



## **FILE COPY**

### **CERTIFICATE OF INCORPORATION OF A COMMUNITY INTEREST COMPANY**

Company No. 7637891

The Registrar of Companies for England and Wales, hereby certifies that:

#### **A HELPING HAND HOME CARE AGENCY COMMUNITY INTEREST COMPANY**

is this day incorporated under the Companies Act 2006 as a Community Interest Company; is a private company, that the company is limited by guarantee; and the situation of the registered office is in England/Wales



**\*N07637891S\***

Given at Companies House on **17th May 2011**.

# IN01

## Application to register a company

102001/35



A fee is payable with this form.

Please see 'How to pay' on the last page

**What this form is for**

You may use this form to register a private or public company

**What this form is NOT for**

You cannot use this form to register a limited liability partnership. For this, please use form LL IN01

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COMPANIES HOUSE  
A39 23/04/2011 69  
COMPANIES HOUSE



\*AGUY5TZF\*

### Part 1 Company details

→ **Filling in this form**  
Please complete in typescript or in bold black capitals.

All fields are mandatory unless specified or indicated by \*

A1

#### Company details

Please show the proposed company name below

Proposed company name in full

A Helping Hand Home care Agency Community Interest Company

For official use

**Duplicate names**

Duplicate names are not permitted. A list of registered names can be found on our website. There are various rules that may affect your choice of name. More information is available at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

A2

#### Company name restrictions

Please tick the box only if the proposed company name contains sensitive or restricted words or expressions that require you to seek comments of a government department or other specified body

I confirm that the proposed company name contains sensitive or restricted words or expressions and that approval, where appropriate, has been sought of a government department or other specified body and I attach a copy of their response

**Company name restrictions**

A list of sensitive or restricted words or expressions that require consent can be found in guidance available on our website [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

A3

#### Exemption from name ending with 'Limited' or 'Cyfngedig'

Please tick the box if you wish to apply for exemption from the requirement to have the name ending with 'Limited', 'Cyfngedig' or permitted alternative

I confirm that the above proposed company meets the conditions for exemption from the requirement to have a name ending with 'Limited', 'Cyfngedig' or permitted alternative

**Name ending exemption**

Only private companies that are limited by guarantee and meet other specific requirements are eligible to apply for this. For more details, please go to our website [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

A4

#### Company type

Please tick the box that describes the proposed company type and members' liability (only one box must be ticked)

- Public limited by shares
- Private limited by shares
- Private limited by guarantee
- Private unlimited with share capital
- Private unlimited without share capital

**Company type**

If you are unsure of your company's type, please go to our website [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

# IN01

## Application to register a company

A5

### Situation of registered office

Please tick the appropriate box below that describes the situation of the proposed registered office (only one box must be ticked)

- England and Wales
- Wales
- Scotland
- Northern Ireland

#### Registered office

Every company must have a registered office and this is the address to which the Registrar will send correspondence

For England and Wales companies, the address must be in England or Wales

For Welsh, Scottish or Northern Ireland companies, the address must be in Wales, Scotland or Northern Ireland respectively

A6

### Registered office address

Please give the registered office address of your company

Building name/number

33

Street

Underwood Road

Handsworth Wood

Post town

Birmingham

County/Region

West Midlands

Postcode

B 2 0 1 J R

#### Registered office address

You must ensure that the address shown in this section is consistent with the situation indicated in section A5

You must provide an address in England or Wales for companies to be registered in England and Wales.

You must provide an address in Wales, Scotland or Northern Ireland for companies to be registered in Wales, Scotland or Northern Ireland respectively

A7

### Articles of association

Please choose one option only and tick one box only

Option 1

I wish to adopt one of the following model articles in its entirety. Please tick only one box

- Private limited by shares
- Private limited by guarantee
- Public company

 For details of which company type can adopt which model articles, please go to our website [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

Option 2

I wish to adopt the following model articles with additional and/or amended provisions I attach a copy of the additional and/or amended provision(s). Please tick only one box

- Private limited by shares
- Private limited by guarantee
- Public company

Option 3

I wish to adopt entirely bespoke articles I attach a copy of the bespoke articles to this application

A8

### Restricted company articles

Please tick the box below if the company's articles are restricted

- 

#### Restricted company articles

Restricted company articles are those containing provision for entrenchment. For more details, please go to our website [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

# IN01

## Application to register a company

### Part 2

### Proposed officers

For private companies the appointment of a secretary is optional, however, if you do decide to appoint a company secretary you must provide the relevant details. Public companies are required to appoint at least one secretary.

Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.

For a secretary who is an individual, go to Section B1; For a corporate secretary, go to Section C1; For a director who is an individual, go to Section D1; For a corporate director, go to Section E1

#### Secretary

<b>B1</b>	<b>Secretary appointments</b> 	<p>Please use this section to list all the secretary appointments taken on formation. For a corporate secretary, complete Sections C1-C5</p> <p><b>Title*</b> Mr</p> <p><b>Full forename(s)</b> Christopher</p> <p><b>Surname</b> Reid</p> <p><b>Former name(s)</b> </p>	<p><b>① Corporate appointments</b> For corporate secretary appointments, please complete section C1-C5 instead of section B</p> <p><b>Additional appointments</b> If you wish to appoint more than one secretary, please use the 'Secretary appointments' continuation page</p> <p><b>② Former name(s)</b> Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.</p>
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<b>B2</b>	<b>Secretary's service address</b> 	<p><b>Building name/number</b> 33</p> <p><b>Street</b> Underwood Road</p> <p>Handsworth Wood</p> <p><b>Post town</b> Birmingham</p> <p><b>County/Region</b> West Midlands</p> <p><b>Postcode</b> B 2 0 <input type="text"/> 1 <input type="text"/> J <input type="text"/> R <input type="text"/></p> <p><b>Country</b></p>	<p><b>③ Service address</b> This is the address that will appear on the public record. This does not have to be your usual residential address.</p> <p>Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of secretaries as the company's registered office</p> <p>If you provide your residential address here it will appear on the public record</p>
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<b>B3</b>	<b>Signature</b> 	<p>I consent to act as secretary of the proposed company named in Section A1</p> <p><b>Signature</b></p> <p></p>	<p><b>④ Signature</b> The person named above consents to act as secretary of the proposed company</p>
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# IN01

