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

Company No. 6893916

The Registrar of Companies for England and Wales hereby certifies that

THE SHACKLEFORD CENTRE

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

Given at Companies House on **1st May 2009**



N06893916T



Companies House
— for the record —



THE OFFICIAL SEAL OF THE
REGISTRAR OF COMPANIES

018907/20

WEDNESDAY



THE COMPANIES ACTS 1985 and 2006
COMPANY LIMITED BY GUARANTEE

COMPANIES HOUSE

A78 *AQ1SH9FY* 109
29/04/2009
COMPANIES HOUSE
A27 *AZRG29A1* 172
24/04/2009
COMPANIES HOUSE

MEMORANDUM OF ASSOCIATION
OF
THE SHACKLEFORD CENTRE

INC 27390/BF

1. **The Company's name** is The Shackleford Centre (and in this document it is called 'the Charity')

2. **The Charity's registered office** is to be situated in England and Wales

3. **The Charity's objects** ('the Objects') are the improving of the conditions of life of the inhabitants of the Parish of Shackleford in the County of Surrey and the neighbourhood (the "Area of Benefit") without distinction of sex or of political, religious or other opinion, by such means as the Directors shall determine including by the provision and maintenance of Shackleford Village Hall, as defined and described in the Conveyance dated 20th February 1965 between the Reverend Joseph Ellis (1) and the Parish Council of Shackleford (2) (and as varied in its dimensions and boundaries from time to time), including its use for meetings, lectures, and classes and for other forms of recreation and leisure time occupation.

4. **Powers**
 - 4.1 In addition to any other powers it may have, the Charity has the following powers in order to further the Objects (but not for any other purpose):
 - 4.1.1 to raise funds. In doing so, the Charity must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations;
 - 4.1.2 to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
 - 4.1.3 to sell, lease or otherwise dispose of all or any part of the property belonging to the Charity. In exercising this power, the Charity must comply as appropriate with sections 36 and 37 of the Charities Act 1993, as amended by the Charities Act 2006;
 - 4.1.4 to borrow money and to charge the whole or any part of the property belonging to the Charity as security for repayment of the money borrowed. The Charity must comply as appropriate with sections 38 and 39 of the Charities Act 1993, as amended by the Charities Act 2006, if it wishes to mortgage land;
 - 4.1.5 to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
 - 4.1.6 to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;
 - 4.1.7 to acquire, merge with or to enter into any partnership or joint arrangement with any other charity formed for any of the Objects;
 - 4.1.8 to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
 - 4.1.9 to employ and remunerate such staff as are necessary for carrying out the work of the Charity. The Charity may employ or remunerate a Director only to the extent it is permitted to do so by clause 5 and provided it complies with the conditions in that clause;

4.1.10 to:

- 4.1.10.1 deposit or invest funds;
- 4.1.10.2 employ a professional fund manager; and
- 4.1.10.3 arrange for the investments or other property of the Charity to be held in the name of a nominee;

in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;

4.1.11 to provide indemnity insurance for the Directors or any other officer of the Charity in relation to any such liability as is mentioned in sub-clause 4.2 of this clause, but subject to the restrictions specified in sub-clause 4.3 of the clause;

4.1.12 to pay out of the funds of the Charity the costs of forming and registering the Charity both as a company and as a charity;

4.1.13 to do all such other lawful things as are necessary for the achievement of the Objects;

4.2 The liabilities referred to in sub-clause 4.1.11 are:

4.2.1 any liability that by virtue of any rule of law would otherwise attach to a director of a company in respect of any negligence, default, breach of duty or breach of trust of which he or she may be guilty in relation to the Charity;

4.2.2 the liability to make a contribution to the Charity's assets as specified in section 214 of the Insolvency Act 1986 (wrongful trading).

4.3 The following liabilities are excluded from sub-clause 4.2.1:

4.3.1 fines;

4.3.2 costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud, dishonesty or wilful or reckless misconduct of the Director or other officer;

4.3.3 liabilities to the Charity that result from conduct that the Director or other officer knew or must be assumed to have known was not in the best interests of the Charity or about which the person concerned did not care whether it was in the best interests of the Charity or not.

There is excluded from sub-clause 4.2.2 any liability to make such a contribution where the basis of the Director's liability is his or her knowledge prior to the insolvent liquidation of the Charity (or reckless failure to acquire that knowledge) that there was no reasonable prospect that the Charity would avoid going into insolvent liquidation.

5. Income and Expenditure, including payment of Directors

5.1 The income and property of the Charity shall be applied solely towards the promotion of the Objects.

5.2 A Director is entitled to be reimbursed from the property of the Charity or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the Charity.

5.3 Subject to the restrictions in sub-clause 5.6 a Director may benefit from Director indemnity insurance cover purchased at the Charity's expense.

5.4 A Director may receive an indemnity from the Charity in the circumstances specified in Article 32.

5.5 None of the income or property of the Charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the Charity. This does not prevent a member who is not also a Director receiving:

5.5.1 a benefit from the Charity in the capacity of a beneficiary of the Charity;

5.5.2 reasonable and proper remuneration for any goods or services supplied to the Charity.

