

THE COMPANIES ACTS 1985, 1989 and 2006

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PRIVATE COMPANY LIMITED BY GUARANTEE  
AND NOT HAVING A SHARE CAPITAL

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MEMORANDUM OF ASSOCIATION

-OF-

SAMPLE DOCUMENTS LTD

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1. The Company's name is SAMPLE DOCUMENTS LTD.
2. The Company's Registered Office is to be situated in England and Wales.
3. The objects for which the Company is established are:-
  - (a) To acquire, hold, manage, maintain, administer and deal with certain land and buildings (hereinafter called "the Property") and to layout, provide for and maintain in a good order the Property and to provide such renewals and additions as may from time to time become necessary to maintain and improve the amenities of the property, including making contributions to any common roads, pathways, grounds and communal garden areas, placing and maintaining of policies of insurance in respect of all parts of the Property against loss or damage by fire, storm or tempest or special perils normally included in the Property Owners Liability Policies and the placing and maintaining of policies of insurance against all Third Party Claims and all such other policies of insurance as shall be considered necessary or desirable or fit..
  - (b) To do all or any of the following, that is to say, all works and things requisite, necessary, convenient or desirable for providing lighting and heating facilities for and supplying electricity, gas, water and all other services and amenities to the Property and for paying the rates and taxes including water rates (if any) and all other outgoings of whatsoever nature charged, assessed or payable thereon or on any part thereof and for engaging gardeners and other employees to provide amenities and services for the Property and the Residents thereof.
  - (c) To enter into leases, deeds, covenants and other instruments whereby the Company may or shall assume liabilities and responsibilities for

carrying out obligations of all kinds of or in connection with the Property and the Residents thereof.

- (d) To manage administer and deal with land and buildings whether belonging to the Company or not and to collect rents and income and provide and supply to or for owners and occupiers of land and buildings, services and goods of all kinds.
- (e) To set up and maintain management funds to pay the expenses incurred in the implementation of the Company's objects and to require the members of the Company to contribute towards such funds as the Company shall deem fit.
- (f) To purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property which may be deemed necessary, convenient or desirable for any of the purposes of the Company.
- (g) To construct, alter and maintain any buildings or works necessary or convenient or desirable for any of the purposes of the Company or for the use of or as an amenity for the Property of the Residents thereof.
- (h) To take any gift or any real or personal property for any one or more of the objects of the Company whether or not subject to any special trust or condition.
- (i) To borrow and secure the repayment of money in such manner as the Company may think fit and to secure and guarantee the performance by the Company of any obligation or liability it may undertake or which may become binding upon it.
- (j) To lend money or advance credit with or without security, upon such terms as the Company may approve, and to guarantee or secure the payment of any moneys or the performance of any obligation by any person or company.
- (k) To undertake and execute any trust or agency business (whether gratuitously or otherwise) the undertaking whereof may seem desirable whether as being convenient for or conducive to any of the objects of the Company or as being a convenience or amenity for the Property or for the Residents thereof.
- (l) To take part in the formation, management, supervision or control of the Company and for that purpose to appoint and remunerate any Directors, Professional Advisors, Consultants, experts or agents and to pay all or any expenses incurred in connection with these activities.
- (m) To carry on all or any of the following businesses namely builders and contractors, carpenters, decorators, gardeners, engineers, merchants of and dealers in stone, sand, lime, bricks, timbers, iron, steel, hardware, paint and other building or decorating requisites, electrical, heating,

refrigerating and sanitary equipment, house and estate agents and to enter into contracts with others to supply these services.

- (n) To enter into and make and be party to and accept such covenants and agreements in relation to or in connection with the Property or any other land or personal property as the Company may think fit.
- (o) To distribute any Property of the Company in kind among the members of the Company.
- (p) To purchase and maintain insurance for or for the benefit of any persons who are or were at any time directors, officers, employees or auditors of the Company against any liability incurred by such persons in respect of any act or omission in the actual or purported execution and or discharge of their duties and or in the exercise of their powers and or otherwise in relation to their duties, powers, or offices in relation to the Company, and to such extent as may be permitted by law or otherwise to indemnify or to exempt any such person against or from any such liability.
- (q) To invest with or deal with the money of the Company not immediately required in such a manner as may from time to time be determined and to hold or otherwise deal with any investments made.
- (r) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange and other negotiable instruments.
- (s) To enter into any arrangement with any Government or other authority and to obtain from any such body all rights, concessions and privileges which may seem conducive to any of the Company's business.
- (t) To carry on any other business of any description which may be capable of being advantageously carried on in connection with or ancillary to the objects of the Company.
- (u) To do all or any of the above things either as principals, agents, trustees, contractors or otherwise.
- (v) To do all such things as are incidental or conducive to the attainment of the above objects or any of them.