## Application to register a company

### Corporate secretary

<b>C1 Corporate secretary appointments <sup>①</sup></b>	
Please use this section to list all the corporate secretary appointments taken on formation	
Name of corporate body/firm	
Building name/number	
Street	
Post town	
County/Region	
Postcode	<input type="text"/>
Country	
<b>C2 Location of the registry of the corporate body or firm</b>	
Is the corporate secretary registered within the European Economic Area (EEA)? → Yes Complete <b>Section C3 only</b> → No Complete <b>Section C4 only</b>	
<b>C3 EEA companies <sup>②</sup></b>	
Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register	
Where the company/firm is registered <sup>③</sup>	
Registration number	
<b>C4 Non-EEA companies</b>	
Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register	
Legal form of the corporate body or firm	
Governing law	
If applicable, where the company/firm is registered <sup>④</sup>	
Registration number	
<b>C5 Signature <sup>⑤</sup></b>	
I consent to act as secretary of the proposed company named in Section A1	
Signature	Signature  

**① Additional appointments**

If you wish to appoint more than one corporate secretary, please use the 'Corporate secretary appointments' continuation page

**Registered or principal address**

This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number

**② EEA**

A full list of countries of the EEA can be found in our guidance [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

**③ This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)****④ Non-EEA**

Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register

**⑤ Signature**

The person named above consents to act as corporate secretary of the proposed company

## IN01

## Application to register a company

## Director

<b>D1 Director appointments</b>	
<p>Please use this section to list all the director appointments taken on formation  <b>For a corporate director, complete Sections E1-E5</b></p>	
Title*	Mrs
Full forename(s)	Verona
Surname	Reid
Former name(s)②	
Country/State of residence③	Uk
Nationality	British
Date of birth	<input type="text" value="d1"/> <input type="text" value="d5"/> <input type="text" value="m0"/> <input type="text" value="m2"/> <input type="text" value="y1"/> <input type="text" value="y9"/> <input type="text" value="y5"/> <input type="text" value="y9"/>
Business occupation (if any) ④	Community Psychiatric Nurse
<p><b>① Appointments</b>  Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual</p> <p><b>② Former name(s)</b>  Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.</p> <p><b>③ Country/State of residence</b>  This is in respect of your usual residential address as stated in section D4</p> <p><b>④ Business occupation</b>  If you have a business occupation, please enter here. If you do not, please leave blank</p> <p><b>Additional appointments</b>  If you wish to appoint more than one director, please use the 'Director appointments' continuation page</p>	

<b>D2 Director's service address</b>	
<p>Please complete the service address below. You must also fill in the director's usual residential address in <b>Section D4</b></p>	
Building name/number	33
Street	Underwood Road
	Handsworth Wood
Post town	Birmingham
County/Region	West Midlands
Postcode	B <input type="text" value="2"/> <input type="text" value="0"/> <input type="text"/> <input type="text" value="1"/> <input type="text" value="J"/> <input type="text" value="R"/> <input type="text"/>
Country	
<p><b>⑤ Service address</b>  This is the address that will appear on the public record. This does not have to be your usual residential address</p> <p>Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as the company's registered office</p> <p>If you provide your residential address here it will appear on the public record</p>	

<b>D3 Signature</b>	
<p>I consent to act as director of the proposed company named in <b>Section A1</b></p>	
Signature	<p>Signature</p> 
<p><b>⑥ Signature</b>  The person named above consents to act as director of the proposed company</p>	

## IN01

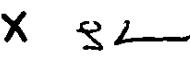
## Application to register a company

## Director

<b>D1 Director appointments </b>		
<p>Please use this section to list all the director appointments taken on formation  <b>For a corporate director, complete Sections E1-E5</b></p>		
Title*  Full forename(s)  Surname  Former name(s)  Country/State of residence  Nationality  Date of birth  Business occupation (if any) 	<p>Mr  Christopher James  Reid    uk  British  1 0 0 5 1 9 6 1  Social Worker/ Magistrate</p>	
		<p><b>① Appointments</b> Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual</p> <p><b>② Former name(s)</b> Please provide any previous names which have been used for business purposes in the last 20 years Married women do not need to give former names unless previously used for business purposes</p> <p><b>③ Country/State of residence</b> This is in respect of your usual residential address as stated in Section D4</p> <p><b>④ Business occupation</b> If you have a business occupation, please enter here. If you do not, please leave blank</p> <p><b>Additional appointments</b> If you wish to appoint more than one director, please use the 'Director appointments' continuation page</p>
<b>D2 Director's service address </b>		<p>Please complete the service address below. You must also fill in the director's usual residential address in Section D4</p>
Building name/number  Street  Post town  County/Region  Postcode  Country	33  Underwood Road  Handsworth Wood  Birmingham  West Midlands  B 2 0 1 J R   	<p><b>⑤ Service address</b> This is the address that will appear on the public record. This does not have to be your usual residential address.</p> <p>Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as the company's registered office</p> <p>If you provide your residential address here it will appear on the public record</p>
<b>D3 Signature </b>		<p>I consent to act as director of the proposed company named in Section A1</p>
Signature	<p>Signature   </p>	
		<p><b>⑥ Signature</b> The person named above consents to act as director of the proposed company</p>

**IN01 – continuation page**  
Application to register a company

**Director**

<b>D1 Director appointments <sup>①</sup></b>	
Please use this section to list all the directors of the company For a corporate director, complete Sections E1-E5	
Title*	Mrs
Full forename(s)	Susan
Surname	Kennedy
Former name(s) <sup>②</sup>	
Country/State of residence <sup>③</sup>	UK
Nationality	British
Date of birth	<sup>d</sup> 2 <sup>d</sup> 2 <sup>m</sup> 0 <sup>m</sup> 6 <sup>y</sup> 1 <sup>y</sup> 9 <sup>y</sup> 6 <sup>y</sup> 1
Business occupation (if any) <sup>④</sup>	Social Worker (Adult Care Manager)
<b>D2 Director's service address <sup>⑤</sup></b>	
Please complete the service address below. You must also fill in the director's usual residential address in Section D4.	
Building name/number	33
Street	Underwood Road Handsworth Wood
Post town	Birmingham
County/Region	West Midlands
Postcode	B 2 0 1 J R
Country	
<b>D3 Signature <sup>⑥</sup></b>	
I consent to act as director of the proposed company named in Section A1	
Signature	Signature  X

**① Appointments**  
Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.

**② Former name(s)**  
Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.

**③ Country/State of residence**  
This is in respect of your usual residential address as stated in Section D4.

**④ Business occupation**  
If you have a business occupation, please enter here. If you do not, please leave blank.

**⑤ Service address**  
This is the address that will appear on the public record. This does not have to be your usual residential address.

Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as the company's registered office.

If you provide your residential address here it will appear on the public record.

**⑥ Signature**  
The person named above consents to act as director of the proposed company.

## IN01

## Application to register a company

## Corporate director

<b>E1 Corporate director appointments <sup>①</sup></b>															
<p>Please use this section to list all the corporate directors taken on formation</p> <table border="1"> <tr> <td>Name of corporate body or firm</td> <td></td> </tr> <tr> <td>Building name/number</td> <td></td> </tr> <tr> <td>Street</td> <td></td> </tr> <tr> <td>Post town</td> <td></td> </tr> <tr> <td>County/Region</td> <td></td> </tr> <tr> <td>Postcode</td> <td>                                          </td> </tr> <tr> <td>Country</td> <td></td> </tr> </table>		Name of corporate body or firm		Building name/number		Street		Post town		County/Region		Postcode		Country	
Name of corporate body or firm															
Building name/number															
Street															
Post town															
County/Region															
Postcode															
Country															
<p><b>E2 Location of the registry of the corporate body or firm</b></p> <p>Is the corporate director registered within the European Economic Area (EEA)?</p> <ul style="list-style-type: none"> <li>→ Yes Complete <b>Section E3 only</b></li> <li>→ No Complete <b>Section E4 only</b></li> </ul>															
<p><b>E3 EEA companies <sup>②</sup></b></p> <p>Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register</p> <table border="1"> <tr> <td>Where the company/firm is registered <sup>③</sup></td> <td></td> </tr> <tr> <td>Registration number</td> <td></td> </tr> </table>		Where the company/firm is registered <sup>③</sup>		Registration number											
Where the company/firm is registered <sup>③</sup>															
Registration number															
<p><b>E4 Non-EEA companies</b></p> <p>Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register</p> <table border="1"> <tr> <td>Legal form of the corporate body or firm</td> <td></td> </tr> <tr> <td>Governing law</td> <td></td> </tr> <tr> <td>If applicable, where the company/firm is registered <sup>③</sup></td> <td></td> </tr> <tr> <td>If applicable, the registration number</td> <td></td> </tr> </table>		Legal form of the corporate body or firm		Governing law		If applicable, where the company/firm is registered <sup>③</sup>		If applicable, the registration number							
Legal form of the corporate body or firm															
Governing law															
If applicable, where the company/firm is registered <sup>③</sup>															
If applicable, the registration number															
<p><b>E5 Signature <sup>④</sup></b></p> <p>I consent to act as director of the proposed company named in <b>Section A1</b></p> <table border="1"> <tr> <td>Signature</td> <td>Signature</td> </tr> <tr> <td></td> <td>X</td> </tr> </table>		Signature	Signature		X										
Signature	Signature														
	X														

**① Additional appointments**

If you wish to appoint more than one corporate director, please use the 'Corporate director appointments' continuation page

**Registered or principal address**

This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number

**② EEA**

A full list of countries of the EEA can be found in our guidance [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

**③ This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)****④ Non-EEA**

Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register

**⑤ Signature**

The person named above consents to act as corporate director of the proposed company

# IN01

## Application to register a company

### Part 3

### Statement of capital

Does your company have share capital?

→ Yes Complete the sections below

→ No Go to Part 4 (Statement of guarantee)

**F1**

#### Share capital in pound sterling (£)

Please complete the table below to show each class of shares held in pound sterling

If all your issued capital is in sterling, only complete **Section F1** and then go to **Section F4**

Class of shares (E g Ordinary/Preference etc)	Amount paid up on each share ①	Amount (if any) unpaid on each share ①	Number of shares ②	Aggregate nominal value ③
				£
				£
				£
				£
<b>Totals</b>				£

**F2**

#### Share capital in other currencies

Please complete the table below to show any class of shares held in other currencies

Please complete a separate table for each currency

Currency	Class of shares (E g Ordinary/Preference etc)	Amount paid up on each share ①	Amount (if any) unpaid on each share ①	Number of shares ②	Aggregate nominal value ③
<b>Totals</b>					

Currency

Currency	Class of shares (E g Ordinary/Preference etc)	Amount paid up on each share ①	Amount (if any) unpaid on each share ①	Number of shares ②	Aggregate nominal value ③
<b>Totals</b>					

**F3**

#### Totals

Please give the total number of shares and total aggregate nominal value of issued share capital

Total number of shares

Total aggregate nominal value ④

**④ Total aggregate nominal value**  
Please list total aggregate values in different currencies separately For example £100 + €100 + \$10 etc

① Including both the nominal value and any share premium

② Number of shares issued multiplied by nominal value of each share

③ Total number of issued shares in this class.

**Continuation Pages**

Please use a Statement of Capital continuation page if necessary

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## Application to register a company

F4

### Statement of capital (Prescribed particulars of rights attached to shares)

	<p>Please give the prescribed particulars of rights attached to shares for each class of share shown in the statement of capital share tables in <b>Sections F1 and F2</b></p>	<p><b>①Prescribed particulars of rights attached to shares</b></p> <p>The particulars are</p> <ul style="list-style-type: none"><li>a particulars of any voting rights, including rights that arise only in certain circumstances,</li><li>b particulars of any rights, as respects dividends, to participate in a distribution,</li><li>c particulars of any rights, as respects capital, to participate in a distribution (including on winding up), and</li><li>d whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder and any terms or conditions relating to redemption of these shares</li></ul> <p>A separate table must be used for each class of share</p> <p><b>Continuation pages</b> Please use the next page or a 'Statement of Capital (Prescribed particulars of rights attached to shares)' continuation page if necessary</p>
Class of share		
Prescribed particulars ①		

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## Application to register a company

F5

### Initial shareholdings

This section should only be completed by companies incorporating with share capital

Please complete the details below for each subscriber

The addresses will appear on the public record. These do not need to be the subscribers' usual residential address

#### Initial shareholdings

Please list the company's subscribers in alphabetical order

Please use an 'Initial shareholdings' continuation page if necessary

Subscriber's details	Class of share	Number of shares	Currency	Nominal value of each share	Amount (if any) unpaid	Amount paid
Name						
Address						
Name						
Address						
Name						
Address						
Name						
Address						
Name						
Address						

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## Application to register a company

Class of share		
Prescribed particulars ①		<p><b>① Prescribed particulars of rights attached to shares</b></p> <p>The particulars are</p> <ul style="list-style-type: none"><li>a particulars of any voting rights, including rights that arise only in certain circumstances,</li><li>b particulars of any rights, as respects dividends, to participate in a distribution,</li><li>c particulars of any rights, as respects capital, to participate in a distribution (including on winding up), and</li><li>d whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder and any terms or conditions relating to redemption of these shares.</li></ul> <p>A separate table must be used for each class of share</p> <p><b>Continuation pages</b></p> <p>Please use a 'Statement of capital (Prescribed particulars of rights attached to shares)' continuation page if necessary</p>

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Application to register a company

## Part 4

### Statement of guarantee

Is your company limited by guarantee?