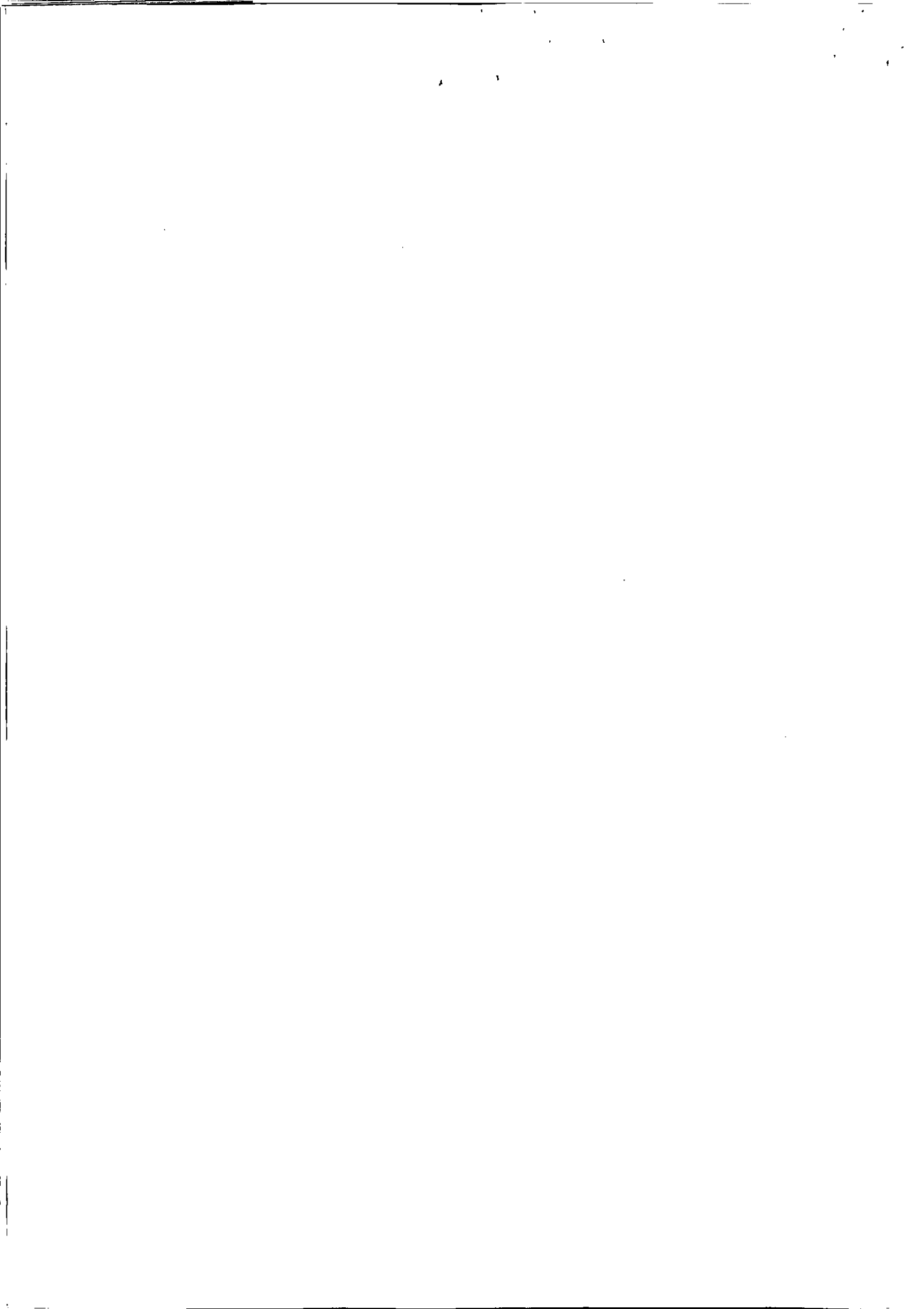
5.6 No Director may:

5.6.1 buy goods or services from the Charity;

5.6.2 sell goods, services or any interest in land to the Charity;

5.6.3 be employed by, or receive any remuneration from, the Charity;

5.6.4 receive any other financial benefit from the Charity;



Unless:

- 5.6.4.1 the payment is permitted by sub-clause 5.7 of this clause, does not exceed an amount that is reasonable in all the circumstances, and does not result in a majority of the Directors having received a financial benefit from the charity; or
 - 5.6.4.2 the Directors obtain the prior written approval of the Commission and fully comply with any procedures it prescribes.
- 5.7
- 5.7.1
 - 5.7.1.1 a Director may receive a benefit from the Charity in the capacity of a beneficiary of the Charity;
 - 5.7.1.2 a Director may enter into a contract for the supply of goods or services to the Charity where that is permitted in accordance with, and subject to the conditions in, section 73A of the Charities Act 1993;
 - 5.7.1.3 a Director may receive interest on money lent to the Charity at a reasonable and proper rate which must be 2% (or more) per annum below the base rate of a clearing bank to be selected by the Directors;
 - 5.7.1.4 a company of which a Director is a member may receive fees, remuneration or other benefit in money or money's worth provided that the shares of the company are listed on a recognised stock exchange and the Director holds no more than 1% of the issued capital of that company;
 - 5.7.1.5 Director may receive rent for premises let by the Director to the Charity if the amount of the rent and the other terms of the lease are reasonable and proper and provided that such a director shall withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion;
 - 5.7.1.6 the Directors may arrange for the purchase, out of the funds of the Charity, of insurance designed to indemnify the Directors in accordance with the terms of, and subject to the conditions in, section 73F of the Charities Act 1993.
 - 5.7.2 The employment or remuneration of a Director includes the engagement or remuneration of any first or company in which the Director is:
 - 5.7.2.1 a partner;
 - 5.7.2.2 an employee;
 - 5.7.2.3 a consultant;
 - 5.7.2.4 a director; or
 - 5.7.2.5 a shareholder, unless the shares of the company are listed on a recognised stock exchange and the Director holds less than 1% of the issued capital.
- 5.8 In sub clauses 5.2-5.7 of this clause 5:
- 5.8.1 "Charity" shall include any company in which the Charity:
 - 5.8.1.1 holds more than 50% of the shares; or
 - 5.8.1.2 controls more than 50% of the voting rights attaches to the shares; or
 - 5.8.1.3 has the right to appoint one or more directors to the Board of the company;
 - 5.8.2 "Director" shall include any child, parent, grandchild, grandparent, brother, sister, spouse or civil partner of the Director or any person living with the Director as his or her partner.
- 5.9 If a conflict of interests arises for a director because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in this memorandum or the articles, the unconflicted directors may authorise such a conflict of interests where the following conditions apply:

- 5.9.1 the conflicted Director is absent from the part of the meeting at which there is a discussion of any arrangement or transaction affecting that other organisation or person;
- 5.9.2 the conflicted Director does not vote on any such matter and is not to be counted when considering whether a quorum of Directors is present at the meeting;
- 5.9.3 the unconflicted Directors consider it is in the interests of the charity to authorise the conflict of interest in the circumstances applying.

6. Liability

The liability of the members is limited.

7. Every member promises, if the Charity is dissolved while he or she is a member or within twelve months after he or she ceases to be a member, to contribute such sum (not exceeding £10) as may be demanded of him or her towards the payment of the debts and liabilities of the Charity incurred before he or she ceases to be a member, and of the costs, charges and expenses of winding up, and the adjustment of the rights of the contributories among themselves.

