

**FILE COPY**



**CERTIFICATE OF INCORPORATION  
OF A PRIVATE LIMITED COMPANY**

Company No. 3717120

The Registrar of Companies for England and Wales hereby certifies that  
A. & A. COVERS KENT LIMITED

is this day incorporated under the Companies Act 1985 as a private  
company and that the company is limited.

Given at Companies House, Cardiff, the 22nd February 1999



\*N037171208\*



THE OFFICIAL SEAL OF THE  
REGISTRAR OF COMPANIES

  
**C O M P A N I E S   H O U S E**

HC007B

**GRAEME & COMPANY**  
COMPANY FORMATION AGENTS

**12**

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

**Declaration on application for registration**

**Company Name in full**



\* F0120G30 \*

A. & A. COVERS KENT LIMITED

I,  
of

DOROTHY MAY GRAEME

61 FAIRVIEW AVENUE, WIGMORE, GILLINGHAM, KENT ME8 0QP

do solemnly and sincerely declare that I am a [Solicitor engaged in the formation of the company] [person named as director or secretary of the company in the statement delivered to the Registrar under section 10 of the Companies Act 1985]# and that all the requirements of the Companies Act 1985 in respect of the registration of the above company and of matters precedent and incidental to it have been complied with.

And I make this solemn Declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1835.

**Declarant's signature**

Declared at

GILLINGHAM, KENT

the

10th

day of

February

One thousand nine hundred and ninety

NINE

\* Please print name

before me \*

PAUL GORDON GRAEME J.P.

**Signed**

**Date**

10.2.99

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor

GRAEME & COMPANY

Ref:/

61 FAIRVIEW AVENUE, WIGMORE, GILLINGHAM KENT

ME8 0QP Tel 01634 232558

DX number

DX exchange

Please give the name, address,  
telephone number and, if available,  
a DX number and Exchange of the  
person Companies House should  
contact if there is any query.

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

**Companies House, Crown Way, Cardiff, CF4 3UZ**  
for companies registered in England and Wales

**DX33050 Cardiff**

**or**  
**Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB**  
for companies registered in Scotland

**DX 235 Edinburgh**

Form revised March 1995

FORM SUPPLIED BY GRAEME & COMPANY LIMITED, 61 FAIRVIEW AVENUE, WIGMORE, GILLINGHAM, KENT ME8 0QP





**Company Secretary** (see notes 1-5)

Company name	A. & A. COVERS KENT LIMITED		
NAME	*Style / Title	*Honours etc	
* Voluntary details	Forename(s)	DOROTHY MAY	
	Surname	GRAEME	
	Previous forename(s)		
	Previous surname(s)		
Address	61 FAIRVIEW AVENUE		
<i>Usual residential address</i> For a corporation, give the registered or principal office address.	WIGMORE		
Post town	GILLINGHAM		
County / Region	KENT	Postcode	ME8 0QP
Country	ENGLAND		
I consent to act as secretary of the company named on page 1			
Consent signature			Date 10.2.99

**Directors** (see notes 1-5)

Please list directors in alphabetical order

NAME	*Style / Title	*Honours etc		
Forename(s)	LESLEY JOYCE			
Surname	GRAEME			
Previous forename(s)				
Previous surname(s)				
Address	61 FAIRVIEW AVENUE			
<i>Usual residential address</i> For a corporation, give the registered or principal office address.	WIGMORE			
Post town	GILLINGHAM			
County / Region	KENT	Postcode	ME8 0QP	
Country	ENGLAND			
Day	Month	Year		
Date of birth	30	12	53	Nationality BRITISH
Business occupation	COMPANY REGISTRATION AGENT			
Other directorships	NONE			
I consent to act as director of the company named on page 1				
Consent signature			Date 10.2.99	

**Directors** (continued) (see notes 1-5)

\* Voluntary details

<b>NAME</b>	*Style / Title	<input type="text"/>			*Honours etc	<input type="text"/>
Forename(s)	<input type="text"/>					
Surname	<input type="text"/>					
Previous forename(s)	<input type="text"/>					
Previous surname(s)	<input type="text"/>					
<b>Address</b>	<input type="text"/>					
<i>Address</i>	<input type="text"/>					
Give the local office	<input type="text"/>					
Post town	<input type="text"/>					
County / Region	<input type="text"/>			Postcode	<input type="text"/>	
Country	<input type="text"/>					
	Day	Month	Year			
<b>Date of birth</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Nationality</b>	<input type="text"/>	
<b>Business occupation</b>	<input type="text"/>					
<b>Other directorships</b>	<input type="text"/>					
<input type="checkbox"/> I consent to act as director of the company named on page 1						
<b>Consent signature</b>	<input type="text"/>			<b>Date</b>	<input type="text"/>	

**This section must be signed by**

## *Either*

**an agent on behalf  
of all subscribers**

Signed

Dobrakowitz

Date

10.2.99

### **Or the subscribers**

( i.e those who signed as members on the memorandum of association).

