

Companies Act 2006
Private Company Limited by Guarantee
Articles of
Tekkatho Foundation

Interpretations

1. In these Articles:

“**Address**” means a postal address or, for the purposes of electronic communication, a fax number, email address or telephone number for receiving text messages;

“**Articles**” means the Company’s articles of association;

“**The Board of Trustees**” or “**Board**” means all those persons appointed to perform the duties of Trustees of the Company;

“**Charity Trustees**” means all those persons having the general control and management of the administration of a charity, regardless of what they are called;

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

“**Companies Acts**” or “**the Act**” means the Companies Acts (as defined in section 2 of the Companies Act 2006) in so far as they apply to the Company;

“**Connected Person**” means the spouse, civil partner, child, step-child, parent, grandparent, grandchild, brother, sister or other person in a relationship with a Trustee, which may reasonably be regarded as equivalent to such a relationship or any company or business controlled or managed by a Trustee and includes a trustee of any trust, the beneficiaries of which include a Connected Person.

“**Document**” includes, unless otherwise stated, any document sent or supplied in electronic form;

“**Electronic means**” has the meaning given in section 1168 of the Companies Act 2006;

“**Member**” has the meaning given in section 112 of the Companies Act 2006 and as detailed under ‘Membership’ in these Articles;

“**Person**” means, unless the context requires otherwise, a natural person, unincorporated body, firm, partnership, corporate body or a representative of an unincorporated body, firm, partnership or corporate body;

“**Secretary**” means any person appointed to perform the duties of the Secretary of the Company;

“**Trustee**” means a director of the Company and includes any person occupying the position of Trustee, by whatever name called;

“**Writing**” means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

2. Unless the context requires otherwise, other words or expressions contained in these Articles bear the same meaning as in the Companies Act 2006 as in force on the date when these articles become binding on the Company.

OBJECTS

3. The Company's objects are for the public benefit, to advance the education, particularly but not exclusively, of the people of Myanmar (Burma), including by:
 - (a) providing digital libraries and other education infrastructure in areas of limited or no internet connectivity;
 - (b) promoting exchanges, teaching placements and research partnerships between educational institutions and international partners.
4. In carrying out its objects, the Company shall promote equality of opportunity and oppose any form of discrimination on grounds of race, ethnic origin, gender, sexual orientation, age, disability or religion.

POWERS

5. The Company has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the Company has power to:
 - (a) Raise funds. In doing so, the Company must not undertake any taxable permanent trading activity and must comply with any relevant statutory regulations;
 - (b) Buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
 - (c) Sell, improve, develop, exchange, let on rent, royalty or otherwise and in any manner deal with or dispose of all or any of the property and assets for the time being of the Company subject to such consents as may be required by law;
 - (d) Borrow or raise money for the Company on such terms and on such security as may be thought fit subject to such consents as may be required by law;
 - (e) Co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
 - (f) Establish or support any charitable trusts, associations or institutions formed for any charitable purposes included in the objects;
 - (g) Acquire, merge with, or enter into any partnership or joint venture arrangement with any other charity;
 - (h) Set aside income as a reserve against future expenditure but only in accordance with a written reserves policy;
 - (i) Employ staff and remunerate such staff as are necessary for carrying out the work of the Company. The Company may employ or remunerate a Trustee only to the extent that it is permitted to do so by these Articles and provided it complies with the conditions in these Articles;
 - (j) Invest the moneys of the Company not immediately required for its own purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) and such consents (if any) as for the time

being may be imposed or required by law and subject also to the provisions of these Articles;

- (k) Pay out of the funds of the Company the costs of forming and incorporation of the Company and registering the Company as a charity;
- (l) Do all such other lawful things as may be necessary for the attainment of the above objects or any of them.

INCOME AND PROPERTY

6. The Company's income and property shall be applied solely to the promotion of the objects of the Company and no portion shall be transferred directly or indirectly by way of dividend, bonus or otherwise whatsoever by way of profit to the Members of the Company and no Trustee or Connected Person may buy goods or services from the Company on terms preferential to those applicable to other members of the public, sell goods, services, any interest in land to the Company, be employed by, or receive any remuneration from the Company, or receive any other financial benefit from the Company, unless the Trustees obtain the prior written approval of the Commission and fully comply with any procedures it prescribes or the payment is permitted under the following circumstances:
- (a) A Trustee, or Connected Person may receive a benefit from the Company in the capacity of a beneficiary provided that a majority of the Trustees do not benefit in this way;
 - (b) A Trustee or Connected Person may enter into the contract for the supply of services, or of goods that are supplied in connection with the provision of services to the Company;
 - (c) A Trustee or Connected Person may provide the Company with goods that are not supplied in connection with services provided to the Company by a Trustee or Connected Person;
 - (d) A Trustee or Connected Person may receive interest on money lent to the Company at a reasonable and proper rate which must be not more than the Bank of England base rate for the time being;
 - (e) A Trustee or Connected Person may receive rent for premises let by the Trustee or Connected Person, to the Company if the amount of the rent and other terms of the lease are reasonable and proper and provided that the Trustee concerned shall withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion;
 - (f) A Trustee is entitled to be reimbursed from the property of the Company or may pay out of such property reasonable expenses properly incurred by them when acting on behalf of the Company;
 - (g) A Trustee or Connected Person may take part in the normal trading and fundraising activities of the Company on the same terms as members of the public;

