**THE COMPANIES ACT, 2015**

**PRIVATE COMPANY LIMITED BY SHARES**

**ARTICLES OF ASSOCIATION**

**OF**

**XXXXXXXX LIMITED**

**INCORPORATED THIS ……………. DAY OF……………………… 20…..**

**Drawn By:-**

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**THE COMPANIES ACT,2015**

**COMPANY LIMITED BY SHARES**

**ARTICLES OF ASSOCIATION**

**-OF-**

**XXXXXXXX LIMITED**

1. The regulations contained in the Fourth schedule to the Act shall not apply to the Company.
2. In these Articles, if not inconsistent with the subject or context:
   1. “**Act**” shall means the Companies Act,2015;
   2. “**Articles**” shall mean these Articles of Association as now framed or as from time to time altered by Special Resolution;
   3. “**Board**” shall mean the Board of Directors of the Company or the Directors present at a duly convened meeting of the Directors at which a quorum is present;
   4. “**Company**” shall mean **“XXXXXXXX LIMITED”**;
   5. “**Debenture**” shall include debenture stock;
   6. “**Director**” shall include an alternate director;
   7. “**Dividend**” shall mean bonus;
   8. “**Kenya**” shall mean the Republic of Kenya;
   9. “**Member**” shall mean a shareholder in the Company;
   10. “**Month**” shall mean a calendar month;
   11. “**Paid up”** shall mean paid up or credited as paid up;
   12. “**Seal**” shall mean the common seal of the Company;
   13. “**Secretary**” shall include a temporary or assistant secretary and any person appointed by the Board to perform any of the duties of the Secretary;
   14. “**Shillings**” and “**KShs**.:” shall mean Kenya Shillings;
   15. the expression “**in writing**” or “**written**” shall include words written, printed, lithographed or represented or reproduced in any other mode invisible form;
   16. words signifying the singular number only shall include the plural number and vice versa;
   17. words signifying the masculine gender only shall include the feminine gender.
   18. Words importing persons shall include corporations;
   19. Reference to any provision of the Act shall be construed as a reference to such provision as modified or re-enacted by any Act for the time being in force.
3. Subject to the last preceding Article, any words or expressions defined in the Act shall, if not inconsistent with the subject or context, bear the same meaning in these Articles.

**PRIVATE COMPANY**

1. The Company is a private company and accordingly:
   1. The number of Members of the Company (exclusive of persons who are in the employment of the Company and of persons who, having been formerly in the employment of the Company, were while in such employment and have continued after the determination of such employment to be Members of the Company) is limited to fifty; provided that where two or more persons hold one or more shares in the Company jointly, they shall, for the purpose of this Article, be treated as a single Member;
   2. Any invitation to the public to subscribe for any shares or debentures of the Company is prohibited;
   3. The Company shall not have power to issue share warrants to bearer;
   4. The right to transfer shares is restricted in manner hereinafter provided.

**BUSINESS**

1. Any branch or kind of business which the Company is either expressly or by implication authorized to undertake may be undertaken by the Board at such time or times as it shall deem fit and, further, may be permitted by it to be in abeyance, whether such branch or kind of business may have been actually commenced or not so long as the Board may deem it expedient not to commence or proceed with the same.
2. The registered office of the Company shall be at such place in Kenya as the Board shall from time to time appoint provided that the Company may establish and operate branches anywhere in the world.
3. No part of the funds of the Company shall be employed in the subscription or purchase of or in loans upon the security of the Company’s shares or those of its holding company (if any) and the Company shall not give, whether directly or indirectly and whether by means of a loan, guarantee, the provision of security or otherwise, any financial assistance for the purpose of or in connection with any purchase or subscription by any person of or for shares in the Company or in its holding company (if any) provided that nothing in this Article shall prohibit transactions mentioned in the proviso to section 424 of the Act.

**SHARE CAPITAL AND VARIATION OF RIGHTS**

1. The share capital of the Company is Kenya Shillings **XXXXXXXXXXX (KShs. XXXXXXXXXX/=) divided into XXXXXXXXXX (XXXXXXXX)** ordinary shares of **Kenya Shillings XXXXXXXX (KShs. XXXXX/=)** each.
2. Without prejudice to any special rights previously conferred on the holders of any shares or class of shares, any share in the Company may be issued with or have attached thereto such preferred, deferred or other special rights or such restrictions, whether in regard to dividend, voting, return of capital or otherwise as the Company may from time to time by Ordinary Resolution determine.
3. Subject to the provisions of Part XX of the Act, any preference shares may, with the sanction of a Special Resolution, be issued upon the terms that they are or, at the option of the Company, are liable to be redeemed on such terms and in such manner as the Company may by Special Resolution determine.
4. If, at any time, the share capital is divided into different classes of shares, the rights attached to any class (unless otherwise provided by the terms of issue of the shares of that class) may from time to time, whether or not the Company is being wound up, be altered or abrogated with the consent in writing of the holders of not less than three-fourths of the issued shares of that class or with the sanction of a Special Resolution passed at a separate general meeting of the holders of the shares of that class.  To every such separate general meeting, all the provisions of these Articles relating to General Meetings of the Company shall, mutatais mutandis, apply but so that the necessary quorum shall be two persons at least holding or representing by proxy not less than one-third of the issued shares of the class and that any holder of shares of the class present in person or by proxy may demand a poll.
5. The special rights conferred upon the holders of any shares or class of shares shall not, unless otherwise expressly provided by the conditions of issue of such shares, be deemed to be altered by the creation or issue of further shares ranking paripassu therewith.
6. Subject to the provisions of these Articles, the shares in the capital of the Company shall be at the disposal of the Board which may allot, grant options over or otherwise dispose of them to such persons, for such consideration, on shares terms and conditions and at such time as it may determine provided that no shares shall be issued at a and subject to the provisions of section 329 of the Act on allotment of shares.
7. The Company may exercise the powers of paying commissions conferred by section 331 of the Act, provided that the rate per cent or the amount of the commission paid or agreed to be paid and the number of shares for which persons have agreed for a commission to subscribe absolutely shall be disclosed in the manner required by that section and that such commission shall not exceed ten per cent of such price (as the case may be). Such commission may be satisfied by the payment of cash or the allotment of fully or partly paid shares or partly in one way and partly in the other.  The Company may also, on any issue of shares, pay such brokerage as may be lawful.
8. Except as required by law, no person shall be recognized by the Company as holding any share upon any trust and the Company shall not be bound by or compelled in any way to recognize, even when having notice thereof, any equitable, contingent, future or partial interest in any share or any interest in any fractional part of a share or, except only as by these Articles or by law otherwise required or provided, any right in respect of any share other than absolute right to the entirety thereof in registered holder.