- Yes Complete the sections below
- No Go to Part 5 (Statement of compliance)

G1

#### Subscribers

Please complete this section if you are a subscriber of a company limited by guarantee. The following statement is being made by each and every person named below

I confirm that if the company is wound up while I am a member, or within one year after I cease to be a member, I will contribute to the assets of the company by such amount as may be required for

- payment of debts and liabilities of the company contracted before I cease to be a member,
- payment of costs, charges and expenses of winding up, and,
- adjustment of the rights of the contributors among ourselves, not exceeding the specified amount below

① Name

Please use capital letters

② Address

The addresses in this section will appear on the public record. They do not have to be the subscribers' usual residential address

③ Amount guaranteed

Any valid currency is permitted

Continuation pages

Please use a 'Subscribers' continuation page if necessary

#### Subscriber's details

Forename(s) ①	Verona					
Surname ①	Reid					
Address ②	33 Underwood Road, Handsworth Wood Birmingham					
Postcode	B	2	0	1	J	R
Amount guaranteed ③	£1					

#### Subscriber's details

Forename(s) ①	Christopher James					
Surname ①	Reid					
Address ②	33 Underwood Road, Handsworth Wood Birmingham					
Postcode	B	2	0	1	J	R
Amount guaranteed ③	£1					

#### Subscriber's details

Forename(s) ①	Susan					
Surname ①	Kennedy					
Address ②	33 Underwood Road Handsworth Wood, Birmingham					
Postcode	B	2	0	1	J	R
Amount guaranteed ③	£1					

IN01

Application to register a company

## Part 5

### Statement of compliance

This section must be completed by all companies

Is the application by an agent on behalf of all the subscribers?

- No Go to Section H1 (Statement of compliance delivered by the subscribers)
- Yes Go to Section H2 (Statement of compliance delivered by an agent)

H1

### Statement of compliance delivered by the subscribers

Please complete this section if the application is not delivered by an agent for the subscribers of the memorandum of association

I confirm that the requirements of the Companies Act 2006 as to registration have been complied with

① Statement of compliance delivered by the subscribers  
Every subscriber to the memorandum of association must sign the statement of compliance

Subscriber's signature

Signature

X



X

Subscriber's signature

Signature

X



X

Subscriber's signature

Signature

X



X

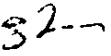
Subscriber's signature

Signature

X

X

**IN01****Application to register a company**

Subscriber's signature	Signature 		<b>Continuation pages</b> Please use a 'Statement of compliance delivered by the subscribers' continuation page if more subscribers need to sign
Subscriber's signature	Signature 		
Subscriber's signature	Signature 		
Subscriber's signature	Signature 		

**H2 Statement of compliance delivered by an agent**

Please complete this section if this application is delivered by an agent for the subscribers to the memorandum of association		
Agent's name		
Building name/number		
Street		
Post town		
County/Region		
Postcode	<input type="text"/>	
Country		
I confirm that the requirements of the Companies Act 2006 as to registration have been complied with		
Agent's signature	Signature 	

# IN01

## Application to register a company



### Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record

Contact name **Verona Reid**

Company name **A Helping Hand Home Care Agency**

Address **33 Underwood Road**

**Handsworth Wood**

Post town **Birmingham**

County/Region **West Midlands**

Postcode **B 2 0 1 J R**

Country

**DX**

Telephone

**0121 686 5963**



### Certificate

We will send your certificate to the presenters address (shown above) or if indicated to another address shown below

- At the registered office address (Given in Section A6)
- At the agents address (Given in Section H2)



### Checklist

We may return forms completed incorrectly or with information missing

Please make sure you have remembered the following:

- You have checked that the proposed company name is available as well as the various rules that may affect your choice of name. More information can be found in guidance on our website
- If the name of the company is the same as one already on the register as permitted by The Company and Business Names (Miscellaneous Provisions) Regulations 2008, please attach consent
- You have used the correct appointment sections
- Any addresses given must be a physical location. They cannot be a PO Box number (unless part of a full service address), DX or LP (Legal Post in Scotland) number
- The document has been signed, where indicated
- All relevant attachments have been included
- You have enclosed the Memorandum of Association
- You have enclosed the correct fee



### Important information

Please note that all information on this form will appear on the public record, apart from information relating to usual residential addresses



### How to pay

A fee of £20 is payable to Companies House to register a company

Make cheques or postal orders payable to 'Companies House'



### Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:

**For companies registered in England and Wales:**

The Registrar of Companies, Companies House, Crown Way, Cardiff, Wales, CF14 3UZ  
DX 33050 Cardiff

**For companies registered in Scotland:**

The Registrar of Companies, Companies House, Fourth floor, Edinburgh Quay 2, 139 Fountainbridge, Edinburgh, Scotland, EH3 9FF  
DX ED235 Edinburgh 1  
or LP - 4 Edinburgh 2 (Legal Post)

**For companies registered in Northern Ireland**

The Registrar of Companies, Companies House, Second Floor, The Linenhall, 32-38 Linenhall Street, Belfast, Northern Ireland, BT2 8BG  
DX 481 N R Belfast 1

**Section 243 exemption**

If you are applying for, or have been granted a section 243 exemption, please post this whole form to the different postal address below

The Registrar of Companies, PO Box 4082, Cardiff, CF14 3WE



### Further information

For further information, please see the guidance notes on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)**

# CIC 36

## Declarations on Formation of a Community Interest Company<sup>1</sup>

**Please complete in typescript, or in bold black capitals.**

**Company Name in full**

A Helping Hand Home Care Agency CIC

Community Interest Company

**SECTION A: COMMUNITY INTEREST STATEMENT – beneficiaries**

- 1 We/, the undersigned, declare that the company will carry on its activities for the benefit of the community, or a section of the community<sup>2</sup>. [Insert a short description of the community, or section of the community, which it is intended that the company will benefit below]<sup>3</sup>