- (h) The Trustees may arrange for the purchase, out of the funds of the Company, of indemnity insurance for the Trustees in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.

MEMBERS

7. The first Members of the Company will be the subscribers to the Memorandum of Association of the Company.
8. Subject to those Trustees appointed for the purposes of incorporation, all Members of the Company shall also be Trustees. The Trustees may at their discretion admit to membership any individuals who have an interest in and who is supportive of the objects of the Company at any particular time, provided that no individuals shall be admitted to membership who would not be permitted to be a director of a company or trustee of a charity.

Applications for Membership

9. No natural person shall be admitted into membership of the Company unless they have attained the age of 16. All those wishing to become a Member must support the aims of the Company and applications for membership shall be in a form approved by the Trustees and the Trustees shall approve each application.

Member Commitment

10. All Members agree to attend general meetings and take an interest in the operation and development of the Company and its business. Members have a duty to respect the confidential nature of the business decisions of the Company.

Termination of Membership

11. A Member shall cease to be a Member of the Company immediately that s/he:
- (a) Ceases to be a Trustee of the Company; or
 - (b) Ceases to meet the criteria for membership; or
 - (c) Resigns in Writing to the Secretary; or
 - (d) Is expelled from membership in accordance with these Articles; or
 - (e) Dies.

Removal of a Member

12. A Member may be expelled from membership by a resolution of the Company stating that it is in the best interests of the Company that his/her/its membership is terminated. A resolution to remove a Member from membership may only be passed if:
- (a) The Member has been given at least 21 days' notice in Writing of the general meeting at which the resolution to expel them will be proposed and the reasons why it is to be proposed; and

- (b) The Member or, at the option of the Member, an individual who is there to represent them (who need not be a Member of the Company) has been allowed to make representations to the general meeting.

GENERAL MEETINGS

- 13. The Company shall hold a general meeting when required to do so by the Act or by any provision of these Articles. In all other circumstances, the Company may hold a general meeting when deemed necessary in order to further the objects of the Company.

Calling a General Meeting

- 14. The Board of Trustees may convene a general meeting or, in accordance with the Companies Acts, 10% of the membership may, in Writing, require the Trustees to call a general meeting.

Notices

- 15. All general meetings shall be convened with at least 14 clear days' notice but may be held at shorter notice if so agreed in Writing by a majority of Members together holding not less than 90% of the total voting rights of the Company.
- 16. All notices shall specify the date, time and place of the meeting along with the general nature of business to be conducted and any proposed resolutions. The notice must also contain a statement setting out the right of each Member to appoint a proxy.
- 17. The accidental omission to give notice of a meeting to or non-receipt of notice of a meeting by any Person entitled to receive notice shall not invalidate proceedings at that meeting.

Proxies

- 18. A Member who is absent from a general meeting may appoint any person to act as their proxy.
- 19. Proxies may only validly be appointed by a notice in Writing which:
 - (a) States the name and address of the Member appointing the proxy;
 - (b) Identifies the person appointed to be that Member's proxy and the general meeting in relation to which that person is appointed;
 - (c) Is signed by or on behalf of the Member appointing the proxy, or is authenticated in such manner as the Trustees may determine; and
 - (d) Is delivered to the Company in accordance with the Articles and any instructions contained in the notice of the general meeting to which they relate.
- 20. The Company may require proxy notices to be delivered in a particular form and may specify different forms for different purposes.
- 21. Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more of the resolutions, otherwise the proxy

notice shall be treated as allowing the person appointed the discretion as how to vote on any matter.

22. A person who is entitled to attend, speak or vote (either on a show of hands or a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of the general meeting to which it relates.
23. An appointment using a proxy notice may be revoked by delivering to the Company a notice in Writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given. A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or the adjourned meeting to which it relates.
24. If a proxy notice is not signed by the person appointing the proxy, it must be accompanied by written evidence that the person signing it has the authority to execute it on the appointor's behalf.

Quorum

25. No business shall be transacted at a general meeting unless a quorum of Members is present, either in person or represented by proxy. Unless amended by special resolution of the Company a quorum shall be one-half of the Membership subject to a minimum of two persons.