8. Winding up

- 8.1 The members of the Charity may at any time before, and in expectation of, its dissolution resolve that any net assets of the Charity after all its debts and liabilities have been paid, or provision has been made for them, shall on or before the dissolution of the Charity be applied or transferred in any of the following ways:
 - 8.1.1 directly for the Objects; or
 - 8.1.2 by transfer to any Charity or Charities for purposes similar to the Objects; or
 - 8.1.3 to any Charity for use for particular purposes that fall within the Objects;
- 8.2 Subject to any such resolution of the members of the Charity, the Directors of the Charity may at any time before and in expectation of its dissolution resolve that any net assets of the Charity after all its debts and liabilities have been paid, or provision been made for them, shall on dissolution of the Charity be applied or transferred:
 - 8.2.1 directly for the Objects; or
 - 8.2.2 by transfer to any Charity or charities for purposes similar to the Objects; or
 - 8.2.3 to any Charity or Charities for use for particular purposes that fall within the Objects.
- 8.3 In no circumstances shall the net assets of the Charity be paid to or distributed among the members of the Charity (except to a member that is itself a charity) and if no such resolution is passed by the members or the Directors the net assets of the Charity shall be applied for charitable purposes as directed by the court or the Commission.

We, the persons whose names and addresses are written below, wish to be formed into a company under this Memorandum of Association.

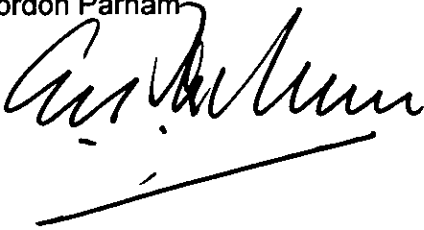
Dated: 8th April 2009

Signatures, Names and Addresses of Subscribers:

Signed by


of

Gordon Parham



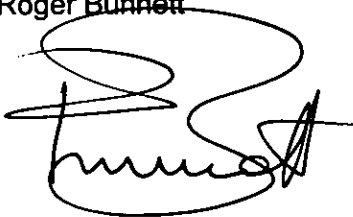
Little Court
Shackleford
Godalming
GU8 6AH

Gavin Bell



8 The Barns
Shackleford
Godalming
GU8 6BU

Roger Bunnett



Little Norney
Norney
Shackleford
Godalming
GU8 6AB

Vivien Gillman



Littlecombe
Portsmouth Road
Hindhead
GU26 6TQ

in the presence of:

Witness to the above signatures:



Name: Janelle Armstrong

Address: 20 Holmesdale Park, Coopers Hill Rd, Nutfield, NH1 4NW

Occupation: physiotherapist

**THE COMPANIES ACTS 1985 and 2006
COMPANY LIMITED BY GUARANTEE**

**ARTICLES OF ASSOCIATION
OF
THE SHACKLEFORD CENTRE**

1. Interpretation

In these articles and where appropriate in the Memorandum
“the 1985 Act” means the Companies Act 1985

“the 2006 Act” means the Companies Act 2006

“address” means a postal address or, for the purposes of electronic communication, a fax number, an e-mail or postal address or a text message number in each case registered with the Charity

“area of benefit” shall mean the Parish of Shackleford in the County of Surrey and the neighbourhood, such neighbourhood to be determined by the Directors from time to time

“the Charity” means the Company intended to be regulated by these articles

“clear days” in relation to the period of a notice means a period excluding:

- the day when the notice is given or deemed to be given; and
- the day for which it is given or on which it is to take effect

“the Commission” means the Charity Commission for England and Wales

“the Directors” means the directors of the Charity. The directors are Charity Directors as defined by Section 97 of Charities Act 1993

“Eligibility Conditions” shall be as defined in article 2.6.1 and 2.6.2

“the memorandum” means the memorandum of association of the Charity
“officers” includes the Directors and the secretary

“representatives” shall have the meaning set out in Article 14

“the seal” means the common seal of the Charity if it has one

“secretary” means the secretary of the Charity or any other person appointed to perform the duties of the secretary of the Charity, including a joint, assistant or deputy secretary

“the United Kingdom” means Great Britain and Northern Ireland.

Words importing one gender shall include all genders, and the singular includes the plural and vice versa.

Unless the context otherwise requires words or expressions contained in these articles have the same meaning as in the 1985 Act or the 2006 Act but excluding any statutory modification not in force when this constitution becomes binding on the Charity.

Apart from the exception mentioned in the previous paragraph, a reference to an Act of Parliament includes any statutory modification or re-enactment of it for the time being in force.

The provisions of the memorandum to the extent that they could have been contained in the Articles shall take effect as though repeated here.

2. Members

- 2.1 The subscribers to the memorandum are the first members of the Charity.
- 2.2 Membership is open to other individuals or organisations who:
 - 2.2.1 satisfy the Eligibility conditions and
 - 2.2.2 register with the Charity in the form required by the Directors;
- 2.3 Shackleford District Council shall be a member as of right but must register the name of its representative in writing and any change in such representative in writing in accordance with Article 14
- 2.4 Membership is not transferable to anyone else.
- 2.5 The Directors must keep a register of names and addresses of the members.
- 2.6 In this Article, "Eligibility Conditions" shall mean:
 - 2.6.1 in the case of a person who at the date fixed for the next Annual General Meeting (under Article 5) is an inhabitant of the area of benefit and is aged 18 years or older
 - 2.6.2 in the case of a Company, institution, Association, Club or organisation, at the date fixed for the next Annual General Meeting (under Article 5) which carries out a substantial part of its activities in the area of benefit and appoints a representative in accordance with Article 14
- 2.7 A member who prior to an ensuing Annual General Meeting ceases to satisfy these eligibility conditions shall inform the Secretary and cease to be a member forthwith.
- 2.8 For the avoidance of doubt, any representative of Shackleford District Council, or any other member organisation, does not need to reside in the area of benefit.

3. Classes of Membership

- 3.1 The Directors may establish classes of membership with different rights and obligations and shall record the rights and obligations in the register of members.
- 3.2 The Directors may not directly or indirectly alter the rights or obligations attached to a class of membership.
- 3.3 The rights attached to a class of membership may only be varied if:
 - 3.3.1 three-quarters of the members of that class consent in writing to the variation; or
 - 3.3.2 a special resolution is passed at a separate general meeting of the members of that class agreeing to the variation.
- 3.4 The provisions in these articles about general meetings shall apply to any meeting relating to the variation of the rights of any class of members.