*The company's activities will provide benefit to ...*

Supporting the elderly, those suffering with dementia, other disabilities that live alone and on low income. Living in areas of social exclusion, high level of socio-economic deprivation and hardship within the city of Birmingham, West Midlands

To address inequality in service provision for those who cannot afford to pay for extra care required in order to prevent hospitalisation or residential care

To assist the elderly, or disabled persons in providing a home care free sitting service so that carers can be relieved from the stress of caring

Provide individualise, holistic, culturally sensitive and appropriate care that promotes physical, emotional, cultural, spiritual, and social well being to individuals

Supporting individual with their independence and promoting choice of services to enable and empower them to live within their home and the Community

Employment of staff to support the demand, will also help the economy

MONDAY

A14



\*AGUY6TZG\*

09/05/2011

COMPANIES HOUSE

72

**COMPANY NAME**

A Helping Hand Home Care Agency CIC

**SECTION B: Community Interest Statement – Activities & Related Benefit**

Please indicate how it is proposed that the company's activities will benefit the community, or a section of the community. Please provide as much detail as possible to enable the CIC Regulator to make an informed decision about whether your proposed company is eligible to become a community interest company. It would be useful if you were to explain how you think your company will be different from a commercial company providing similar services or products for individual or personal gain.

<b>Activities</b> (Tell us here what the company is being set up to do)	<b>How will the activity benefit the community?</b> ( <i>The community will benefit by .</i> )
To provide all aspects of personal care within peoples home. To collect and assist with prescription/medication as per per chart. To prepare meals/light snacks at meal times To monitor and record diet/fluid intake. Liaise with other agencies Carry out general shopping and household duties. To carry out mental stimulation activities by engaging service users in hobbies or Interests of their choice.	<p>A Helping Hand is a home care solution that allows you or your loved one to stay at home in familiar, relaxed surroundings Supported by fully trained Carers who work to an individually designed care plan, many people find this one-to-one personal home care service ideal.</p> <p>A Helping Hand is committed to help maintain people in their own homes and community. Our organisation provides individualise, holistic, culturally sensitive and appropriate care that promotes physical, emotional and social well being.</p>
	<p>Benefit to the community</p> <p>A Helping Hand Care Agency will use any financial gain to provide a free sitting service to carers to give them a break from caring.</p> <p>Assist in the transportation for elderly, installing smoke alarms, providing meals at a reduced rate and days out. Volunteers will be given free training up to NVQ level 3, which will enhance their professional development.</p> <p>The company will be led by the identified needs of the community/service users and on local research.</p>
If the company makes any surplus it will be used for. . . Free Sitting service, Setting up a carers group, Days out/Holidays for carers and the service user or just for carers while their love ones are in respite.	

(Please continue on separate continuation sheet if necessary.)

**COMPANY NAME**

A Helping Hand Home Care Agency CIC

**SECTION C:**

We/I, the undersigned, declare that the company in respect of which this application is made will not be:

- (a) a political party;
- (b) a political campaigning organisation; or
- (c) a subsidiary of a political party or of a political campaigning organisation.<sup>4</sup>

**SECTION D: SIGNATORIES**

**Each person who will be a first director of the company must sign the declarations.**

Signed



Date

19/04/2011

Signed



Date

19/04/2011

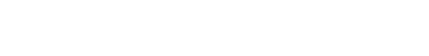
Signed



Date

19/04/2011

Signed



Date

□□□□□

Signed



Date

□□□□□

(Please continue on separate continuation sheet if necessary.)

**CHECKLIST**

This form must be accompanied by the following documents:

- (a) Memorandum of Association
- (b) Articles of Association, which comply with requirements imposed by section 32 of the Act and Part 3 of the Regulations or which are otherwise appropriate in connection with becoming a community interest company
- (c) Form IN01- you need to indicate that the proposed company is adopting bespoke articles.
- (d) Any completed continuation sheets
- (e) A cheque for £35 made payable to Companies House

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be

□□□□□
□□□□□
□□□□□
□□□□□
Tel 07985882482

**COMPANY NUMBER**

**SECTION C: Declarations on conversion to a community interest company**

**Declaration 1**

We/~~I~~, the undersigned, declare and understand that the company in respect of which this application is made:

(a) cannot be an incorporated charity and a community interest company<sup>5</sup>

AND;

(b) if we are an existing incorporated charity that we have been given written consent from the Charity Commission or the Scottish Charity Regulator<sup>6</sup> to the company's conversion to a community interest company

**Declaration 2**

We/~~I~~, the undersigned, declare that the company in respect of which this application is made will not be:

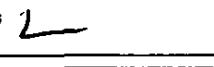
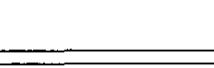
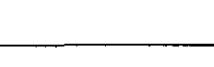
(a) a political party;

(b) a political campaigning organisation; or

(c) a subsidiary of a political party or of a political campaigning organisation.<sup>7</sup>

**SECTION D: SIGNATORIES**

**Each person who is a director of the company must sign the declarations.**

Signed		Date	05-04-2011
Signed		Date	05-04-2011
Signed		Date	05-04-2011
Signed		Date	
Signed		Date	

(Please continue on separate continuation sheet if necessary.)

**When you have completed and signed the form, please send it to the Registrar of Companies at:**

*For companies registered in England and Wales:* Companies House, Crown Way, Cardiff, CF14 3UZ  
DX 33050 Cardiff

*For companies registered in Scotland:* Companies House, 4<sup>th</sup> Floor, Edinburgh Quay 2, 139  
Fountainbridge, EH3 9FF DX 235 Edinburgh

*For companies registered in Northern Ireland:* Companies House, 2nd Floor, The Linenhall, 32-38  
Linenhall Street, Belfast, BT2 8BG

## **NOTES**

<sup>1</sup> This form will be placed on the public record. Any information relevant to the application that you do not wish to appear on the public record, should be described in a separate letter addressed to the CIC Regulator and delivered to the Registrar of Companies with the other documents.

<sup>2</sup> The community interest test is referred to in section 35 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and is expanded upon in regulations 3, 4 & 5 of the Regulations.

<sup>3</sup> E.g. "the residents of Oldtown" or "those suffering from XYZ disease".

<sup>4</sup> A company is not eligible to be formed as a community interest company if it will be an "excluded company". If you are not sure whether the company which you wish to form falls into any of these categories, you should refer to the definitions of the terms "political party", "political campaigning organisation" and "subsidiary" (and of the related terms "election", "governmental authority", "public authority" and "referendum") in Regulation 2 of the Regulations before completing this form.