**CERTIFICATES**

1. Every person whose name is entered as a Member in the Register of Members shall be entitled, without payment, to one certificate for all his shares of each class and, when part only of the shares comprised in a certificate is sold or transferred, to a new certificate for the remainder of the shares so comprised or, upon payment of such sum, not exceeding Kenya Shillings one hundred (Shs. 100), for every certificate after the first as the Board shall from time to time determine, several certificates each for one or more of his shares of such class.  Every certificate shall be issued within sixty days after allotment or lodgement of the instrument of transfer or within such other period as the conditions of issue shall provide, shall be under the Seal and shall specify the share or shares to which it relates and the amount paid up thereon.  In the case of shares held jointly by several persons, the Company shall not be bound to issue more than one certificate therefor and delivery of a certificate to one of the several joint holders shall be sufficient delivery to all.
2. If a share certificate is defaced, lost or destroyed, it may be replaced on payment of such fee, if any, not exceeding Shillings one hundred (Shs. 100) and, in the case of loss or destruction, on such terms, if any, as to evidence and indemnity and payment of the out-of-pocket expenses of the Company of investigating such evidence, as the Board may think fit and, in case of defacement, on delivery of the old certificate to the Company.

**LIEN**

1. The Company shall have a lien on every share (other than a fully paid share) registered in the name of a Member, whether solely or jointly with others, for all moneys, whether presently payable or not, due by such Member or his estate, either alone or jointly with any other person, to the Company but the Board may at any time declare any share to be wholly or in part exempt from the provisions of this Article. The Company’s lien on a share shall extend to all dividends payable thereon.

**CALLS ON SHARES**

1. The Board may, from time to time, make calls upon the Members in respect of moneys unpaid on their shares and not, by the conditions of allotment thereof, made payable at fixed times and each Member shall, subject to the Company giving to him at least fourteen days’ notice specifying the time or times and place of payment, pay to the Company at the time or times and place so specified, the amount called on his shares. A call may be revoked or postponed as the Board may determine.
2. A call shall be deemed to have been made at the time when the resolution of the Board authorizing the call was passed and may be required to be paid by instalments.
3. The joint holders of a share shall be jointly and severally liable to pay all calls in respect thereof.
4. If a sum called in respect of a share is not paid before or on day appointed for payment thereof, the person from whom the sum is due shall pay interest on the sum from the day appointed for payment thereof to the time of actual payment at such rate, not exceeding fifteen per cent per annum, as the Board may determine but the Board may waive payment of such interest wholly or in part.
5. Any sum which, by the terms of issue of a share, becomes payable on allotment or on any fixed date, whether on account of the nominal amount of the share or by way of premium, shall for all the purposes of these Articles be deemed to be a call duly made and payable on the date on which, by the terms of issue, the same becomes payable and, in case of non-payment, all the relevant provisions, of these Articles as to payment of interest and expenses, forfeiture or otherwise shall apply as if such sum had become payable by virtue of a call duly made and notified.
6. The Board may, on the issue of shares, differentiate between the holders as to the amount of calls to be paid and the times of payment.
7. The Board may, if it thinks fit, receive from any Member willing to advance the same, all or any part of the moneys uncalled and unpaid upon any shares held by him and upon all or any of the moneys so advanced may, until the same would, but for such advance, become presently payable, pay interest at such rate, not exceeding fifteen per cent per annum, as may be agreed upon between the Board and the Member paying such sum in advance.

**TRANSFER OF SHARES**

1. The transfer of any share in the Company shall be in writing in any usual or common form and shall be signed by the transferor and the transferee. The transferor shall be deemed to remain the holder of the share until the name of the transferee is entered in the Register of Members in respect thereof. All instruments of transfer, when registered, shall be retained by the Company.
2. The Board may refuse to register any transfer of shares to a person of whom it does not approve. The Board may also refuse to register a transfer of shares.
   1. the registration of which would cause the number of Members to exceed the maximum permitted by Article;
   2. on which the Company has a lien;
   3. unless a fee of such amount, not exceeding Shillings one hundred (Shs. 100) as the Board may from time to time prescribe, is paid to the Company in respect thereof;
   4. unless the instrument of transfer is accompanied by the certificate for the shares to which it relates or such other evidence as the Board may reasonably require to show the right of the transferor to make the transfer; and
   5. unless the instrument of transfer is in respect of only one class of share.
3. If the Board refuses to register a transfer it shall, within sixty days after date on which the instrument of transfer was lodged with the Company, send to the transferee notice of the refusal.
4. The registration of transfers may be suspended at such time and for such periods as the Board may from time to time determine, provided always that such registration shall not be suspended for more than thirty days in any year.
5. The Company shall be entitled to charge a fee of such amount, not exceeding Shillings one hundred (Shs. 100) as the Board may from time to time prescribe, on the registration of every probate, letters of administration, certificate of death or marriage, power of attorney or other instrument relating to or affecting the title to any share.