Chairing General Meetings

26. The chairperson appointed to facilitate meetings of the Board of Trustees shall also facilitate general meetings. If s/he is absent or unwilling to act at the time any meeting proceeds to business then the vice-chairperson shall preside, but if s/he is unwilling to act the Members present shall choose one of their number to be the chairperson for that meeting. The appointment of a chairperson shall be the first item of business at the meeting.

Attendance and Speaking at General Meetings

27. A Member is able to exercise the right to speak at a general meeting and is deemed to be in attendance when that person is in a position to communicate to all those attending the meeting. The Trustees may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it including by electronic means. In determining attendance at a general meeting, it is immaterial whether any two or more Members attending are in the same place as each other.
28. The chairperson of the meeting may permit other persons who are not Members of the Company to attend and speak at general meetings, without granting any voting rights.

Adjournment

29. If a quorum is not present within half an hour of the time the general meeting was due to commence, or if during a meeting a quorum ceases to be present, the chairperson must adjourn the meeting. If within half an hour of the time the adjourned meeting was due to commence a quorum is not present, the Members present shall constitute a quorum.

30. The chairperson of a general meeting may adjourn the meeting whilst a quorum is present if:
 - (a) The meeting consents to that adjournment; or
 - (b) It appears to the chairperson that an adjournment is necessary to protect the safety of any persons attending the meeting or to ensure that the business of the meeting is conducted in an orderly manner.
31. The chairperson must adjourn the meeting if directed to do so by the meeting.
32. When adjourning a meeting the chairperson must specify the date, time and place to which it will stand adjourned or that the meeting is to continue at a date, time and place to be fixed by the Trustees.
33. If the meeting is adjourned for 14 days or more, at least 7 clear days' notice of the adjourned meeting shall be given in the same manner as the notice of the original meeting.
34. No business shall be transacted at an adjourned meeting other than business which could not properly have been transacted at the meeting if the adjournment had not taken place.

Voting

35. Each Member shall have one vote on any question to be decided in general meeting.
36. A resolution put to the vote at a general meeting shall be decided on a show of hands unless a poll is duly demanded in accordance with these Articles.
37. In the case of an equality of votes, whether on a show of hands or a poll, the chairperson shall not have a second or casting vote and the resolution shall be deemed to have been lost.

Poll Votes

38. A poll on a resolution may be demanded:
 - (a) In advance of the general meeting where the matter is to be put to the vote; or
 - (b) At a general meeting, either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared.
39. A poll may be demanded by:
 - (a) The chairperson of the meeting;
 - (b) The Trustees;
 - (c) Two or more persons having the right to vote on a resolution.
40. A demand for a poll may be withdrawn if the poll has not yet been taken and the chairperson consents to the withdrawal.

41. Polls must be taken immediately and in such manner as the chairperson of the meeting directs, provided that each Member shall have only one vote.

Resolutions

42. Decisions at general meetings shall be made by passing resolutions:
- (a) The following decisions must be made by special resolution:
 - (i) Decisions involving an alteration to the Articles of the Company;
 - (ii) Decisions to expel Members;
 - (iii) The decision to wind up the Company;
 - (iv) Other decisions which are required so by statute.
 - (b) All other decisions shall be made by ordinary resolution.
43. A special resolution is one passed by a majority of not less than 75% of votes cast at a general meeting and an ordinary resolution is one passed by a simple majority (51%) of votes cast.
44. Resolutions may be passed at general meetings or by written resolution.
45. A written resolution passed by Members shall be effective if it has been passed in accordance with the Act which includes sending a copy of the proposed resolution to every Member. Written resolutions may comprise several copies to which one or more Members have signified their agreement.
46. A written resolution shall be deemed to have been passed if, within 28 days of the written resolution's circulation date:
- (a) Written approval has been received from at least 75% of the Members where the resolution is a special resolution;
 - (b) Written approval has been received from at least 51% of the Members where the resolution is an ordinary resolution.
47. In accordance with the Companies Acts, resolutions to remove a Trustee or Auditor (or their equivalent) of the Company before the end of his/her period of office shall not be passed by written resolution.
48. No alteration may be made to these Articles by resolution which would have the effect of making the Company cease to be a charity in law.