The Companies Act 2006

Community Interest Company Limited by Guarantee<sup>1</sup>

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**Memorandum of Association**

**of**

**[A Helping Hand Home Care Agency ][Community Interest Company]<sup>2</sup>**

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**The Companies Act 2006**  
**Community Interest Company Limited by Guarantee**  
**Memorandum of Association <sup>™</sup>**  
**of**  
**[ A Helping Hand Home Care Agency ] [Community Interest Company.]**

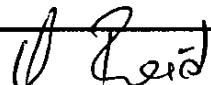
Each subscriber to this Memorandum of Association wishes to form a company under the Companies Act 2006 and agrees to become a member of the Company

---

*Name of each subscriber<sup>™</sup>*

*Authentication by each subscriber*

Verona Reid



Susan Kennedy



Christopher Reid

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Dated [ 19-04-2011 ]



The Companies Act 2006

Community Interest Company Limited by Guarantee

---

**Articles of Association**

**of**

**A Helping Hand Home Care Agency ] [Community Interest Company**

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(CIC Limited by Guarantee, Schedule 1, Small Membership)

**The Companies Act 2006**  
**Community Interest Company Limited by Guarantee**  
**INDEX TO THE ARTICLES**

**The Companies Act 2006**  
**Articles of Association**  
**of**  
**A Helping Hand Home Care Agency Community Interest Company**  
**INTERPRETATION**

**Defined Terms**

The interpretation of these Articles is governed by the provisions set out in the Schedule at the end of the Articles

**COMMUNITY INTEREST COMPANY AND ASSET LOCK**

**Community Interest Company**

The Company is to be a community interest company

**Asset Lock**

- 1 1 The Company shall not transfer any of its assets other than for full consideration
- 1 1 Provided the conditions in Article 3 3 are satisfied, Article 3 1 shall not apply to
  - (a) the transfer of assets to any specified asset-locked body, or (with the consent of the Regulator) to any other asset-locked body, and
  - (b) the transfer of assets made for the benefit of the community other than by way of a transfer of assets into an asset-locked body
- 1 2 The conditions are that the transfer of assets must comply with any restrictions on the transfer of assets for less than full consideration which may be set out elsewhere in the memorandum and Articles of the Company
- 1 3 If
  - 1 3 1 the Company is wound up under the Insolvency Act 1986, and
  - 1 3 2 all its liabilities have been satisfiedany residual assets shall be given or transferred to the asset-locked body specified in Article 3 5 below
- 1 4 For the purposes of this Article 3, the following asset-locked body is specified as a potential recipient of the Company's assets under Articles 3 2 and 3 4

Name [ ]

Charity Registration Number (if applicable). [ N/A ]  
Company Registration Number (if applicable) [ N/A ]  
Registered Office [ N/A ]

**Not for profit**

The Company is not established or conducted for private gain any profits or assets are used principally for the benefit of the community

**OBJECTS, POWERS AND LIMITATION OF LIABILITY**

**Objects**

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to [ Support and assist the elderly, those suffering with dementia, other disabilities that live alone and on low income Living in areas of social exclusion, high level of socio-economic deprivation and hardship within the Heart of Birmingham

To address inequality in service provision for those who cannot afford to pay for extra care required in order to prevent hospitalisation or residential care

To assist the elderly, or disabled persons in providing a home care free sitting service so that carers can be relieved from the stress of caring

Provide individualise, holistic, culturally sensitive and appropriate care that promotes physical, emotional, cultural, spiritual, and social wellbeing to individuals

Supporting individual with their independence and promoting choice of services to enable and empower them to live within their home and the Community

]

**Powers**

To further its objects the Company may do all such lawful things as may further the Company's objects and, in particular, but, without limitation, may borrow or raise and secure the payment of money for any purpose including for the purposes of investment or of raising funds

**Liability of members**

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the Company in the event of its being wound up while he or she is a member or within one year after he or she ceases to be a member, for

- 1 5 payment of the Company's debts and liabilities contracted before he or she ceases to be a member,
- 1 6 payment of the costs, charges and expenses of winding up, and
- 1 7 adjustment of the rights of the contributors among themselves

## DIRECTORS

### DIRECTORS' POWERS AND RESPONSIBILITIES

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

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

#### **Members' reserve power**

- 1 8 The members may, by special resolution, direct the Directors to take, or refrain from taking, specific action
- 1 9 No such special resolution invalidates anything which the Directors have done before the passing of the resolution

#### **Chair**

The Directors may appoint one of their number to be the chair of the Directors for such term of office as they determine and may at any time remove him or her from office

#### **Directors may delegate**

- 1 10 Subject to the Articles, the Directors may delegate any of the powers which are conferred on them under the Articles or the implementation of their decisions or day to day management of the affairs of the Company
  - 1 10 1 to such person or committee,
  - 1 10 2 by such means (including by power of attorney),
  - 1 10 3 to such an extent,
  - 1 10 4 in relation to such matters or territories; and
  - 1.10 5 on such terms and conditions,  
as they think fit
- 1.11 If the Directors so specify, any such delegation of this power may authorise further delegation of the Directors' powers by any person to whom they are delegated.

- 1.12 The Directors may revoke any delegation in whole or part, or alter its terms and conditions

## **DECISION-MAKING BY DIRECTORS**

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

Any decision of the Directors must be either a majority decision at a meeting or a decision taken in accordance with Article 0 [In the event of the Company having only one Director, a majority decision is made when that single Director makes a decision ]

### **Calling a Directors' meeting**

- 1.13 Two Directors may (and the Secretary, if any, must at the request of two Directors) call a Directors' meeting
- 1.14 A Directors' meeting must be called by at least seven Clear Days' notice unless either
- 1.14.1 all the Directors agree, or
  - 1.14.2 urgent circumstances require shorter notice
- 1.15 Notice of Directors' meetings must be given to each Director
- 1.16 Every notice calling a Directors' meeting must specify
- 1.16.1 the place, day and time of the meeting, and .
  - 1.16.2 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
- 1.17 Notice of Directors' meetings need not be in Writing
- 1.18 Notice of Directors' meetings may be sent by Electronic Means to an Address provided by the Director for the purpose

### **Participation in Directors' meetings**

- 1.19 Subject to the Articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when
- 1.19.1 the meeting has been called and takes place in accordance with the Articles; and
  - 1.19.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting
- 1.20 In determining whether Directors are participating in a Directors' meeting, it is irrelevant where any Director is or how they communicate with each other