**TRANSMISSION OF SHARES**

1. In the case of the death of a Member, the survivors or survivor, where the deceased was a joint holder, and the executors or administrators of the deceased where he was a sole or only surviving holder, shall be the only persons recognized by the Company as having any title to his shares;
2. Any person becoming entitled to a share in consequence of the death or bankruptcy of a Member shall, upon such evidence being produced as may from time to time be required by the Board, have the right either to be registered as a Member in respect of the share or, instead of being registered himself, to make such transfer of the share as the deceased or bankrupt person could have made but the Board shall, in either case, have the same right to refuse or suspend registration as it would have had in the case of a transfer of the share by the deceased or bankrupt person before the death or bankruptcy.
3. A person becoming entitled to a share by reason of the death or bankruptcy of the holder shall be entitled to the same dividends and other advantages to which he would be entitled if he were the registered holder of the share except that he shall not, before being registered as the holder of the share, be entitled in respect of it to exercise any right conferred by membership in relation to General Meetings of the Company.  The Board may, at any time, give notice requiring any such person to elect either to be registered himself or to transfer the share and, if the notice is not complied with within three months after the date of service thereof, the Board may, thereafter, withhold payment of all dividends and other moneys payable in respect of the share until compliance with the notice has been effected.

**FORFEITURE OF SHARES**

1. If a Member fails to pay any call or instalment of a call or instalment of a call on the day appointed for payment thereof the Board may, at any time thereafter while any part of such call or instalment remains unpaid, serve a notice on him requiring payment of so much of the call or instalment as is unpaid together with any interest which may have accrued and all expenses that may have been incurred by the Company by reason of such non-payment.
2. The notice shall specify a date, not less than fourteen days from the date of service of the notice, on or before which and the place where the payment required by the notice is to be made and shall state that, in the event of non-payment at or before the time and at the place appointed, the shares in respect of which such call was made or instalment is payable will be liable to be forfeited.  The Board may accept the surrender of any shares liable to be forfeited hereunder and, in such case, references herein to forfeiture shall include surrender.
3. If the requirements of any such notice are not complied with, any shares in respect of which such notice has been given may, at any time after the date specified therein, before the payment required by the notice has been made, be forfeited by a resolution of the Board to that effect.  Such forfeiture shall include all dividends declared in respect of the forfeited shares and not actually paid before the forfeiture.
4. When any shares have been forfeited, notice of the forfeiture shall forthwith be given to the holder of the shares or, as the case may be, to the person entitled to the shares by reason of the death or bankruptcy of the holder but no forfeiture shall be invalidated by any omission or neglect to give such notice as aforesaid.
5. Forfeited shares shall be deemed to be the property of the Company and may be sold, reallocated or otherwise disposed of upon such terms and in such manner as the Board may think fit but, at any time before a sale, re-allotment or other disposition, the forfeiture may be cancelled on such terms as the Board may determine.
6. A person whose shares have been forfeited shall cease to be a Member in respect of the forfeited shares but shall, notwithstanding, remain liable to pay to the Company all moneys which, at the date of forfeiture, were presently payable by him to the Company in respect of the shares together with interest thereon, from and including the date of forfeiture to and including the date of payment, at such rate, not exceeding fifteen per cent per annum, as the Board may determine.
7. A statutory declaration that the declarant is a Director or the Secretary of the Company and that shares have been duly forfeited on a date stated in the declaration shall be conclusive evidence of the facts stated therein as against all persons claiming to be entitled to shares.  The Company may receive the consideration, if any, given on the sale, re-allotment or disposition of the shares and, in the case of sale, may appoint some person to execute a transfer thereof to the purchaser who, or, as the case may be, the person to whom the shares are re-allotted or otherwise disposed of shall be registered as the holder thereof and shall not be bound to see to the application of the consideration (if any) and whose title to the shares shall not be affected by any irregularity or invalidity in the proceedings in reference to the forfeiture, sale, re-allotment or other disposition of the shares.

**INCREASE OF CAPITAL**

1. The Company may from time to time, by Ordinary Resolution, increase its capital by such sum to be divided into shares of such amounts as the resolution shall prescribe.

**ALTERATION OF CAPITAL**

1. The Company may, from time to time, by Ordinary Resolution:
   1. consolidate and divide all or any of its shares capital into share of larger amount than its existing shares;
   2. sub-divide its shares or any of them into shares of smaller amount than is fixed by the Memorandum of Association (subject, nevertheless, to the provision of 405 of the Act); and
   3. cancel any share which, at the date of the passing of the Resolution, have been issued or agreed to be taken by any person and diminish the amount of its share capital by the amount of the shares so cancelled.

**GENERAL MEETINGS**

1. The Company shall, in each year, hold a General Meeting as its Annual General Meeting in addition to any other Meetings in that year and shall specify the Meeting as such in the notices calling it.  Not more than fifteen months shall elapse between the date of one Annual General Meeting of the Company and that of the next.  So long as the Company holds its first Annual General Meeting within eighteen months of its incorporation, it need not hold it in the year of its incorporation or in the following year.  Annual and other General Meetings shall be held at such times and places as the Board shall appoint.  All General Meetings, other than Annual General Meetings, shall be called Extraordinary General Meetings.
2. The Board may, whenever it thinks fit, convene an Extraordinary General Meeting and Extraordinary General Meetings shall also be convened on such requisition or, in default, may be convened by such requisitions as is provided by section 277 of the Act.  If, at any, time there are not within Kenya sufficient Directors capable of acting to form a quorum, any Director or any two Members of the Company may convene an Extraordinary General Meeting in the same manner, as nearly as possible, as that in which Meetings may be convened by the Board.