Signed

Date

11

Signed

Date

Signed

Date

Signed

Date

Signed

## Notes

1. Show for an individual the full forename(s) NOT INITIALS and surname together with any previous forename(s) or surname(s).

If the director or secretary is a corporation or Scottish firm - show the corporate or firm name on the surname line.

Give previous forename(s) or surname(s) except that:

- for a married woman, the name by which she was known before marriage need not be given,
- names not used since the age of 18 or for at least 20 years need not be given.

A peer, or an individual known by a title, may state the title instead of or in addition to the forename(s) and surname and need not give the name by which that person was known before he or she adopted the title or succeeded to it.

Address:

Give the usual residential address.

In the case of a corporation or Scottish firm give the registered or principal office.

Subscribers:

The form must be signed personally either by the subscriber(s) or by a person or persons authorised to sign on behalf of the subscriber(s).

2. Directors known by another description:

- A director includes any person who occupies that position even if called by a different name, for example, governor, member of council.

3. Directors details:

- Show for each individual director the director's date of birth, business occupation and nationality.  
**The date of birth must be given for every individual director.**

4. Other directorships:

- Give the name of every company of which the person concerned is a director or has been a director at any time in the past 5 years. You may exclude a company which either **is or at all times during the past 5 years**, when the person was a director, **was**:
  - dormant,
  - a parent company which wholly owned the company making the return,
  - a wholly owned subsidiary of the company making the return, or
  - another wholly owned subsidiary of the same parent company.

If there is insufficient space on the form for other directorships you may use a separate sheet of paper, which should include the company's number and the full name of the director.

5. Use Form 10 continuation sheets or photocopies of page 2 to provide details of joint secretaries or additional directors and include the company's number.

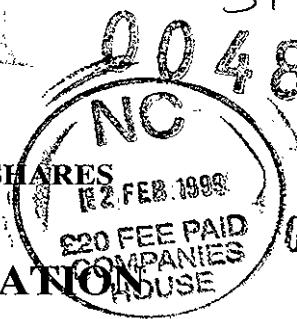
*100*

3717120

The Companies Act 1985

A PRIVATE COMPANY LIMITED BY SHARES

MEMORANDUM OF ASSOCIATION



003952  
0003952

1. The company's name is **A. & A. COVERS KENT LIMITED**
2. The company's registered office is to be situated in England and Wales.
3. The company's objects are:
  - (a) To carry on business as a general commercial company and in accordance with Section 3A of the Companies Act 1985 carry on any trade or business whatsoever, whether by itself or through subsidiary, associated or allied companies or firms or individuals or otherwise, in the United Kingdom, Europe or elsewhere in the world, and to do all such things as are incidental or conducive to the carrying on of any trade or business by it. Without prejudice to the generality of the foregoing, and in pursuance thereof, and whether as principals, managers, agents or otherwise, in particular to promote, finance, operate, undertake or carry on in all its branches all or any types whatsoever of businesses, business ventures, trading operations, projects, undertakings, enterprises, whether manufacturing, marketing, industrial, commercial, service or otherwise.