- 1 21 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**

- 1 22 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting
- 1 23 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].
- 1 24 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
- 1 24 1 to appoint further Directors, or
- 1 24 2 to call a general meeting so as to enable the members to appoint further Directors

### **Chairing of Directors' meetings**

The Chair, if any, or in his or her absence another Director nominated by the Directors present shall preside as chair of each Directors' meeting

### **Decision-making at meetings**

- 1 25 Questions arising at a Directors' meeting shall be decided by a majority of votes
- 1 26 In all proceedings of Directors each Director must not have more than one vote
- 1 27 In case of an equality of votes, the Chair shall have a second or casting vote

### **Decisions without a meeting**

- 1 28 The Directors may take a unanimous decision without a Directors' meeting in accordance with this Article by indicating to each other by any means, including without limitation by Electronic Means, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in Writing, copies of which have been signed by each Director or to which each Director has otherwise indicated agreement in Writing
- 1 29 A decision which is made in accordance with Article 1 28 shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with
- 1 29.1 approval from each Director must be received by one person being either such person as all the Directors have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may, for the avoidance of doubt, be one of the Directors,

1.29 2 following receipt of responses from all of the Directors, the Recipient must communicate to all of the Directors by any means whether the resolution has been formally approved by the Directors in accordance with this Article 129,

1.29 3 the date of the decision shall be the date of the communication from the Recipient confirming formal approval;

1.29 4 the Recipient must prepare a minute of the decision in accordance with Article 0

### **Conflicts of interest**

1.30 Whenever a Director finds himself or herself in a situation that is reasonably likely to give rise to a Conflict of Interest, he or she must declare his or her interest to the Directors unless, or except to the extent that, the other Directors are or ought reasonably to be aware of it already

1.31 If any question arises as to whether a Director has a Conflict of Interest, the question shall be decided by a majority decision of the other Directors

1.32 Whenever a matter is to be discussed at a meeting or decided in accordance with Article 18 and a Director has a Conflict of Interest in respect of that matter then, subject to Article 20, he or she must

1.32 1 remain only for such part of the meeting as in the view of the other Directors is necessary to inform the debate,

1.32 2 not be counted in the quorum for that part of the meeting, and

1.32 3 withdraw during the vote and have no vote on the matter

1.33 When a Director has a Conflict of Interest which he or she has declared to the Directors, he or she shall not be in breach of his or her duties to the Company by withholding confidential information from the Company if to disclose it would result in a breach of any other duty or obligation of confidence owed by him or her

### **Directors' power to authorise a conflict of interest**

1.34 The Directors have power to authorise a Director to be in a position of Conflict of Interest provided

1.34 1 in relation to the decision to authorise a Conflict of Interest, the conflicted Director must comply with Article 19.3;

1.34 2 in authorising a Conflict of Interest, the Directors can decide the manner in which the Conflict of Interest may be dealt with and, for the avoidance of doubt, they can decide that the Director with a Conflict of Interest can participate in a vote on the matter and can be counted in the quorum,

1.34.3 the decision to authorise a Conflict of Interest can impose such terms as the Directors think fit and is subject always to their right to vary or terminate the authorisation

- 135 If a matter, or office, employment or position, has been authorised by the Directors in accordance with Article 134 then, even if he or she has been authorised to remain at the meeting by the other Directors, the Director may absent himself or herself from meetings of the Directors at which anything relating to that matter, or that office, employment or position, will or may be discussed
- 136 A Director shall not be accountable to the Company for any benefit which he or she derives from any matter, or from any office, employment or position, which has been authorised by the Directors in accordance with Article 134 (subject to any limits or conditions to which such approval was subject)

#### **Register of Directors' interests**

The Directors shall cause a register of Directors' interests to be kept. A Director must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Company or in any transaction or arrangement entered into by the Company which has not previously been declared.

### **APPOINTMENT AND RETIREMENT OF DIRECTORS**

#### **Methods of appointing Directors**

- 137 Those persons notified to the Registrar of Companies as the first Directors of the Company shall be the first Directors
- 138 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 by a decision of the Directors

#### **Termination of Director's appointment**

A person ceases to be a Director as soon as

- (a) 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,
- (b) a bankruptcy order is made against that person, or an order is made against that person in individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy,
- (c) a composition is made with that person's creditors generally in satisfaction of that person's debts,
- (d) the Directors reasonably believe he or she is suffering from mental disorder and incapable of acting and they resolve that he or she be removed from office,
- (e) 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 (but only if at least two Directors will remain in office when such resignation has taken effect); or

- (f) the Director fails to attend three consecutive meetings of the Directors and the Directors resolve that the Director be removed for this reason.
- (g) the Director ceases to be a member

#### **Directors' remuneration**

- 1 39 Directors may undertake any services for the Company that the Directors decide
- 1 40 Directors are entitled to such remuneration as the Directors determine:
  - (a) for their services to the Company as Directors, and
  - (b) for any other service which they undertake for the Company
- 1 41 Subject to the Articles, a Director's remuneration may:
  - (a) take any form; and
  - (b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.
- 1 42 Unless the Directors decide otherwise, Directors' remuneration accrues from day to day
- 1 43 Unless the Directors decide otherwise, Directors are not accountable to the Company for any remuneration which they receive as Directors or other officers or employees of the Company's subsidiaries or of any other body corporate in which the Company is interested

#### **Directors' expenses**

The Company may pay any reasonable expenses which the Directors properly incur in connection with their attendance at

- (a) meetings of Directors or committees of Directors;
- (b) general meetings, or
- (c) separate meetings of any class of members or of the holders of any 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

## **MEMBERS**

### **BECOMING AND CEASING TO BE A MEMBER**

#### **Becoming a member**

- 1 44 The subscribers to the Memorandum are the first members of the Company
- 1 45 Such other persons as are admitted to membership in accordance with the Articles shall be members of the Company
- 1 46 Each member of the company shall be a Director
- 1 47 No person shall be admitted a member of the Company unless he or she is approved by the Directors
- 1 48 Every person who wishes to become a member shall deliver to the company an application for membership in such form (and containing such information) as the Directors require and executed by him or her

#### **Termination of membership**

- 1 49 Membership is not transferable to anyone else
- 1 50 Membership is terminated if
  - 1 50 1 the member dies or ceases to exist,
  - 1 50 2 otherwise in accordance with the Articles, or
  - 1 50 3 a member ceases to be a Director

### **DECISION MAKING BY MEMBERS**

#### **Members' meetings**

- 1 51 The Directors may call a general meeting at any time
- 1 52 General meetings must be held in accordance with the provisions regarding such meetings in the Companies Acts
- 1 53 A person who is not a member of the Company shall not have any right to vote at a general meeting of the Company, but this is without prejudice to any right to vote on a resolution affecting the rights attached to a class of the Company's debentures
- 1 54 Article 28 3 shall not prevent a person who is a proxy for a member or a duly authorised representative of a member from voting at a general meeting of the Company.