**NOTICE OF GENERAL MEETINGS**

1. Every General Meeting shall be called by at least twenty-one days’ notice in writing (exclusive of the day on which it is served or deemed to be served and of the day for which it is given).  The notice shall specify the place, the date and the time of such General Meeting and, in case of special business, the nature of that business and shall be given, in manner hereinafter mentioned or any such other manner, if any, as may be prescribed by the Company in General Meeting, to such persons as are, under these Articles, entitled to receive such notices from the Company; Provided that a Meeting may be called by shorter notice than that specified in this Article if so agreed by the Members referred to in and otherwise in accordance with the provisions of section 281 (4) and (5) of the Act.
2. In every notice calling a Meeting there shall appear, with reasonable prominence, a statement that a Member entitled to attend and vote thereat is entitled to appoint one or more proxies to attend and vote in his stead and that a proxy need not be a Member.
3. The accidental omission to give notice of a Meeting to, or the non-receipt of notice of a Meeting by, any person entitled to receive such notice shall not invalidate the proceedings at that Meeting.

**PROCEEDINGS AT GENERAL MEETINGS**

1. All business shall be deemed special that is transacted at an Extraordinary General Meeting and also all business that is transacted at an Annual General Meeting with exception of the declaration of dividends, the consideration of the accounts and balance sheets, and any other documents accompanying or annexed thereto, the reports of the Directors and Auditors, the election of Directors, the appointment of Auditors and the fixing of the remuneration of the Directors and Auditors.
2. No business shall be transacted at any General Meeting unless a quorum is present when the Meeting proceeds to business.  Save as otherwise provided by these Articles, four Member present in person or by proxy or by attorney or, in the case of a corporation, represented in accordance with Article 68 shall be a quorum, provided that one Member holding the proxy of one or more other Members or one person holding the proxies of two or more Members shall not constitute a quorum.
3. If, within thirty minutes after the time appointed for the Meeting, a quorum is not present, the Meeting, if convened on the requisition of Members, shall be dissolved.  In any other case, it shall stand adjourned to the same day in the next week at the same time and place and if, at such adjourned Meeting, a quorum is not present within thirty minutes after the time appointed for the Meeting, the Meeting shall be dissolved.
4. The Chairman or in his absence the Deputy-Chairman, of the Board shall preside at every General Meeting.
5. The Chairman of any Meeting at which a quorum is present may, with the consent of the Meeting and shall, if so directed by the Meeting, adjourn the Meeting from time to time and from place to place as the Meeting determines but no business shall be transacted at the Meeting from which the adjournment took place. Whenever a Meeting is adjourned for thirty days or more, notice of the adjourned Meeting shall be given in the same manner as in the case of an original Meeting.  Save as aforesaid, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned Meeting.
6. At any General Meeting, a resolution put to the vote of the Meeting shall be decided on a show of hands unless (before or on the declaration of the result of the show of hands) a poll is demanded by chairman of the Meeting or by any Member present in person or by proxy or, in the case of a corporation, represented in accordance with Article 68. Unless a poll is so demanded, a declaration by the chairman of Meeting that a resolution has, on a show of hands, been carried or carried unanimously or by a particular majority or lost or not carried by a particular majority and an entry to that effect in the book containing the minutes of the proceedings of the Company shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.
7. A poll demanded on the election of a chairman or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken at such time and place and in such manner as the chairman of the Meeting shall direct.
8. If a poll has been duly demanded, the result of the poll shall be deemed to be a resolution of the Meeting at which the poll was demanded.
9. The demand for a poll shall not prevent the continuance of a Meeting for the transaction of any business other than the question on which a poll has been demanded and such demand may be withdrawn at any time.
10. On a poll votes may be given personally or by proxy or by attorney or by a representative of a corporation appointed in accordance with Article 68.
11. In the case of an equality of votes, either on a show of hands or on a poll, the chairman of the Meeting shall be entitled to a second or casting vote.
12. If any vote shall be counted which ought not to have been counted or might have been rejected, the error shall not vitiate the resolution unless it is pointed out at the same Meeting and not, in that case, unless it shall, in the opinion of the Chairman of the Meeting, be of sufficient magnitude to vitiate the resolution.
13. Subject to the provision of the Act, a resolution in writing signed by all the Members for the time being entitled to receive notice of and to attend and vote at General Meetings or, being corporations, by their representatives appointed in accordance with Article 68, shall be as valid and effective as if the same has been passed at a General Meeting of the Company duly valid and effective as if the same has been passed at a General Meeting of the Company duly convened and held.  Such resolution may be contained in one document or in several documents in like form each signed by one or more of the Members or by their representatives as aforesaid.

**VOTES OF MEMBERS**

1. Subject to any special terms as to voting upon which any share may be issued or may for the time being be held, on a show of hands every Member who is present or by proxy or, being a corporation, is present by a representative appointed in accordance with Article 68 shall have one vote.  On a poll every Member shall have one vote for each share of which he is the holder.
2. In the case of joint holders of a share, the vote of the senior who tenders a vote, whether in person or by proxy, shall be accepted to the exclusion of the votes of the other joint holders and, for this purpose, seniority shall be determined by the order in which the names stand in the Register of Members.
3. No objection shall be raised to the qualification of any voter except at the Meeting or adjourned Meeting at which the vote objected to is given or tendered and every vote not disallowed at such Meeting shall be valid for tall purposes.  Any such objection made in due time shall be referred to the chairman of the Meeting whose decision shall be final and conclusive.
4. An instrument appointing a proxy shall be in the following form or form as near thereto as circumstances admit:

**“XXXXXXXX LIMITED”**

I/We .......................……………...................., of ......................................................, being a Member/Members of the above-named Company, hereby appoint ................................... of ......................................................... or failing him ...............……………............... of ......................................... as my/our proxy to vote for me/us on my/our behalf at the Annual/Extraordinary General Meeting of the Company to be held on the ............. day of ............... 20.. and at any adjournment thereof.