4. Termination of Membership

Membership is terminated if:

- 4.1 the member ceases to satisfy the eligibility conditions
- 4.2 the member dies or, if it is an organisation, ceases to exist;
- 4.3 the member resigns by written notice to the Charity unless, after the resignation, there would be less than two members;
- 4.4 any sum due from the member to the Charity is not paid in full within six months of it falling due;
- 4.5 the member is removed from membership by a resolution of the Directors that it is in the best interests of the Charity that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:

- 4.5.1 the member has been given at least twenty-one days' notice in writing of the meeting of the Directors at which the resolution will be proposed and the reasons why it is to be proposed;
- 4.5.2 the member or, at the option of the member, the member's representative (who need not be a member of the Charity) has been allowed to make representations to the meeting.

5. General Meetings

- 5.1 The Charity must hold its first Annual General Meeting within eighteen months after the date of its incorporation.
- 5.2 An Annual General Meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.
- 5.3 The Directors may call a general meeting at any time.

6. Notice of General Meetings

- 6.1 The minimum periods of notice required to hold a General Meeting of the Charity are:
 - 6.1.1 twenty-one clear days for an Annual General Meeting;
 - 6.1.2 fourteen clear days for all other General Meetings, including for the passing of a special resolution.
- 6.2 A General Meeting may be called by shorter notice if it is so agreed by a majority in the number of members having a right to attend and vote at the meeting who together hold not less than 90 per cent of the total voting rights.
- 6.3 The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an Annual General Meeting, the notice must say so. The notice must also contain a statement setting out the right of members to appoint a proxy under section 324 of the Companies Act 2006 and Article 11 of these articles.
- 6.4 The notice must be given to all the members and to the Directors and auditors.
- 6.5 The proceedings at a meeting shall not be invalidated because a person who was entitled to receive notice of the meeting did not receive it because of an accidental omission by the Charity.

7. Proceedings at General Meetings

- 7.1 No business shall be transacted at any general meeting unless a quorum is present.
- 7.2 A quorum is:
 - 7.2.1 Ten members present in person or by proxy and entitled to vote upon the business to be conducted at the meeting; or
 - 7.2.2 one tenth of those who have registered with the Company at the time of the meeting, whichever is the greater.
- 7.3 A member appointed as a representative of an organisation as shown in Article 2.5.2 and Article 14 shall be counted in the quorum.
- 7.4 If:
 - 7.4.1 a quorum is not present within half an hour from the time appointed for the meeting; or
 - 7.4.2 during a meeting a quorum ceases to be present; the meeting shall be adjourned to such time and place as the Directors shall determine.
- 7.5 The Directors must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.
- 7.6 If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting, the members present at that time shall constitute the quorum for that meeting.

8. The Chair of General Meetings

- 8.1 General meetings shall be chaired by the person who has been appointed to chair meetings of the Directors.

- 8.2 If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a Director nominated by the Directors shall chair the meeting.
- 8.3 If there is only one Director present and willing to act, he or she shall chair the meeting.
- 8.4 If no Director is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present in person or by proxy and entitled to vote must choose one of their number to chair the meeting.

9. Adjourned Meetings

- 9.1 The members present in person or by proxy at a meeting may resolve by ordinary resolution that the meeting shall be adjourned.
- 9.2 The person who is chairing the meeting must decide the date, time and place at which the meeting is to be reconvened unless those details are specified in the resolution.
- 9.3 No business shall be conducted at a reconvened meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
- 9.4 If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date, time and place of the meeting.

10. Voting at Meetings

- 10.1 Any vote at a meeting shall be decided by a show of hands unless before, or on the declaration of the result of, the show of hands a poll is demanded
 - 10.1.1 by the person chairing the meeting; or
 - 10.1.2 by at least two members present in person or by proxy and having the right to vote at the meeting; or
 - 10.1.3 by a member or members present in person or by proxy and representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.
- 10.2 The declaration by the person who is chairing the meeting of the result of a vote shall be conclusive unless a poll is demanded.
- 10.3 The result of the vote must be recorded in the minutes of the Charity but the number or proportion of votes cast need not be recorded.
- 10.4 A demand for a poll may be withdrawn before the poll is taken, but only with the consent of the person who is chairing the meeting.
- 10.5 If the demand for a poll is withdrawn, the demand shall not invalidate the result of a show of hands declared before the demand was made.
- 10.6 A poll must be taken as the person who is chairing the meeting directs, who may appoint scrutineers (who need not be members) and who may fix a time and place for declaring the results of the poll.
- 10.7 The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
- 10.8 Poll Voting
 - 10.8.1 a poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately;
 - 10.8.2 a poll demanded on any other question must be taken either immediately or at such time and place as the person who is chairing the meeting directs;
 - 10.8.3 the poll must be taken within thirty days after it has been demanded;
 - 10.8.4 if the poll is not taken immediately at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken;
 - 10.8.5 if a poll is demanded the meeting may continue to deal with any other business that may be conducted at the meeting.

11. Proxies: appointment and voting

- 11.1 Any member is entitled to appoint another person as a proxy to exercise all or any of the member's rights to attend and to speak and vote at a General Meeting of the Charity.

11.2 The appointment of a proxy shall be executed by or on behalf of the appointer and shall be in the following form (or in a form as near thereto as circumstances allow or in any other form which is usual or which the Directors may approve) :

"The Shackleford Centre

I/We, [] of [], being a member/members of the above-named charity, hereby appoint [] of [] or failing him/her, [] of [], as my/our proxy to vote in my/our name[s] and on my/our behalf at the General Meeting of the Charity to be held on [] and at any adjournment thereof.

Signed on []"

11.3 Where it is desired to afford members an opportunity of instructing the proxy how to act, the appointment of a proxy shall be in the following form (or in a form as near thereto as circumstances allow or in any other form which is usual or which the directors may approve):

"The Shackleford Centre

I/We, [] of [], being a member/members of the above-named charity, hereby appoint [] of [] or failing him/her, [] of [], as my/our proxy to vote in my/our name[s] and on my/our behalf at the general meeting of the charity to be held on [] and at any adjournment thereof.