#### **Written resolutions**

- 1 55 Subject to Article 1 57, a written resolution of the Company passed in accordance with this Article 29 shall have effect as if passed by the Company in general meeting

- 1 55 1 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible members
- 1.55 2 A written resolution is passed as a special resolution if it is passed by members representing not less than 75% of the total voting rights of eligible members  
A written resolution is not a special resolution unless it states that it was proposed as a special resolution
- 1 56 In relation to a resolution proposed as a written resolution of the Company the eligible members are the members who would have been entitled to vote on the resolution on the circulation date of the resolution
- 1 57 A members' resolution under the Companies Acts removing a Director or an auditor before the expiration of his or her term of office may not be passed as a written resolution
- 1 58 A copy of the written resolution must be sent to every member together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written notices shall be sent to the Company's auditors in accordance with the Companies Acts
- 1 59 A member signifies their agreement to a proposed written resolution when the Company receives from him or her an authenticated Document identifying the resolution to which it relates and indicating his or her agreement to the resolution.
- 1 59 1 If the Document is sent to the Company in Hard Copy Form, it is authenticated if it bears the member's signature
- 1 59 2 If the Document is sent to the Company by Electronic Means, it is authenticated [if it bears the member's signature] or [if the identity of the member is confirmed in a manner agreed by the Directors] or [if it is accompanied by a statement of the identity of the member and the Company has no reason to doubt the truth of that statement] or [if it is from an email Address notified by the member to the Company for the purposes of receiving Documents or information by Electronic Means]
- 1 60 A written resolution is passed when the required majority of eligible members have signified their agreement to it
- 1 61 A proposed written resolution lapses if it is not passed within 28 days beginning with the circulation date

#### **ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS**

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

- 1 62 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

- 1 63 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.
- 1 64 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 an agreed time of their being sent, and for the agreed time to be less than 48 hours

### **Irregularities**

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not referred to in the notice unless a provision of the Companies Acts specifies that such informality, irregularity or want of qualification shall invalidate it

### **Minutes**

- 1 65 The Directors must cause minutes to be made in books kept for the purpose
  - 1.65 1 of all appointments of officers made by the Directors,
  - 1 65 2 of all resolutions of the Company and of the Directors (including, without limitation, decisions of the Directors made without a meeting), and
  - 1 65 3 of all proceedings at meetings of the Company and of the Directors, and of committees of Directors, including the names of the Directors present at each such meeting,
- and any such minute, if purported to be signed (or in the case of minutes of Directors' meetings signed or authenticated) by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or Director of the Company, be sufficient evidence of the proceedings
- 1 66 The minutes must be kept for at least ten years from the date of the meeting, resolution or decision

### **Records and accounts**

The Directors shall comply with the requirements of the Companies Acts as to maintaining a members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Regulator of:

- 1 67 annual reports,
- 1 68 annual returns, and
- 1 69 annual statements of account.

1.70 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 member

### **Indemnity**

1.71 Subject to Article 34.2, 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

1.72 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

1.73 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**

1.74 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

1.75 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

### **Exclusion of model articles**

The relevant model articles for a company limited by guarantee are hereby expressly excluded

## SCHEDULE

### INTERPRETATION

#### Defined terms

- 1 In the Articles, unless the context requires otherwise, the following terms shall have the following meanings

Term	Meaning
2 "Address"	includes a number or address used for the purposes of sending or receiving Documents by Electronic Means, ahelpinghandhomecareagency@hotmail.com
3 "Articles"	the Company's articles of association, "CIC"
4 "asset-locked body"	means (i) a community interest company, a charity or a Permitted Industrial and Provident Society; or (ii) a body established outside the United Kingdom that is equivalent to any of those,
5 "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,
6 "Chair"	has the meaning given in Article 10,
7. "Circulation Date"	in relation to a written resolution, has the meaning given to it in the Companies Acts,
8 "Clear Days"	in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect,
9 "community"	is to be construed in accordance with accordance with Section 35(5) of the Company's (Audit) Investigations and Community Enterprise) Act 2004,
10 "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,
11 "Company"	[ A Helping Hand Home Care Agency ] [Community Interest Company/C I C ],
12 "Conflict of Interest"	any direct or indirect interest of a Director (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) that conflicts, or might conflict with the interests of

		the Company,
13	“Director”	a director of the Company, and includes any person occupying the position of director, by whatever name called,  Verona Reid  Susan Kennedy Christopher Reid
14	“Document”	includes, unless otherwise indicated, any document sent or supplied in Electronic Form,
15	“Electronic Form” and “Electronic Means”	have the meanings respectively given to them in Section 1168 of the Companies Act 2006,
16	“Hard Copy Form”	has the meaning given to it in the Companies Act 2006;
17	“Memorandum”	the Company’s memorandum of association,
18	“participate”	in relation to a Directors’ meeting, has the meaning given in Article 0,
19	“Permitted Industrial and Provident Society”	an industrial and provident society which has a restriction on the use of its assets in accordance with Regulation 4 of the Community Benefit Societies (Restriction on Use of Assets) Regulations 2006 or Regulation 4 of the Community Benefit Societies (Restriction on Use of Assets) Regulations (Northern Ireland) 2006,
20	“the Regulator”	means the Regulator of Community Interest Companies,
21.	“Secretary”	the secretary of the Company (if any), Christopher Reid
22	“specified”	means specified in the memorandum or articles of association of the Company for the purposes of this paragraph,
23	“subsidiary”	has the meaning given in section 1159 of the Companies Act 2006;
24	“transfer”	includes every description of disposition, payment, release or distribution, and the creation or extinction of an estate or interest in, or right over, any property, and  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
	Writing”	

- 25 **Subject to clause 26 of this Schedule, any reference in the Articles to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it**
- 26 Unless the context otherwise requires, other words or expressions contained in these Articles bear the same meaning as in the Companies Acts as in force on the date when these Articles become binding on the Company.