Signed this .........................................day of ........................................ 2019.

This form is to be used \*in favour of/against the resolution. Unless otherwise instructed, the proxy will vote as he thinks fit.

*\*Strike out whichever is not desired*”*.*

1. The instrument appointing a proxy shall be deemed to confer authority to demand a poll.
2. A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death or insanity of the principal or revocation of the instrument of proxy or of the authority under which it was executed or the transfer of the share in respect of which the instrument of proxy was given, if no intimation in writing of such death, insanity, revocation or transfer shall have been received by the Company before the commencement of the Meeting or adjourned Meeting or the taking of the poll at which the instrument of proxy is used.

**CORPORATE MEMBER ACTING BY REPRESENTATIVE AT MEETINGS**

1. Any corporation which is a Member of the company may, by resolution of its Directors or other governing body or by notification in writing under the hand of some officer of such corporation duly authorized in that behalf, authorize such person as it thinks fit to act as its representative at any Meeting of the Company or of the holders of any class of shares of the Company and the person so authorized shall be entitled to exercise the same powers on behalf of the corporation which he represents as that corporation could exercise if it were an individual Member of the Company.

**DIRECTORS**

1. The company shall be managed and administered by a Board of Directors which shall be the policy making organ of the Company.
2. The number of Directors shall not be less than one unless and until otherwise determined by the Company in a General Meeting.
3. The subscribers to the Memorandum and Articles of Association shall, until the first Annual General Meeting of the Company, act as the first Directors of the Company.
4. The Directors, other than those whose remuneration is determined by agreement between them and the Company, shall be entitled to such remuneration for their services as the Company may, from time to time, in General Meeting determine and such remuneration shall be divided among the Directors in such proportion or manner as they may determine or failing such determination, equally, except that in such event any Director holding office for less than a year shall only rank in such division in proportion to the period during which he has held office during such year.  The Directors shall also be entitled to be reimbursed by the Company in respect of their travelling, hotel and incidental expenses reasonably incurred while engaged on the business of the Company.
5. Any Director who, by request, performs special or extraordinary services or goes or resides abroad on behalf of the Company, may be paid such extra remuneration, whether by way of lump sum, salary, commission, percentage of profits or otherwise, as the Board may determine.
6. No person shall be entitled to assume the office of Director unless such person is also a shareholder of the company.

**ALTERNATE DIRECTORS**

1. Any Director may appoint another Director or any other person who is a member of the Company and has been approved by the Directors to be his Alternate to act in his place at any meeting of the Board at which he is unable to be present. Such appointee shall in the absence of his appointor, to exercise all the rights and powers of a Director and to attend and vote at meetings of the Board at which his appointor is not personally present and, where he is a Director, to have a separate vote on behalf of his appointor in addition to his own vote. A Director may, at any time, revoke the appointment of an Alternate appointed by him.  The appointment of an Alternate shall be revoked, ipso facto, if his appointor ceases for any reason to be a Director. Every appointment and revocation under this Article shall be effected by notice in writing under the hand of the appointor served on the Company and on such Alternate.
2. The remuneration of an Alternate shall be payable out of the remuneration of his appointor and shall be such proportion thereof as shall be agreed between them.
3. An Alternate whose appointor is a Member of the Company shall, in the absence of a direction to the contrary in the instrument appointing him, be entitled to receive notice of and to vote at General Meetings of the Company as if he had been appointed a proxy of his appointor under the provisions of these Articles.

**REMOVAL OF DIRECTORS**

1. A Director shall vacate office as such if:
   1. he is removed from office pursuant to section 139 (1) of the Act or by a Ordinary Resolution of the Company in General Meeting;
   2. he ceases to be a director under the Act or under section 411 of the Insolvency Act or is prohibited from being a director by law;
   3. he becomes bankrupt or makes an arrangement or composition with his creditors generally;
   4. he becomes of unsound mind;
   5. he resigns his office by notice in writing to the Company; or
   6. he ceases to be a shareholder of the Company.
2. The Board may, at any time and from time to time, appoint a person to be a Director to fill a casual vacancy or as an addition to the Board but so that the total number of Directors shall not at any time exceed the maximum number fixed by or in accordance with these Articles.
3. The Company may, by Ordinary Resolution, appoint another person in place of a Director who has vacated office as such under Article 84 and, without prejudice to the powers of the Directors under Article 85, the Company may, by Ordinary Resolution, appoint any person to be a Director either to fill a casual vacancy or as an additional Director.