This form is to be used in respect of resolutions mentioned below as follows:

Resolution No 1 *for *against

Resolution No 2 *for *against

* Strike out whichever is not desired.

Unless otherwise instructed, the proxy may vote as s/he thinks fit or abstain from voting.

Signed on []"

11.4 The appointment of a proxy and any authority under which it is executed (or a copy of such authority certified by a notary or in some other way approved by the Directors) may be lodged with the Charity as follows:

11.4.1 in the case of an instrument in writing be deposited at the office or at such other place within the United Kingdom as is specified in the notice convening the meeting or in any instrument of proxy sent out by the Charity in relation to the meeting not less than 2 working days before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or

11.4.2 in the case of an appointment contained in an electronic communication, where an address has been specified for the purpose of receiving electronic communications :

11.4.2.1 in the notice convening the meeting, or

11.4.2.2 in any instrument of proxy sent out by the charity in relation to the meeting, or

11.4.2.3 in any invitation contained in an electronic communication to appoint a proxy issued by the Charity in relation to the meeting, it must be received at such address not less than 2 working days before the time for holding the meeting or adjourned meeting at which the person named in the appointment proposes to vote;

11.4.3 in the case of a poll taken more than 48 hours after it is demanded, be deposited or received as aforesaid after the poll has been demanded and not less than 1 working day before the time appointed for the taking of the poll; or

11.4.4 where the poll is not taken forthwith but is taken not more than 48 hours after it was demanded, be delivered at the meeting at which the poll was demanded to the person chairing the meeting or to the secretary or to any Director.

11.5 An appointment of proxy which is not deposited, delivered or received in a manner described in sub-clauses 11.4 shall be invalid.

11.6 A vote given or poll demanded by proxy or by the duly authorised representative of a member which is an organisation shall be valid even if the authority of the person voting or demanding a poll has been determined unless notice of the determination was received by the charity at:

11.6.1 its registered office; or

- 11.6.2 at such other place at which the instrument of proxy was duly deposited; or
11.6.3 (where the appointment of the proxy was contained in an electronic communication) at the address at which such appointment was duly received before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

12 Written Resolutions

A resolution in writing agreed by simple majority (or in the case of a special resolution by a majority of not less than 75%) of the members who would have been entitled to vote upon it had it been proposed at a General Meeting shall be effective provided that a copy of the proposed resolution has been sent to every eligible member and a simple majority (or in the case of a special resolution a majority of not less than 75%) of members has signified its agreement to the resolution in an authenticated document which has been received at the registered office within the period of 28 days beginning with the circulation date. A resolution in writing may comprise several copies to which one or more members have signified their agreement. In the case of a member that is an organisation, its authorised representative may signify its agreement.

13. Votes of Members

- 13.1 Subject to Article 3, every member, whether an individual or an organisation (through its representative nominated under Article 14) shall have one vote.
13.2 Any objection to the qualification of any voter must be raised at the meeting at which the vote is tendered and the decision of the person who is chairing the meeting shall be final.

14. Organisations' Representatives

- 14.1 Any organisation that is a member of the Charity may nominate any person to act as its representative at any meeting of the Charity.
14.2 The organisation must give written notice to the Charity of the name of its representative. The nominee shall not be entitled to represent the organisation at any meeting unless the notice has been received by the Charity. The nominee may continue to represent the organisation until written notice to the contrary is received by the Charity.
14.3 Any notice given to the Charity will be conclusive evidence that the nominee is entitled to represent the organisation or that his or her authority has been revoked. The Charity shall not be required to consider whether the nominee has been properly appointed by the organisation.

15. Directors

- 15.1 The Shackleford Parish Council shall at all times have the right to nominate one person to act as its representative under Article 14 and in addition may nominate such representative as one of the Directors of the Charity; if so nominated as a Director he or she shall not be subject to the provisions of Article 18 (save in respect of 18.2.2.3) and Article 17
15.2 A Director must be a natural person aged 16 years or older
15.3 No one may be appointed a Director if he or she would be disqualified from acting under the provisions of Article 19.
15.4 The number of Directors shall be not less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.
15.5 The first Directors shall be those persons notified to Companies House as the first Directors of the Charity.

16. Powers of Directors

- 16.1 The Directors shall manage the business of the Charity and may exercise all the powers of the Charity unless they are subject to any restrictions imposed by the Act, the Memorandum, these Articles or any special resolution.
16.2 No alteration of the Memorandum or these Articles or any special resolution shall have retrospective effect to invalidate any prior act of the Directors.

16.3 Any meeting of Directors at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the Directors.

17. Retirement

- 17.1 At the first Annual General Meeting all the Directors must retire from office unless by the close of the meeting the members have failed to elect sufficient Directors to hold a quorate meeting of the Directors. At each subsequent Annual General Meeting one-third of the Directors or, if their number is not three or a multiple of three, the number nearest to one third, must retire from office. If there is only one Director he or she must retire.
- 17.2 The Directors to retire by rotation shall be those who have been longest in office since their last appointment. If any Directors became or were appointed Directors on the same day, those to retire shall (unless they otherwise agree among themselves) be determined by lot.
- 17.3 If a Director is required to retire at an Annual General Meeting by a provision of these Articles, the retirement shall take effect upon the conclusion of the meeting.
- 17.4 A Director who is the representative member of an organisation as allowed in Article 14 shall not be required to retire by rotation.

18. The Appointment of Directors

- 18.1 The Charity may by ordinary resolution:
- 18.1.1 appoint a person who is willing to act to be a Director; and
 - 18.1.2 determine the rotation in which any additional Directors are to retire.
- 18.2 No person other than a Director retiring by rotation may be appointed a Director at any General Meeting unless:
- 18.2.1 he or she is recommended for re-election by the Director; or
 - 18.2.2 not less than fourteen nor more than thirty-five clear days before the date of the meeting, the Charity is given a notice that:
 - 18.2.2.1 is signed by a member entitled to vote at the meeting;
 - 18.2.2.2 states the member's intention to propose the appointment of a person as a Director;
 - 18.2.2.3 contains the details that, if the person were to be appointed, the Charity would have to file at Companies House; and
 - 18.2.2.4 is signed by the person who is to be proposed to show his or her willingness to be appointed.
- 18.3 All members who are entitled to receive notice of a General Meeting must be given not less than seven nor more than twenty-eight clear days' notice of any resolution to be put to the meeting to appoint a Director, other than a Director who is to retire by rotation.
- 18.4 The Directors may appoint a person who is willing to act to be a Director.
- 18.5 A Director appointed by a resolution of the other Directors must retire at the next Annual General Meeting and must not be taken into account in determining the Directors who are to retire by rotation.
- 18.6 The appointment of a Director, whether by the Charity in a General Meeting or by the other Directors, must not cause the number of Directors to exceed any number fixed as the maximum number of Directors.