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

4. The liability of the members is limited.
5. Every member of the Company undertakes to contribute such amount as may be required (not exceeding £1) to the Company's assets if it should be wound

up while he is a Member or within one year after he ceases to be a Member, for payment of the Company's debts and liabilities contracted before he ceased to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

I / We, the person(s) whose name(s) and address(es) are subscribed, wish to be formed into a company in pursuance of this memorandum of association.

Name(s) and Address(es) of Subscriber(s)

Date: 07 November 2007

SAMPLE COMPANY LTD,  
1 SAMPLE STREET, SAMPLE, SAM PLE, England

THE COMPANIES ACTS 1985, 1989 and 2006

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PRIVATE COMPANY LIMITED BY GUARANTEE  
AND NOT HAVING A SHARE CAPITAL

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ARTICLES OF ASSOCIATION

-OF-

SAMPLE DOCUMENTS LTD

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PRELIMINARY

The Regulations contained in Table A in The Companies (Tables A to F) (Amendment) Regulations 2007 (such Table being hereinafter called “Table A”) shall apply to the Company save in so far as they are excluded or varied hereby and such regulations (save as so excluded or varied) and the Articles hereinafter contained shall be the Articles of Association of the Company.

Regulations 2 to 35 inclusive, 55, 57, 59, 102 to 108 inclusive, 110, 114, 116 and 117 of Table A, shall not apply to the company but the articles hereinafter contained and, subject to the modifications hereinafter expressed, the remaining regulations of Table A shall constitute the articles of association of the company

The Regulations contained in Table C in The Companies (Tables A to F) (Amendment) Regulations 2007 shall not apply to the Company.

In these Articles the expression “the Act” means the Companies Act 1985 including any statutory modification or re-enactment thereof for the time being in force and any provisions of the Companies Act 2006 for the time being in force.

INTERPRETATION

2.

- (a) Clause 1 in Table A shall be read and construed as if the definition of “the holder” were omitted therefrom.
- (b) “Dwelling” means any residential unit comprised in the Property.
- (c) “Dwellingholder” means the person or persons to whom a lease or tenancy of a dwelling has been granted or assigned or who holds the

freehold of a dwelling and so that whenever two or more persons are for the time being dwellingholders of a dwelling they shall for all purposes of these Articles be deemed to constitute one dwellingholder.

## MEMBERS

3. The subscribers to the Memorandum of Association shall be Members of the Company. A subscriber may nominate any person to succeed him as a Member of the Company and any person so nominated shall have the same power to nominate a person to succeed him as if he had been a subscriber. Save as aforesaid, no persons shall be admitted as a Member to the Company other than a dwellingholder. The Company must accept as a Member every person who is or who shall have complied with either of the signature provisions set out in Article 5.
4. Each subscriber to the Memorandum of Association and any person nominated to be a Member under Article 3 shall, if not himself a dwellingholder, cease to be a Member as soon as dwellingholders for all dwellings have become Members.
5. The provisions of section 352 of the Act shall be observed by the Company and every Member of the Company other than the subscribers to the Memorandum of Association shall either sign a written consent to become a Member or sign the register of Members on becoming a dwellingholder. Where two or more persons constitute one dwellingholder each shall so comply and they shall together constitute one Member and the person whose name first appears in the register of Members shall exercise the voting powers vested in such Member.
6. A dwellingholder shall cease to be a Member on the registration as a Member of the successor to his dwelling and shall not resign as a Member while holding, whether alone or jointly with others, a legal estate in any dwelling.
7. If a member shall die or be adjudged bankrupt his legal personal representative or representative or the trustee in his bankruptcy shall be entitled to be registered as a Member provided that he or they shall for the time being be a dwellingholder.

## GENERAL MEETINGS AND RESOLUTIONS

8.
  - (a) The trustees may call general meetings and, on the requisition of members pursuant to the provisions of the Act, shall forthwith proceed to convene a general meeting for a date in accordance with the provisions of the Act. If there are not within the United Kingdom sufficient trustees to call a general meeting, any trustee or any member of the Company may call a general meeting.