**DIRECTORS’ CONTRACTS**

1. A Director may contract with and be interested in any way, whether directly or indirectly, in any actual or proposed or arrangement with the Company, either as vendor, purchaser or otherwise, and shall not be liable to account for any profit made by him by reason of any such contract or arrangement provided that the nature of the interest of the Director in such contract or arrangement is declared at the meeting of the Board at which the question is first taken in consideration if his interest then exists or, in any other case, at the next meeting of the Board held after he became interested and it shall be the duty of the Director so to declare his interest.  No Director shall vote as a Director in respect of any contract or arrangement in which he is interested and, if he does vote, his vote shall not be counted but he shall, nevertheless, be counted in the quorum present at the meeting.  These prohibitions may, at any time, be suspended or relaxed, to any extent, by the Company in General Meeting and they shall not apply:
   1. to any arrangement for giving a Director any security for advances or by way of indemnity or to any allotment to or any contract or arrangement for the underwriting or subscription by a Director of shares or securities of the Company; or
   2. to any contract or dealing in which the Director is interested by reason  only of his being a director or other officer, employee or nominee of any  government or corporation or company which, being a Member of the Company or holding shares in a corporation or company which is a Member of the Company, is interested in such contract or dealing whether directly or indirectly and this exception shall not cease to have effect merely by reason of the fact that  the Director is  also a shareholder or have effect merely by reason of the fact the Director  is also a shareholder or creditor of any such government, corporation or company or of any corporation or company in which it is  interested.
   3. For the purpose of this Article, a general notice given to the Board by a Director at any meeting of the Board to the effect that he is a member of a specified corporation, company or firm and is to be regarded as interested in any contract which may, after the date of the notice be made with that corporation, company or firm, shall be deemed to be a sufficient declaration of interest in relation to any contract so made.
2. A Director may hold office as a director or manager of or be otherwise interested in any other company or any corporation in which the Company is in any way interested and shall not, unless otherwise agreed, be liable to account to the Company for any remuneration or other benefits receivable by him from such other company or such corporation.
3. A Director may hold any other office or place of profit under the Company, except that of the Auditor, in conjunction with his office of Director and on such terms as to remuneration and otherwise as the Board shall arrange.
4. A Director may act by himself or his firm in a professional capacity for the Company, except as Auditor of the Company, and he or his firm shall be entitled to remuneration for professional services as if he were not a Director.

**POWERS AND DUTIES OF THE BOARD**

1. The Board shall have power generally to manage the affairs of the Company in accordance with these regulations and any rules made there under and may exercise all such powers of the Company as are not, by the Act or by the Articles, required to be exercised by the Company in general meeting but no regulation made by the Company in general meeting shall invalidate any prior act of the Board which would have been valid if such regulation had not been made.  The general powers given by this Article shall not be limited or restricted by any special authority or power given to the Board by any other Article.
2. The Board may from time to time delegate any of its powers to adhoc committees of the Board as it deems fit.
3. The Company may exercise the powers conferred by Section 42 (1) of the Act with regard to having an official Seal for use outside Kenya and such powers shall be vested in the Board.
4. The Board may exercise all the powers of the Company to borrow, lend and guarantee the repayment of money and to mortgage or charge or otherwise secure its undertaking, assets, property and uncalled capital or any part thereof and to issue debentures, debenture stock and other securities whether outright or as security for any debt, liability or obligation of the Company or of any third party.
5. The Board may exercise all the powers of the Company to guarantee and become surety for the liabilities, the performance of contracts and the repayment of monies by any person, firm or company and to issue charges, mortgages, debentures or lien to secure performance by the Company of any such guarantee or surety.
6. All cheques, promissory notes, drafts, bills of exchange and other negotiable and transferable instruments and all receipts for moneys paid to the Company be signed, drawn, accepted, endorsed or otherwise executed as the case may be in such manner as the Board shall from time to time determine.
7. The Board shall cause Minutes to be made, in books provided for the purpose, recording, in respect of every Meeting of the Company, of the Board and of committees formed by the Board, the names of all persons present and all resolutions and proceedings at such Meeting.  The Minutes of every such Meeting shall be read at the next Meeting of the Company, of the Board or of the committee, as the case may be, and, after being amended or corrected, if necessary, and approved by the Meeting, shall be signed by the chairman of the Meeting and, once so signed, shall be prima facie evidence of the matters stated therein.
8. The Board may grant pensions, annuities, gratuities or other allowances on death, sickness, disability or retirement to any person who is or has been employed by or in the service of the Company or of its holding company or any subsidiary company of the Company or to any person who is or has been a Director or other officer of the Company or of its holding company or any such subsidiary company and to the widow, family or dependants of any such person.  The Board may establish and maintain or concur with such holding or subsidiary company (if any) as aforesaid in establishing and maintaining any schemes or funds for providing such benefits as aforesaid and may pay out of the funds of the Company any premiums, contributions or such payable by the Company under the provisions of any such scheme or fund.

**PROCEEDINGS OF THE BOARD**

1. The Board may meet together anywhere in the world for the dispatch of business, adjourn and otherwise regulate its meetings as it thinks fit but shall meet at least once every twelve (12) months.  Questions arising at any meeting shall be determined by a majority of votes.  In case of an equality of votes, the chairman of the meeting shall have a second or casting vote.
2. A resolution in writing signed by all the Directors and annexed or attached to the Director’s minute book shall be as valid and effective as a resolution passed at a meeting duly convened. The signature of any Director may be given by his Alternate. Any such resolution may be contained in one document or separate copies or separate copies prepared and/or circulated for the purpose and signed by one or more of the Directors. A cable or telex message sent by a Director or his Alternate shall be deemed to be a document signed by him for the purpose of this Article.
3. No business shall be transacted at any Board meeting unless a quorum is present when the meeting proceeds to business. Save as otherwise provided by these Articles, four (4) Directors present either personally or by Alternate shall constitute a quorum.
4. A meeting of the Board at which a quorum is present shall be competent to exercise all powers and discretions for the time being exercisable by the Board.
5. A Director may, and the Secretary on the requisition of a Director shall, at any time summon a meeting of the Board.
6. The Board shall nominate two Directors as Chairperson and Vice Chairperson. They shall serve as Executive Directors of the Company.
7. The post of Chairperson and Vice Chairperson to the Board shall be held on a rotational basis amongst the Directors in the order and manner agreed among the Directors and for a term of two years
8. The Chairman shall preside at all meetings of the Board and if he is not present at the time appointed for holding the meeting, the Board shall choose one of its members to chair the meeting.
9. The Board may form Committees of its members consisting of one or more of its members and others and may delegate any of its powers to any such committee. Any committee so formed shall, in the exercise of the powers so delegated, conform to any regulations that may be imposed on it by the Board.
10. The meetings and proceedings of any committee consisting of any two or more persons shall be governed by the provisions herein contained for regulating the meeting and proceedings of the Board so far as the same are applicable and are not superseded by any regulations imposed by the Board.
11. The continuing members of the Board may act notwithstanding any vacancy in their body, but if and so long as their number is reduced below two they may only act for the purpose of filling up vacancies in their body or of summoning general meetings of the Company but not for any other purpose.
12. All acts bona fide done by any meeting of the Board shall, notwithstanding it be afterwards discovered that there was some defect in the appointment of any office bearer or any member of the Board or person acting as aforesaid or that they or any of them were disqualified or had vacated office, be as valid as if every such person had been duly appointed and was qualified and had continued to be an office bearer or member of the Board or Managing Committee.

