company in General Meeting may appoint a member of the Company to be a Director either to fill a casual vacancy or as an additional Director. The person appointed to fill such a vacancy shall be subject to retirement at the same time as if he had become a Director on the day on which the Director in whose place he is appointed was last elected a Director.

PROCEEDINGS OF DIRECTORS

46. The Directors may meet together for the despatch of business, adjourn, and otherwise regulate their meetings, as they think fit. Questions arising at any meeting shall be decided by a majority of votes. In the case of an equality of votes the Chairman shall have a second or casting vote. A Director may, and the Secretary on the requisition of a Director shall, at any time summon a Meeting of the Directors. It shall not be necessary to give a notice of a Meeting of Directors to any Director for the time being absent from the United Kingdom.
47. The quorum necessary for the transaction of the business of the Directors may be fixed by the Directors and unless so fixed shall be two.

48. The continuing Directors may act notwithstanding any vacancy in their body, if and so long as their number is reduced below the number fixed by or pursuant to the Articles of the Company as the necessary quorum of Directors the continuing Directors or Director may act for the purpose of increasing the number of Directors to that number, or of summoning a General Meeting of the Company, but for no other purpose.
49. The Directors may elect a Chairman of their Meetings and determine the period for which he is to hold office; but, if no such Chairman is elected, or if at any Meeting the Chairman is not present within five minutes after the time appointed for holding the same, the Directors present may choose one of their number to be Chairman of the Meeting.
50. The Directors may delegate any of their powers to committees consisting of such member or members of their body as they think fit; any committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Directors.
51. A committee may elect a Chairman of its Meetings; if no such Chairman is elected, or if at any meeting the Chairman is not present within five minutes after the time appointed for holding the same, the members present may choose one of their number to be Chairman of the Meeting.
52. A committee may meet and adjourn as it thinks proper. Questions arising at any Meeting shall be determined by a majority of votes of the members present and in the case of an equality of votes the Chairman shall have a second or casting vote.
53. All acts done by any Meeting of the Directors or of a committee of Directors or by any person acting as a Director shall notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such Director or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a Director.
54. A resolution in writing signed by all the Directors for the time being entitled to receive notice of a meeting of the Directors shall be as valid and effectual as if it had been passed at a Meeting of the Directors duly convened and held.

SECRETARY

55. The Secretary shall be appointed by the Directors for such term, at such remuneration and upon such conditions as they may think fit; and any Secretary so appointed may be removed by them. The first Secretary of the Company shall be David Julian Orrell.
56. A provision of the Act or these Articles requiring or authorising a thing to be done by or to a Director and the Secretary shall not be satisfied by its being

done by or to the same person acting both as Director and as, or in place of, the Secretary.

BANK ACCOUNT

57. The Company shall open a bank account in its name and all moneys received by the Company shall be paid into and all payments made by the Company shall be drawn on such banking account.

THE SEAL

58. The Directors shall provide for the safe custody of the Seal, which shall only be used by the authority of the Directors or of a committee of the Directors authorised by the Directors in that behalf, and every instrument to which the Seal shall be affixed shall be signed by a Director and shall be countersigned by the Secretary or by a second Director or by some other person appointed by the Directors for the purpose.

ACCOUNTS

59. The Directors shall cause proper books of account to be kept with respect to:
- (A) all sums of money received and expended by the Company and the matters in respect of which the receipt and expenditure takes place;
 - (B) all sales and purchases of goods by the Company; and
 - (C) the assets and liabilities of the Company.

Proper books shall not be deemed to be kept if there are not kept such books of account as are necessary to give a true and fair view of the state of the Company's affairs and to explain its transactions.

60. The books of account shall be kept at the registered office of the Company, or, subject to the provisions of the Act, at such other place or places as the Directors think fit, and shall always be open to inspection of the Directors.
61. The Directors shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the Company or any of them shall be open to the inspection of members not being Directors, and no member (not being a Director) shall have any right of inspecting any account or book or documents of the Company except as conferred by statute or authorised by the Directors or by the Company in General Meeting.
62. The Directors shall from time to time in accordance with the provisions of the Act, cause to be prepared and to be laid before the Company in General Meeting such profit and loss accounts, balance sheets, group accounts (if any) and reports as are referred to in these provisions.

63. A copy of every balance sheet (including every document required by law to be annexed thereto) which is to be laid before the Company in General Meeting, together with a copy of the Auditor's report, shall not less than twenty-one days before the date of the Meeting be sent to all persons entitled to receive notices of General Meetings. Provided that this Article shall not require a copy of those documents to be sent to any person of whose address the Company is not aware or to more than one of the joint holders of any debentures.

AUDIT

64. Auditors shall be appointed and their duties regulated in accordance with the provisions of the Act, the members of the Council being treated for all purposes as the Directors mentioned in those provisions.

NOTICES

65. A notice may be given by the Company to any member either personally or by sending it by post to him or to his registered address, or (if he has no registered address within the United Kingdom) to the address, if any, within the United Kingdom supplied by him to the Company for the giving of notices to him. Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter containing the notice, and to have been effected in the case of a notice of a Meeting at the expiration of 24 hours after the letter containing the same is posted, and in any other case at the time at which the letter would be delivered in the ordinary course of post.
66. Notice of every General Meeting shall be given in any manner hereinbefore authorised to:
- (A) every member except those members who (having no registered address within the United Kingdom) have not supplied to the Company an address for the giving of notices to them;
 - (B) the auditor for the time being of the Company.

No other person shall be entitled to receive notices of General Meetings.

NAMES, ADDRESSES AND DESCRIPTIONS OF SUBSCRIBERS

DAVID JULIAN ORRELL,
35 Forest Road,
Witham,
Essex..

TREVOR MILBURN,
37 Forest Road,
Witham,
Essex.

Dated this 17th day of October, 1985

witness to the above Signatures:-

MARTIN PAUL TAYLOR
Quality Control Engineer.

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SEARSLEIGH LIMITED

No. 1977817

Incorporated on the 15th day
of January, 1986