19. Disqualification and Removal of Directors

- 19.1 A Director shall cease to hold office if he or she:
- 19.1.1 ceases to be a Director by virtue of any provision in the 1985 Act or 2006 Act or is prohibited by law from being a Director;
 - 19.1.2 is disqualified from acting as a Director by virtue of section 72 of Charities Act 1993 (or any statutory re-enactment or modification of that provision);
 - 19.1.3 ceases to be a member of the Charity;
 - 19.1.4 becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
 - 19.1.5 resigns as a Director by notice to the Charity (but only if at least two Directors will remain in office when the notice of resignation is to take effect); or

19.1.6 is absent without the permission of the Directors from all their meetings held within a period of six consecutive months and the Directors resolve that his or her office be vacated.

20. Directors' Remuneration

The Directors must not be paid any remuneration unless it is authorised by clause 5 of the Memorandum.

21. Proceedings of Directors

- 21.1 The Directors may regulate their proceedings as they think fit, subject to the provisions of the Articles.
- 21.2 Any Director may call a meeting of the Directors.
- 21.3 The secretary must call a meeting of the Directors if requested to do so by a Director.
- 21.4 Questions arising at a meeting shall be decided by a majority of votes.
- 21.5 In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.
- 21.6 No decision may be made by a meeting of the Directors unless a quorum is present at the time the decision is purported to be made.
- 21.7 The quorum shall be two or the number nearest to one third of total number of Directors, whichever is the greater or such larger number as may be decided upon from time to time by the Directors.
- 21.8 A Director shall not be counted in the quorum present when any decision is made about a matter upon which that Director is not entitled to vote.
- 21.9 If the number of Directors is less than the number fixed as the quorum, the continuing Directors or Director may act only for the purpose of filling vacancies or of calling a General Meeting.

22. The Chair of Directors' Meetings

- 22.1 The Directors shall appoint a Director to chair their meetings and may at any time revoke such appointment.
- 22.2 If no-one has been appointed to chair meetings of the Directors, or if the person appointed is unwilling to preside, or is not present within ten minutes after the time appointed for the meeting, the Directors present may appoint one of their number to chair that meeting.
- 22.3 The person appointed to chair meetings of the Directors shall have no functions or powers except those conferred by these Articles or delegated to him or her by the Directors.

23. Written Resolutions of Directors

- 23.1 A resolution in writing signed by a simple majority of all the Directors entitled to receive notice of a meeting of Directors or of a committee of Directors and to vote upon the resolution, shall be as valid and effectual as if it had been passed at a meeting of the Directors or (as the case may be) a committee of Directors duly convened and held, provided that:
 - 21.1.1 a copy of the resolution is sent or submitted to all the Directors eligible to vote; and
 - 21.1.2 a simple majority of Directors has signified its agreement to the resolution in an authenticated document or documents which are received at the registered office within the period of twenty-eight days beginning with the circulation date.
- 23.2 The resolution in writing may comprise several documents containing the text of the resolution in like form to each of which one or more Directors has signified their agreement.

24. Delegation

- 24.1 The Directors may delegate any of their powers or functions to a committee of two or more Directors but the terms of any delegation must be recorded in the minute book.
- 24.2 The Directors may impose conditions when delegating, including the conditions that:
 - 24.2.1 the relevant powers are to be exercised exclusively by the committee to whom they delegate;

24.2.2 no expenditure may be incurred on behalf of the Charity except in accordance with a budget previously agreed with the Directors.

24.3 The Directors may revoke or alter a delegation.

24.4 All acts and proceedings of any committees must be fully and promptly reported to the Directors.

25. Directors' Interests

A Director must declare the nature and extent of any interest, direct or indirect, which she/he has in a proposed transaction or arrangement with the Charity or in any transaction or arrangement entered into by the Charity which has not previously been declared. A Director must absent himself or herself from any discussions of the Directors in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Charity and any personal interest (including but not limited to any personal financial interest).

26. Validity of Directors' Acts

26.1 Subject to paragraph 26.2, all acts done by a meeting of Directors, or of a committee of Directors, shall be valid notwithstanding the participation in any vote of a Director:

26.1.1 who was disqualified from holding office;

26.1.2 who had previously retired or who had been obliged by the constitution to vacate office;

26.1.3 who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if without:

26.1.4 the vote of that Director; and

26.1.5 that Director being counted in the quorum;

the decision has been made by a majority of the Director at a quorate meeting.

26.2 Paragraph 26.1 does not permit a Director to keep any benefit that may be conferred upon him or her by a resolution of the Directors or of a committee of Directors if, but for paragraph 26.1, the resolution would have been void, or if the Director has not complied with Article 25.

27. Seal

If the Charity has a seal it must only be used by the authority of the Director or of a committee of Directors authorised by the Directors. The Directors may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a Director and by the secretary or by a second Director.

28. Minutes

The Directors must keep minutes of all:

28.1 appointments of officers made by the Directors;

28.2 proceedings at meetings of the Charity;

28.3 meetings of the Directors and committees of Directors including:

28.3.1 the names of the Directors present at the meeting;

28.3.2 the decisions made at the meetings; and

28.3.3 where appropriate the reasons for the decisions.

29. Accounts

29.1 The Directors must prepare for each financial year accounts as required by the 2006 Act. The accounts must be prepared to show a true and fair view and follow accounting standards issued or adopted by the Accounting Standards Board or its successors and adhere to the recommendations of applicable Statements of Recommended Practice.

29.2 The Directors must keep accounting records as required by the 2006 Act.

30. Annual Report and Return and Register of Charities

30.1 The Directors must comply with the requirements of Charities Act 1993 with regard to:

30.1.1 the transmission of the statements of account to the Charity;

- 30.1.2 the preparation of an annual report and its transmission to the Commission;
- 30.1.3 the preparation of an annual return and its transmission to the Commission.
- 30.2 The Directors must notify the Commission promptly of any changes to the Charity's entry on the Central Register of Charities.