**CHAIR OF THE BOARD**

1. The Board may from time to time appoint one or more of its body to the office of Chair of the Board for such period and upon such terms as it thinks fit and, subject to the provisions of any agreement entered into in any particular case, may revoke such appointment. The appointment of a Director holding such office shall (without prejudice to any claim he may have for damages for breach of any contract of service between him and the Company) ipso facto determine if he ceases from any cause to be a Director.
2. The Board may entrust to and confer upon the Chair the powers to act as the primary contact between the Company and third parties who wish to engage in business with the Company and any of other powers exercisable by it as it deems fit, other than the powers to borrow money, charge the property and assets of the Company and pay dividends, upon  such terms and conditions and with such restrictions as it thinks fit and either collaterally with or to the exclusion of its own powers and may from time to time, subject to the terms of any agreement entered  into in any  particular case, revoke, withdraw, alter or vary all or any of such powers.

**THE SECRETARY**

1. The Secretary shall be appointed by the Board for such term, at such remuneration and upon such conditions as it may think fit and the appointment of any Secretary may be terminated by the Board.

**THE SEAL**

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

**DIVIDENDS AND RESERVES**

1. The Company may, in a General Meeting, declare dividends but no dividend shall exceed the amount recommended by the Board.
2. The Board may, from time to time, pay to the Members such interim dividends as appear to the Board to be justified by the profits of the Company.
3. No dividend shall be paid otherwise than out of profits.
4. Subject to the rights of any person entitled to shares with special rights as to dividends, all dividends shall be declared and paid according to the amounts paid up on the share in whereof the dividends are declared but no amount paid or credited as paid on a share in advance of calls shall be treated for the purposes of this Article as paid up on the share.  A dividend shall be apportioned and paid pro rata according to the amounts paid up on the shares during any portion or portions of the period in respect of which the dividend is paid as from a particular date, such share shall rank for dividend accordingly.
5. The Board may deduct from any divided payable on a share any sums of money presently payable, by the person to whom the dividend is payable, to the Company on accounts of calls or otherwise.
6. The Board may deduct from any dividend payable on or in respect of a share on which the Company has a lien and may apply the same in or towards satisfactions of the debts, liabilities or engagements in respect of which the lien exists.
7. No divided shall bear interest against the Company.
8. With the sanction of a General Meeting, any dividend may be paid wholly or in part by the distribution of specific assets and, in particular, of paid-up shares or debentures of any other company or in any one or more of such ways.  Where any difficulty arises in regard to such distribution, the Board may settle the same as it deems expedient and in, particular, may issue fractional certificates and fix the value for distribution of such specific assets or any part thereof and may determine that cash payments shall be made to any Member upon the footing of the value so fixed in order to adjust the rights of all Members and may vest any such specific assets in trustees upon trust for the Members entitled to the dividend as may seem expedient to the Board.
9. Any dividend, interest or other sum payable in cash to the holder of shares may be paid by cheques or warrant sent through the post addressed to such holder at his registered address or in case of joint holders, addressed to the holder whose name stands first on the Register of Members in respect of the shares.  Every such cheque or warrant shall, unless the holder otherwise directs, be made payable to the order of the registered holder or, in the case joint holders, to the order of the holder whose name stands first on the Register of Members in respect of such shares and shall be sent at his or their risk.  Any one of two or more joint holders may give effectual receipts for any dividends or other moneys payable in respect of the shares held by joint holders.
10. The Board may, before recommending any dividend, set aside out of the profits of the Company such sum as it thinks proper as a reserve which shall, at the discretions of the Board, be applicable for any purpose to which the profits of the Company may be properly applied and pending such application may, at the like discretion, either be employed in the business of the Company or be invested in such investments  (other than shares of the Company or its holding company, if any) as the Board may from time to time think fit.  The Board may also, without placing the same to reserve, carry forward any profits which it may think prudent not to divide.
11. The Company in General Meeting may, upon the recommendation of the Board, resolve that it is desirable to capitalize any part of the amount for the time being standing to the credit of any of the Company’s reserve accounts  or of any share premium account or of the profit and loss account or otherwise available for distribution amongst the Members  who would have  been entitled thereto if distributed by way of dividend and in the same proportions, on condition that the same be not paid in cash be applied either in or towards paying up any amounts for the time being unpaid on any shares held by such Members respectively or paying up in full unissued shares, income notes or debentures of the Company to be allotted and distributed, credited  as fully paid up, to and amongst such Members in the proportions aforesaid or partly in the one way and partly in the other and the Board shall give effect to such resolution; provided that amounts standing to the credit of a share premium account or a capital redemption reserve fund may, for the purposes of this Article, only be applied in the paying up of unissued shares  to be issued to Members of the Company as full paid bonus shares.
12. Whenever such a resolution as aforesaid shall have been passed the Board shall make all such appropriations and applications of the undivided profits, allotment and issues of fully paid share, income notes or debentures as may be require thereby and shall do all acts and things required to give effect thereto, with full power to the Board to acquire fractions or to make such provisions by the issue of fractional certificates or by payment in cash or otherwise as it thinks fit for the case of shares or debentures becoming distributable in fractions, and also to authorize an person to enter  on behalf of all the Members entitled thereto into an agreement with the with the Company providing for the allotment to them respectively, credited as fully paid up, of any shares, income notes or debentures to which they may be entitled upon such capitalization or, as the case may require, for the payment up by the Company on their behalf, by the application thereto of their respective proportions of the profits resolved to be capitalized, of the amounts or any part of the amounts remaining unpaid on their existing shares, and any agreement made under such authority shall effective and binding on all such Members.