- (b) To carry on any other business whether manufacturing or otherwise which may seem to the company capable of being conveniently carried on in connection with the above or calculated directly or indirectly to enhance the value of or render profitable any of the property or rights of the company.
- (c) To acquire and undertake the whole or any part of the business, property, and liabilities of any person or company carrying on or proposing to carry on any business which the company is authorised to carry on or possessed of property suitable for the purposes of the company or which can be carried on in conjunction therewith or which is capable of being conducted so as directly or indirectly to benefit the company.
- (d) To apply for, purchase, or otherwise acquire, and protect and renew in any part of the world any patents, patent rights, brevets d'invention, trade marks, designs, licences, concessions, and the like, conferring any exclusive or non exclusive or limited right to their use, or any secret or other information as to any invention which may seem capable of being used for any of the purposes of the company, or the acquisition of which may seem calculated directly or indirectly to benefit the company, and to use, exercise, develop, or grant licences in respect of, or otherwise turn to account the property, rights or information so acquired, and to expend money in experimenting upon, testing or improving any such patents inventions or rights.
- (e) To amalgamate, enter into partnership or into any arrangement for sharing profits, union of interest, co-operation, joint adventure or reciprocal concession, or for limiting competition with any person or company carrying on or engaged in, or about to carry on or engage in, any business or transaction which the company is authorized to carry on or engage in, or which can be carried on in conjunction therewith or which is capable of being conducted so as directly or indirectly to benefit the company.
- (f) To enter into any arrangements with any governments or authorities, supreme, municipal, local or otherwise, or any person or company that may seem conducive to the objects of the company, or any of them, and to obtain from any such government, authority, person or company any rights, privileges, charters, contracts, licences and concessions which the company may think it desirable to obtain, and to carry out, exercise and comply therewith.
- (g) To establish or promote or concur in establishing or promoting any company or companies for the purpose of acquiring all or any of the property, rights and liabilities of the company or for any other purpose which may seem directly or indirectly calculated to benefit the company and to place or guarantee the placing of, underwrite, subscribe for or otherwise acquire all or any part of the shares, debentures or other securities of any such company.
- (h) To purchase its own Shares; to subscribe for, take, or otherwise acquire, and hold shares, stock, debentures, or other securities of any other company.
- (i) To invest and deal with the moneys of the company not immediately required in any manner.

- (j) To lend and advance money or give credit to such persons or companies and on such terms as may seem expedient, and in particular to customers and others having dealings with the company, and to guarantee the performance of any contract or obligation and the payment of money of or by any such person or companies and generally to give guarantees and indemnities.
- (k) To receive money on deposit or loan and borrow or raise money in such manner as the company shall think fit, and in particular by the issue of debentures, or debenture stock (perpetual or otherwise) and to secure the repayment of any money borrowed, raised or owing by mortgage, charge or lien upon all or any of the property or assets of the company (both present and future), including its uncalled capital, and also by a similar mortgage, charge or lien to secure and guarantee the performance by the company or any other person or company of any obligation undertaken by the company or any other person or company as the case may be.
- (l) To draw, make, accept, indorse, discount, execute, and issue promissory notes, bills of exchange, bills of lading, warrants, debentures, and other negotiable or transferable instruments.
- (m) To pay out of the funds of the company all expenses which the company may lawfully pay with respect to the formation and registration of the company, or the issue of its capital, including brokerage and commissions for obtaining applications for or taking, placing or underwriting or procuring the underwriting of shares, debentures or other securities of the company.
- (n) To pay for any rights of property acquired by the company, and to remunerate any person or company whether by cash payment or by the allotment of shares, debentures or other securities of the company credited as paid up in full or in part or otherwise.
- (o) To establish and maintain or procure the establishment and maintenance of any contributory or non contributory pension or superannuation funds for the benefit of, and give or procure the giving of donations, gratuities, pensions, allowances, or emoluments to any persons who are or were at any time in the employment or service of the company, or of any company which is a subsidiary of the company or is allied to or associated with the company or with any such subsidiary company, or who are or were at any time directors or officers of the company or of any such other company as aforesaid, and the wives, widows, families and dependants of any such persons, and also establish and subsidize and subscribe to any institutions, associations, clubs or funds calculated to be for the benefit or to advance the interests and well being of the company or of any such other company as aforesaid, and make payments to or towards the insurance of any such person as aforesaid and do any of the matters aforesaid, either alone or in conjunction with any such other company as aforesaid.
- (p) To purchase, take on lease or in exchange, hire or otherwise acquire any real and personal property and any rights or privileges which the company may think necessary or convenient for the purpose of its business, or may enhance the value of any other property of the company.