31. Notices

- 31.1 Any notice to be given to or by any person pursuant to the articles:
 - 31.1.1 must be in writing; or
 - 31.1.2 must be given using electronic communications.
- 31.2 The Charity may give any notice to a member either:
 - 31.2.1 personally; or
 - 31.2.2 by sending it by post in a prepaid envelope addressed to the member at his or her address; or
 - 31.2.3 by leaving it at the address of the member; or
 - 31.2.4 by giving it using electronic communications to the member's address.
- 31.3 A member who does not register an address with the Charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Charity.
- 31.4 A member present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.
- 31.5 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
- 31.6 Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given.
- 31.7 notice shall be deemed to be given:
 - 31.7.1 48 hours after the envelope containing it was posted; or
 - 31.7.2 in the case of an electronic communication, 48 hours after it was sent.

32. Indemnity

The Charity may indemnify any Director, Auditor, Reporting Accountant or other officer of the Charity against any liability incurred by him or her in that capacity to the extent permitted by sections 232 to 234 of the 2006 Act.

33. Rules

- 33.1 The Directors may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the Charity.
- 33.2 The bye laws may regulate the following matters but are not restricted to them:
 - 33.2.1 the admission of members of the Charity (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;
 - 33.2.2 the conduct of members of the Charity in relation to one another, and to the Charity's employees and volunteers;
 - 33.2.3 the setting aside of the whole or any part or parts of the Charity's premises at any particular time or times or for any particular purpose or purposes;
 - 33.2.4 the procedure at General Meetings and meetings of the Directors insofar as such procedure is not regulated by the 1985 Act or 2006 Act or by these Articles;
 - 33.2.5 generally, all such matters as are commonly the subject matter of company rules.
- 33.3 The Charity in General Meeting has the power to alter, add to or repeal the rules or bye laws.
- 33.4 The Directors must adopt such means as they think sufficient to bring the rules and bye laws to the notice of members of the Charity.

33.5 The rules or bye laws shall be binding on all members of the Charity. No rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in the Memorandum or the Articles.

Dated: 8th April 2009

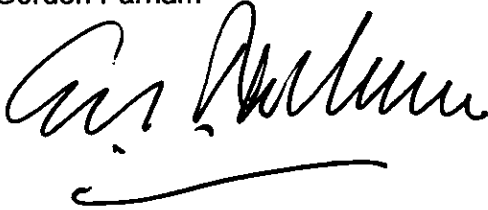
Signatures, Names and Addresses of Subscribers:

Signed by

of


Gordon Parham

Little Court
Shackleford
Godalming
GU8 6AH



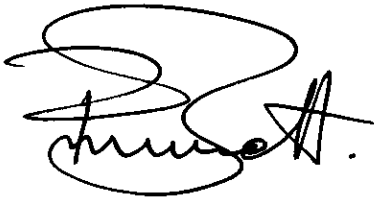
Gavin Bell

8 The Barns
Shackleford
Godalming
GU8 6BU



Roger Bunnett

Little Norney
Norney
Shackleford
Godalming
GU8 6AB



Vivien Gillman

Littlecombe
Portsmouth Road
Hindhead
GU26 6TQ



in the presence of:

Witness to the above signatures:



Name: Janelle Armstrong

Address: 20 Holmesdale Park, Coopers Hill Rd, Nutfield, RH1 4NW

Occupation: Physiotherapist



Please complete in typescript, or in bold black capitals.

CHFP041

Declaration on application for registration

[Empty box]

Company Name in full

THE SHACKLEFORD CENTRE

I, Helen Harvie

of The Oriel, Sydenham Road, Guildford, Surrey, GU1 3SR

do solemnly and sincerely declare that I am a [Solicitor engaged in the formation of the company]... 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.

† Please delete as appropriate.

Declarant's signature

Helen Harvie

Declared at

128 HIGH STREET GUILDFORD SURREY GU1 3TH

Day Month Year

on

28 04 2009

Ⓞ Please print name.

before me

ADRIENNE LOUISE YOUNG

Signed

Adrienne Young

Date

28.4.09

† A Solicitor

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

BARLOW ROBBINS LLP Ref: HLH/80294-1
The Oriel, Sydenham Road, Guildford, Surrey, GU1 3SR
Tel 01483-562901
DX number 2407 DX exchange Guildford

When you have completed and signed the form please send it to the Registrar of Companies at: Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff for companies registered in England and Wales or Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB for companies registered in Scotland DX 235 Edinburgh or LP - 4 Edinburgh 2

Companies House receipt date barcode

[Barcode area]

10/03

Please complete in typescript,
or in bold black capitals.

CHFP041

Declaration on application for registration of a company exempt from the requirement to use the word "limited" or "cyfyngedig"

[Empty box]

Company Name in full

THE SHACKLEFORD CENTRE

I, HELEN HARVEY

of THE ORIEL, SYDENHAM RD, GUILDFORD, SURREY GU1 3SR

† Please delete as appropriate.

a [Solicitor engaged in the formation of the above [person
named as director or secretary of the company in the statement delivered
under section 10 of the Companies Act 1985] do solemnly and sincerely
declare that the company complies with the requirements of section 30(3) of
the Companies Act 1985.

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

Helen Harvey

non solicitor.

Declared at

The Turog to 128 High St Guildford

Day Month Year

on

15 04 2009

• Please print name.

before me •

REBECCA MARIE BARR

Signed

[Signature]

Date

15/04/09

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

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.

BARLOW ROBBINS LLP

The Oriel, Sydenham Road, Guildford, Surrey

GU1 3SR

Tel 01483 562901

DX number

DX exchange

DX 2407 Guildford

WEDNESDAY



AQ1SN9F4

A78

29/04/2009

103

COMPANIES HOUSE

Form revised June 1998

When you have completed and signed the form please send it to the
Registrar of Companies at:
Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff
for companies registered in England and Wales
or
Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB
for companies registered in Scotland DX 235 Edinburgh

Please complete in typescript, or in bold black capitals.