- (i) in the case of an Annual General Meeting, by all the Members entitled to attend and vote thereat; and
    - (ii) in the case of any other General Meeting, by a majority in number of the Members having the right to attend and vote, being a majority together holding not less than 95% of the total voting rights of the Meeting of all the Members.
  - (b) The notice shall specify the time and place of the Meeting and in the case of special business, the general nature of the business to be transacted and, in the case of an Annual General Meeting, shall specify the meeting as such.
  - (c) The notice shall be given to all Members and to the auditors and to every person being a legal personal representative or a trustee in bankruptcy of a Member where the Member, but for his death or bankruptcy, would be entitled to receive notice of the meeting.
  - (f) In accordance with Section 372(3) of the Act, a Member entitled to attend and vote is entitled to appoint a proxy to attend and vote instead of him and that a proxy need not be a Member of the Company.
- 9.
- (a) Clause 40 in Table A shall be read and construed as if the words “at the time when the Meeting proceeds to business” were added at the end of the first sentence.
  - (b) If the quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place or such time and place as the Directors may determine; and if at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, such adjourned meeting is dissolved.
  - (c) Clause 41 in Table A shall not apply to the Company.
10. Clause 46 in Table A shall be read and construed if paragraph (d) was omitted therefrom.

#### VOTES OF MEMBERS

11. Every Member present in person or by proxy at a General Meeting shall have one vote. On a poll every Member present in person or by proxy shall have one vote.

## DIRECTORS

12.

- (a) The maximum number and minimum number respectively of the Directors may be determined from time to time by Ordinary Resolution in General Meeting of the Company. Subject to and in default of any such determination there shall be no maximum number of Directors and the minimum number of Directors shall be one. Clause 64 in Table A shall not apply to the Company.
- (b) The Directors shall not be required to retire by rotation and Clauses 76 to 80 (inclusive) in Table A shall not apply to the Company.
- (c) Save for the persons who are deemed to have been appointed as the first Directors of the Company on incorporation pursuant to Section 13(5) of the Act, no person who is not a Member of the Company shall in any circumstances be eligible to hold office as a Director. Clause 44 in Table A shall not apply to the Company.
- (d) No Member shall be elected a Director at any general Meeting unless:
  - (i) he is recommended by the Directors; or
  - (ii) not less than fourteen nor more than thirty five clear days before the date of the meeting, a notice in writing signed by a Member qualified to vote at the meeting has been given to the Company of the intention to propose that person for election, together with a notice in writing signed by that person of his willingness to be elected.
- (e) Subject to paragraph (d) above, the Company may by Ordinary Resolution in General Meeting appoint any Member who is willing to act to be a Director, either to fill a vacancy or as an additional Director.
- (f) The Company shall not be subject to Section 293 of the Act, and accordingly any person may be appointed or elected as a Director whatever his age, and no Director shall be required to vacate his office of Director by reason of his attaining or having attained the age of seventy years or any other age.

## DISQUALIFICATION OF DIRECTORS

13. The office of Director shall be vacated if he ceases to be a Member of the Company or he becomes incapable by reason of illness or injury of managing and administering his property and affairs and Clause 81 in Table A shall be modified accordingly.

## PROCEEDINGS OF DIRECTORS

- 14.
- (a) A Director may vote at any meeting of the Directors or of any committee of the Directors, on any resolution, notwithstanding that it in any way concerns or relates to a matter in which he has, directly or indirectly, any kind of interest whatsoever, and if he shall vote on any such resolution as aforesaid his vote shall be counted and in relation to any such resolution as aforesaid he shall (whether or not he shall vote on the same) be taken into account in calculating the quorum present at the meeting.
  - (b) Clauses 94 to 97 (inclusive) in Table A shall not apply to the Company.

## MINUTES

15. Clause 100 in Table A shall be read and construed as if the words “of the holders of any class of shares in the Company” were omitted therefrom.

## NOTICES

- 16.
- (a) Clause 112 in Table A shall be read and construed as if the second sentence were omitted therefrom.
  - (b) The words “or of the holders of any class of shares in the Company” shall be omitted from regulation 113 of Table A.

## INDEMNITY

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

Name(s) and Address(es) of Subscriber(s)

Date: 07 November 2007

SAMPLE COMPANY LTD,  
1 SAMPLE STREET, SAMPLE, SAM PLE, England