- (q) To build, construct, alter, maintain, enlarge, pull down, remove or replace, and to work, manage and control any buildings, offices, factories, mills, shops, machinery, engines, roadways, tramways, railways, branches or sidings, bridges, reservoirs, watercourses, wharves, electric works, and other works and conveniences which may seem calculated directly or indirectly to advance the interests of the company, and to join with any other person or company in doing any of these things.
  - (r) To improve, manage, develop, grant rights or privileges in respect of or otherwise deal with, all or any part of the property and rights of the company.
  - (s) To vest any real or personal property, rights or interest acquired by or belonging to the company in any person or company on behalf of or for the benefit of the company, and with or without any declared trust in favour of the company.
  - (t) To sell, lease, mortgage or otherwise dispose of the property, assets or undertaking of the company or any part thereof for such consideration as the company may think fit, and in particular for shares, stock, debentures, or other securities of any other company whether or not having objects altogether or in part similar to those of the company.
  - (u) To distribute among the members in specie any property of the company, or any proceeds of sale or disposal of any property of the company, but so that no distribution amounting to a reduction of capital be made except with the sanction (if any) for the time being required by law.
  - (v) To procure the company to be registered or recognized in any part of the world outside the United Kingdom.
  - (w) To act as agents or brokers and as trustees for any person or company and to undertake and perform sub-contracts and to do all or any of the above things in any part of the world, and either as principals, agents, trustees, contractors, or otherwise, and either alone or jointly with others, and either by or through agents, sub-contractors, trustees or otherwise.
  - (x) To do all such other things as may be deemed incidental or conducive to the attainment of the above objects or any of them,  
And it is hereby declared that
    - (a) the word "Company" in this clause, except where used in reference to this company, shall be deemed to include any partnership or other body of persons, whether corporate or unincorporate, and whether domiciled in the United Kingdom or elsewhere, and
    - (b) the objects specified in each of the paragraphs of this clause shall be regarded as independent objects, and accordingly shall in no wise be limited or restricted (except where otherwise expressed in such paragraphs) by reference to or inference from the terms of any other paragraph or the name of the company, but may be carried out in as full and ample a manner and construed in as wide a sense as if each of the said paragraphs defined the objects of a separate and distinct company.
4. The liability of the members is limited.

5. The company's share capital is £1,000 divided into 1,000 shares of £1 each.

I, the subscriber to this memorandum of association, wish to be formed into a company pursuant to this memorandum; and I agree to take the number of shares shown opposite my respective name.

NAME AND ADDRESS OF SUBSCRIBER	NUMBER OF SHARES TAKEN BY SUBSCRIBER
 PAUL GORDON GRAEME, 61, Fairview Avenue, Wigmore, Gillingham, Kent. ME8 OQP. Company Registration Agent.	ONE
TOTAL SHARES TAKEN	ONE

DATED 1st February 1999

Witness to the above Signature:

  
LESLEY JOYCE GRAEME,  
61, Fairview Avenue,  
Wigmore,  
Gillingham,  
Kent. ME8 OQP.  
Company Registration Agent.

The Companies Act 1985

**A PRIVATE COMPANY LIMITED BY SHARES**

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**ARTICLES OF ASSOCIATION**

**PRELIMINARY**

1. Subject to the Companies Act 1985 as may be amended from time to time by Statute or Statutory Instrument, the Articles hereinafter contained and the Regulations of Table A, subject to the modifications hereinafter expressed, shall constitute the Regulations for the Management of the Company.

**SINGLE MEMBER PRIVATE LIMITED COMPANIES**

2. Subject to the provisions of the Companies Act 1985 and the Companies (Single Member Private Limited Companies) Regulations 1992 and the modifications and amendments set out therein in respect of one member companies the Company may have only one member for carrying on business.

3. In accordance with Section 352A of the Act if the number of members of the Company falls to one there shall upon the occurrence of that event be entered in the Company's register of members with the name and address of the sole member:-

- (i) a statement that the Company has only one member, and
- (ii) the date on which the Company became a Company having only one member.

If the membership of the Company increases from one to two or more members there shall upon the occurrence of that event be entered in the Company's register of members, with the name and address of the person who was formerly the sole member, a statement that the Company has ceased to have only one member together with the date on which that event occurred.

**SHARES**

4. The Directors may allot, grant options over, or otherwise dispose of any relevant securities (as defined by Section 80(2) of the Act) of the Company to such persons, at such times and generally on such terms and conditions as they think proper, and the general authority conferred hereby will expire on the fifth anniversary of the date of adoption of these Articles unless renewed, varied or revoked by the Company in General Meeting. The said authority shall extend to all relevant securities of the Company from time to time unissued during the period of such authority.