CHFP041

First directors and secretary and intended situation of registered office

Notes on completion appear on final page

Company Name in full

THE SHACKLEFORD CENTRE

Proposed Registered Office
(PO Box numbers only, are not acceptable)

THE SHACKLEFORD CENTRE

SHACKLEFORD ROAD

Post town

SHACKLEFORD GODALM, NG

County / Region

SURREY

Postcode

GU8 6AE

If the memorandum is delivered by an agent for the subscriber(s) of the memorandum mark the box opposite and give the agent's name and address.

Agent's Name

Address

Post town

County / Region

Postcode

Number of continuation sheets attached

1

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

BARLOW ROBBINS LLP

The Oriel, Sydenham Road, Guildford, Surrey

GU1 3SR Tel **01483 562901**

DX number DX exchange **DX 2407 Guildford**

When you have completed and signed the form please send it to the Registrar of Companies at:
 Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff
 for companies registered in England and Wales
 or
 Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB
 for companies registered in Scotland DX 235 Edinburgh
 or LP - 4 Edinburgh 2

Companies House receipt date barcode

Form revised December 2003

Company Secretary (see notes 1-5)

Company name THE SHACKLEFORD CENTRE

NAME *Style / Title MRS *Honours etc.

*Voluntary details

Forename(s) VIVIEN JEAN

Surname GILLMAN

Previous forename(s)

Previous surname(s)

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address.

Address ††

LITTLECOMBE

PORTSMOUTH ROAD

Post town HINDHEAD

County / Region SURREY Postcode GU26 6TQ

Country ENGLAND

I consent to act as secretary of the company named on page 1

Consent signature

Date 8TH APRIL 2009

Directors (see notes 1-5)

Please list directors in alphabetical order

NAME *Style / Title MR *Honours etc.

Forename(s) GAVIN KEITH

Surname BELL

Previous forename(s)

Previous surname(s)

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address.

Address ††

8 THE BARNS

SHACKLEFORD

Post town GODALMING

County / Region SURREY Postcode GU8 6BU

Country ENGLAND

Day Month Year

Date of birth 1 1 1 0 1 9 4 4 Nationality BRITISH

Business occupation RETIRED

Other directorships SHACKLEFORD VILLAGE SHOP

I consent to act as director of the company named on page 1

Consent signature

Date 8TH APRIL 2009

Company Secretary (see notes 1-5)

Form 10 Continuation Sheet



CHFP041
*Voluntary details

Company Name

THE SHACKLEFORD CENTRE

NAME *Style / Title

*Honours etc.

Forename(s)

Surname

Previous forename(s)

Previous surname(s)

Address †

† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address

Post town

County / Region

Postcode

Country

I consent to act as secretary of the company named on page 1

Consent signature

Date

Directors (see notes 1-5)

Please list directors in alphabetical order

NAME *Style / Title

MRS

*Honours etc.

Forename(s)

VIVIEN JEAN

Surname

GILLMAN

Previous forename(s)

Previous surname(s)

Address †

† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address

LITTLECOMBE

PORTSMOUTH ROAD

Post town

HINDHEAD

County / Region

SURREY

Postcode

GU26 6TQ

Country

ENGLAND

Day Month Year

Date of birth

29 10 1947

Nationality

BRITISH

Business occupation

RETIRED

Other directorships

MILBOURNE LODGE JUNIOR SCHOOL LIMITED

ST HILARYS SCHOOL TRUST LIMITED
ALDRO ENTERPRISES LIMITED (UNTIL 12/07)

I consent to act as director of the company named on page 1

Consent signature

Date

8th APRIL 2009

Company Secretary (see notes 1-5)

NAME *Style / Title *Honours etc.

*Voluntary details

Forename(s)

Surname

Previous forename(s)

Previous surname(s)

† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address

Address †

Post town

County / Region Postcode

Country

I consent to act as secretary of the company named on page 1

Consent signature **Date**

Directors (see notes 1-5)

Please list directors in alphabetical order

NAME *Style / Title *Honours etc.

Forename(s)

Surname

Previous forename(s)

Previous surname(s)

† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address

Address †

Post town

County / Region Postcode

Country

Day Month Year

Date of birth **Nationality**

Business occupation

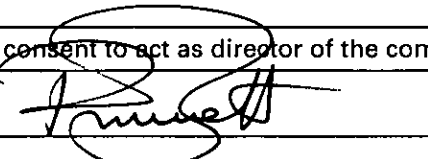
Other directorships

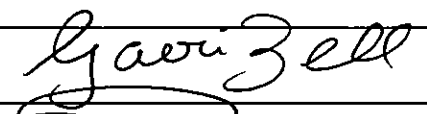
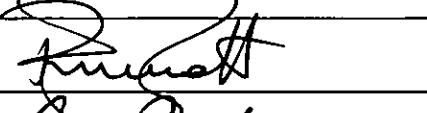
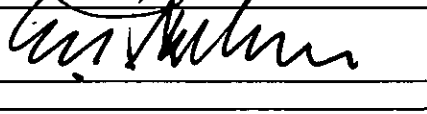
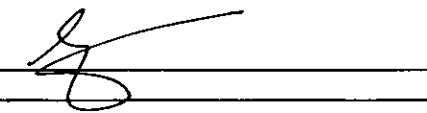
I consent to act as director of the company named on page 1

Consent signature **Date**

Directors (see notes 1-5)

Please list directors in alphabetical order

NAME	*Style / Title	MR	*Honours etc.			
*Voluntary details		Forename(s)	ROGER			
		Surname	BUNNETT			
		Previous forename(s)				
		Previous surname(s)				
†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address.	Address ††	LITTLE NORNEY				
	<input type="checkbox"/>	NORNEY SHACKLEFORD				
		Post town	GODALMING			
		County / Region	SURREY	Postcode	GU8 6AB	
		Country	ENGLAND			
		Day	Month	Year		
	Date of birth	02	05	1944	Nationality	BRITISH
	Business occupation	RETIRED				
	Other directorships	SHACKLEFORD MUSHROOMS HOLDINGS LTD.				
		I consent to act as director of the company named on page 1				
	Consent signature			Date	8TH APRIL 2009	

This section must be signed by either an agent on behalf of all subscribers or the subscribers (i.e those who signed as members on the memorandum of association).	Signed		Date	8TH APRIL 2009
	Signed		Date	8TH APRIL 2009
	Signed		Date	8TH APRIL 2009
	Signed		Date	8TH APRIL 2009
	Signed		Date	
	Signed		Date	
	Signed		Date	

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.