**ACCOUNTS**

1. The Board shall cause proper books of account to be kept with respect to:
   1. all sums of money received and expended by the Company and the matters in respect of which such receipt and expenditure takes place;
   2. all sales and purchases of goods by Company; and
   3. the assets and liabilities of the Company.
2. The books of account shall be kept at the registered office of the Company or at such other place or places in Kenya as the Board deems fit and shall always be open to the inspection of the Directors.
3. The Board may, from time to time, determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the Company or any of them shall be open to the inspection of Members not being Directors and no Member, not being a Director, shall have any right of inspecting any account or book or document of the Company except as conferred by statute or authorized by the Directors or by the Company in General Meeting.
4. The Directors shall from time to time, in accordance with section 628 to 632 inclusive, and 662 and663 of Act, cause to be prepared and to be laid before the Company in General Meeting such profit and loss accounts, balance sheets and reports as are referred to in those sections.
5. A copy of every balance sheet, including every document required by law to be annexed thereto, which is to be laid before the Company in General Meeting, together with a copy of the Auditor’s report, shall, not less than twenty –one days before the date of the Meeting, be sent to every Member of and every holder of income notes or debentures of the Company.

**AUDIT**

1. Auditors shall be appointed and their duties regulated in accordance with sections 717 to 738 of the Act.

**NOTICES**

1. Any notice or other document may be served by the Company on any Member or Director either personally or by sending it through the post (by airmail where such service is available) in a prepaid letter or by telegram, telex or fax addressed to such Members or the Company’s other records, whether such address shall be within or outside Kenya, or by telegram, telex or fax addressed as aforesaid.  In the case of joint holders of a share, all notices shall be given to that one of the joint holders whose name stands first in the Register of Members and notice so given shall be sufficient notice to all the joint holders.
2. Where a notice or other document is sent by post it shall be deemed to have been served on the third day after the day on which it was posted, if addressed within Kenya.  In proving such service or sending, it shall be sufficient to prove that the cover containing the notice or document was properly addressed and put into the post office as a prepaid letter or prepaid airmail letter.  Where a notice is sent by telegram, telex or fax it shall be deemed to have been served at the expiration twenty-four hours after the time at which it was sent.
3. A notice may be given by the Company to the person entitled to any share in consequence of the death or bankruptcy of a Member by sending it through the post in a prepaid cover or by telegram, telex or fax addressed to him by name or by the title of representative or trustee of such deceased or bankrupt member or any like description at the address supplied for the purpose by the person claiming to be so entitled or by giving the notice in the manner in which the same would have been given if the death or bankruptcy had not occurred.
4. Notice of every General Meeting shall be given in some manner authorized above to every Member, to every person upon whom the ownership of a share devolves by reason of his being a personal representative or trustee in bankruptcy of a Member where the Member, but for his death or bankruptcy, would have been entitled to receive notice of the Meeting, to the Directors of the Company and also to the Auditors for the time being of the Company

**WINDING UP**

1. If the Company shall be wound up, the liquidator may, with the sanction of a Special Resolution of the Company and any other sanction required by the Insolvency Act , divide amongst the Members, in specie or in kind, the whole or any part of the assets of the company (whether they shall consist of property of the same kind or not) and may, for such purpose, set such value as he deems fair upon any property to be divided as aforesaid and may determine how such division shall be carried out as between the Members or different classes of Members.  The liquidator may with the like sanction, vest the whole or any part of such assets in trustees upon such trusts for the benefit of the Members as the liquidator, with the like sanction, shall think fit but so that no Member shall be compelled to accept any shares or other securities whereupon there is any liability.

**INDEMNITY**

1. Every Director, Chief Executive Officer, Agent Auditor, Secretary and other officers for the time being of the Company shall be indemnified out of the assets of the Company against liability incurred by him in defending any proceedings, whether civil or criminal , relating to anything done or not done by him on behalf of the Company which judgment given in his favour or in which he is acquitted or in connection with any application under section 763(1), of the Act in which relief is granted to him by the Court and he shall not be liable for any loss, damage or misfortune which may happen to or be incurred by the Company in the execution of the duties of his office or in relation thereto.  This Article shall however only have effect in so far as its provisions are not avoided by section 206 of the Act.

**ARBITRATION – DIFFERENCES TO BE REFFERED**

1. Whenever any difference arises between the company on the one hand and any of the members, their executors, administrators, or assigns on the other hand touching the true intent of construction, or the incidents, or consequences of these Articles, or of the statute or touching anything then or thereafter done, executed, omitted or suffered in pursuance of these Articles, or of the statutes or touching any breach, or alleged breach, of these articles, or any claim on account of any such breach or alleged breach or otherwise relating to the premises, or to these Articles or to any statute affecting the company, or to any of the affairs of the company, every such differences shall be referred to the decision of an arbitrator, to be appointed by the parties in difference, or if they cannot agree upon a single arbitrator to the decision of two arbitrators, of whom one shall be appointed by each of the parties in difference.

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**Dated** this………………………. day of…………………………. 20………..

Witness to the above Signatures:

We hereby certify that this document was produced by the process of xerography.

**Drawn By: -**

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