5. Section 89(1) of the Act shall not apply to any exercise of the general authority conferred by the preceding Article.

6. Subject to the provisions of the Act, Regulation 35 of Table A and in particular of Sections 162 and 171 of the Act, the Company may purchase its own shares and make a payment in respect of the redemption or purchase of its own shares.

**LIEN**

7. The Company shall have a first and paramount lien on every share for all or any amount of moneys (whether presently payable or not) payable at a fixed time or called in respect of that share and also in respect of shares registered in the name of any person

indebted or under liability to the Company whether he be the sole holder thereof or one of two or more joint holders for all moneys presently payable by him or his estate to the Company. The Company's lien on a share shall extend to all dividends payable thereon. The Directors may at any time declare any share to be wholly or in part exempt from these provisions. Regulation 8 of Table A shall not apply to the company.

#### TRANSFER OF SHARES

8. A Share may be transferred by a member or other person entitled to transfer the same (hereinafter called "the proposing transferor") to any member selected by the proposing transferor, or to any partner, child or other issue, son-in-law, daughter-in-law, his or her father or mother or to any lineal descendant of his or her father or mother or to his or her wife or husband. Any share of a deceased member may be transferred by his executors or administrators to any partner, child or other issue, son-in-law, daughter-in-law, the father or mother or lineal descendants of the father and mother or the widow or widower of such deceased member. Shares standing in the name of the trustees of the will of any deceased member may be transferred upon any change of trustees to the trustees for the time being of the will.

9. Except where the transfer is made pursuant to the preceding Article the proposing transferor shall give notice in writing (hereinafter called "the transfer notice") to the Company that he desires to transfer the same. Such notice shall constitute the Company his agent for the sale of the share to the company, or in the event of the company not electing to purchase, to any member of the Company, or in the event of any share not being taken up to any person selected by the Directors as one whom it is desirable in the interests of the Company to admit to membership at the fair value to be fixed by the Auditor for the time being of the Company. The transfer notice may include several shares, and in such case shall operate as if it were a separate notice in respect of each.

10. If the Company within the space of fifty-six days after being served with such transfer notice shall elect to purchase or shall find a member or persons selected as aforesaid willing to purchase the share (hereinafter called "the purchaser") and give notice thereof to the proposing transferor, he shall be bound upon payment of the fair value, to transfer the share to the Company or to the purchaser who shall be bound to complete the purchase within fourteen days from the service of such last-mentioned notice.

11. The Company in General Meeting may make and from time to time vary rules as to the mode in which any shares specified in any transfer notice shall be offered to members, and as to their rights in regard to the purchase thereof, and in particular may give any member or class of members a preferential right to purchase the same. Until otherwise determined, every such share shall first be offered to the members in such order as shall be determined by lots drawn in regard thereto, and the lots shall be drawn in such manner as the Directors think fit.

12. The Auditor for the time being of the company shall on the application of the Directors certify in writing the sum which, in his opinion, is the fair value, and such sum shall be deemed to be fair value, and in so certifying the Auditor shall be considered to be acting as an expert, and not as an arbitrator.

13. If in any case the proposing transferor, after having become bound as aforesaid, makes default in transferring the share, the company may receive the purchase money, and shall thereupon cause the purchase by the company to be recorded, or as the case may be the name of the purchaser to be entered in the Register as the holder of the share, and shall hold the purchase money in trust for the said proposing transferor. The receipt of the Company

for the purchase money shall be a good discharge to the purchaser, and after his name has been entered in the Register in purported exercise of the aforesaid power or the purchase by the company has been recorded as the case may be, the validity of the proceedings shall not be questioned by any person. The proposing transferor shall in such case be bound to deliver up his certificate for the said shares, and on such delivery be entitled to receive the said purchase price, without interest, and if such certificate shall comprise any shares which he has not become bound to transfer as aforesaid the Company shall issue to him a balance certificate for such shares.

14. If the Company shall not within the space of fifty-six days after being served with the transfer notice purchase the shares or find a purchasing member or person and give notice in manner aforesaid, the proposing transferor shall, at any time within six months afterwards, be at liberty to sell and transfer the shares (or those not placed) to any person, and at any price.

15. Subject to the provisions of Article 8 hereof the executors or administrators of any deceased member shall be bound, at any time after the expiration of six months from the date of his death, if and when called upon by the Directors so to do, to give a transfer notice in respect of all the shares registered in the name of the deceased member at the date of his death, or such of the same as still remain so registered, and should such executors or administrators fail to give such transfer notice within a period of fourteen days after being so called upon, or should there be no such executors or administrators at the expiration of such period of six months, a transfer notice shall be deemed to have been given and the provisions of this Article shall have effect accordingly.

16. If any member shall be adjudged bankrupt, his trustee in bankruptcy shall be bound forthwith to give to the Company a transfer notice in respect of all the shares registered in the name of the bankrupt member, and in default of such transfer notice being given within one month of bankruptcy, the trustee in bankruptcy shall be deemed to have given such notice at the expiration of the said period of one month and the provisions of this Article shall apply accordingly.

17. The Directors may, in their absolute discretion and without assigning any reason therefor, decline to register any transfer of any share, whether or not it is a fully paid share. and Regulation 24 of Table A is modified accordingly.

## **DIRECTORS**

18. Unless and until otherwise determined by Ordinary Resolution the number of Directors (other than alternate Directors) shall not be subject to any maximum but shall be a minimum of one. Regulation 64 of Table A shall not apply to the company.

19. The share qualification for a Director may be fixed by the Company and unless and until so fixed no qualification shall be required.

## **BORROWING POWERS**

20. The Company has unlimited borrowing powers, and the Directors may exercise all the powers of the Company to borrow without limit.

## **APPOINTMENT AND RETIREMENT OF DIRECTORS**

21. The first Directors of the Company appointed after incorporation to replace those who acted only for the purpose of incorporation of the Company shall be determined in writing by the subscribers of the Memorandum of Association.

22. The Company may by Resolution appoint a person who is willing to act to be a Director either to fill a vacancy or as an additional Director and the Directors shall not be subject to retirement by rotation. Regulation 73 to 80 of Table A shall not apply to the company.

23. An appointment or removal of an alternate Director may be effected at any time by notice in writing to the Company given by his appointor or in any other manner approved by the Directors or the Company. An alternate Director may also be removed from his office by the Company or by a majority of his co-Directors or following a decision at a meeting of Directors. The notice to the alternate Director shall be in writing and shall have immediate effect. Regulation 68 of Table A shall not apply to the Company.

#### **DISQUALIFICATION AND REMOVAL OF DIRECTORS**

24. Paragraph (e) of regulation 81 of Table A shall be omitted.

#### **PROCEEDINGS OF DIRECTORS**

25. (1) The Directors may regulate their proceedings as they think fit. A Director may, and the Secretary at the request of a Director shall, call a meeting of the Directors. Questions arising at a meeting shall be decided by a majority of votes.

(2) Where a Director is absent from the United Kingdom, or is unable to be present at a meeting, telephone, video or other electronic means of communication may be used in the conduct of proceedings and a vote recorded.

(3) A unanimous resolution in writing executed by or on behalf of each Director who would have been entitled to vote upon it at a meeting of directors at which he was present shall be as effectual as if it had been passed at a meeting of Directors duly convened and held and may consist of several instruments in the like form each executed by or on behalf of one or more directors. Resolutions in writing may be sent and received when executed by the use of electronic means of communication.

(4) The quorum for the transaction of the business of the Directors may be fixed by the Directors and unless so fixed at any other number shall be one.

(5) Regulations 88, 89, 91, 94 to 98 inclusive of Table shall not apply to the company.

26. A Director may vote as a Director in regard to any contract or arrangement in which he is interested or upon any matter arising thereout, and if he shall so vote his vote shall be counted and he shall be reckoned in estimating a quorum when any such contract or arrangement is under consideration.

27. Books containing the minutes of proceedings of any meeting of directors must be kept, and where the Company has only one Director and he takes any decision which may be taken at a meeting of Directors and which has effect as if agreed at such a meeting, he shall provide the Company with a written record of that decision.

28. In accordance with Section 322B of the Act where the Company has only one member and enters into a contract with the sole member of the Company and the sole member is also a Director of the Company, the Company shall, unless the contract is in writing, ensure that the terms of the contract are either set out in a written memorandum or are recorded in the minutes of the first meeting of the Directors of the Company following the making of the contract. This shall not apply to contracts entered into in the ordinary course of the Company's business. A sole member who is a shadow Director is treated as a Director.

29. An alternate Director shall not be entitled in the absence of his appointor to a separate vote in addition to his own vote, and in the case of an equality of votes at any Directors