TRUSTEES

49. The Company shall have a Board of Trustees comprising not less than three and not more seven Trustees.

50. Those persons notified to the Registrar of Companies on incorporation and such others as they may determine in writing shall be the initial Board of Trustees of the Company from incorporation until the first annual general meeting.
51. Under no circumstances shall any of the following serve on the Board of Trustees:
 - (a) Employees of the Company;
 - (b) Persons aged under sixteen years;
 - (c) Persons who are bankrupt or who are otherwise disqualified by law from serving as company directors;
 - (d) Persons who have an unspent conviction involving dishonesty or deception, or who are otherwise disqualified by law from serving as charity trustees.
52. Subject to those Trustees appointed for the purposes of incorporation, all Members of the Company shall also be Trustees. Upon becoming a Member of the Company a person shall be appointed to the Board of Trustees and if a person ceases to hold office as a Trustee they will also cease to be a Member of the Company.
53. Any appointment to the Board of Trustees shall be conducted in accordance with such procedures as may be specified by the Board of Trustees.

Retirement Cycle

54. The composition of the Board of Trustees shall be reviewed every year using procedures set out by the Board of Trustees.

Powers and Duties of the Board of Trustees

55. The Trustees are responsible for the management of the Company's business and, subject to these Articles and directions given by special resolution, they may exercise all the powers of a Company for this purpose. No such special resolution invalidates anything which the Trustees have done before the passing of the special resolution.
56. All decisions made by a meeting of the Board of Trustees or by any person acting as a Trustee shall remain valid even if it is later discovered that there was some defect in the Trustee's appointment or that the individual had previously been disqualified from acting as a Trustee.

Delegation

57. Subject to these Articles, the Trustees may delegate any of the powers which are conferred on them under these Articles to any person or committee consisting of Members and non-Members of the Company, by such means, to such an extent, in relation to such matters and on such terms and conditions as they think fit. In particular, the Trustees may form an Advisory Board. Any such Advisory Board shall be subject to the same regulations imposed on Sub-Committees as set out in articles 60 and 61 in these Articles.
58. The Trustees may specify that any such delegation may authorise further delegation of the powers by any person to whom they are delegated.

59. The Trustees may revoke any delegation in whole or in part or alter any terms and conditions.

Sub-Committees

60. A sub-committee to which the Trustees delegate any of their powers must conform to any regulations imposed on it by the Trustees and the provisions of these Articles. Such regulations imposed by the Trustees will prevail over the provisions in these articles where they are inconsistent.
61. All acts and proceedings of any sub-committee must be fully and promptly reported to the Trustees.

PROCEEDINGS OF THE BOARD OF TRUSTEES

Calling a Meeting of the Board of Trustees

62. Any Trustee may, and the Secretary on the requisition of a Trustee shall, call a meeting of the Board of Trustees by giving reasonable notice of the meeting to all Trustees. Notice of any meeting of the Board of Trustees must indicate the date, time and place of the meeting and, if the Trustees participating in the meeting will not be in the same place, how they will communicate with each other.

Proceedings of a Meeting of the Board of Trustees

63. The Board of Trustees may meet together for the despatch of business, adjourn and otherwise regulate their meetings as they think fit.
64. A Trustee is able to exercise the right to speak at a meeting of the Board of Trustees and is deemed to be in attendance when that person is in a position to communicate to all those attending the meeting. The Trustees may make whatever arrangements they consider appropriate to enable those attending a meeting of the Board of Trustees to exercise their rights to speak or vote at it including by electronic means. In determining attendance at a meeting of the Board of Trustees, it is immaterial whether any two or more Trustees attending are in the same place as each other.
65. Questions arising at any meetings shall be decided by a majority of votes.
66. In the case of an equality of votes, the chairperson shall have a second or casting vote.
67. A written resolution, circulated to all Trustees and signed by a simple majority (51%) of Trustees, shall be valid and effective as if it had been passed at a Board meeting duly convened and held. A written resolution may consist of several identical Documents signed by one or more Trustees.
68. The Board of Trustees may, at its discretion, invite other persons to attend its meetings with or without speaking rights and without voting rights. Such attendees will not count toward the quorum.
69. The Trustees must ensure that the Company keeps a record, in Writing, for at least 10 years from the date of the decision recorded, of every unanimous or majority decision taken by the Trustees.

Quorum

70. The quorum for meetings of the Board of Trustees may be fixed from time to time by a decision of the Trustees, but it must never be less than two, and unless otherwise fixed it is two.
71. If at any time the total number of Trustees in office is less than the quorum required, the Trustees must not take any decisions other than to appoint further Trustees or to call a general meeting so as to enable the Members to appoint further Trustees.

Chairperson

72. The Trustees shall appoint one of their number as the chairperson to facilitate meetings of the Board of Trustees. If s/he is absent or unwilling to act at the time any meeting proceeds to business then the vice-chairperson shall preside, but if s/he is absent or unwilling to act, the Trustees present shall choose one of their number to be the chairperson for that meeting. The chairperson appointed to facilitate meetings of the Board of Trustees shall also facilitate general meetings. The appointment of a chairperson shall be the first item of business at the meeting.

Honorary Officers

73. The Board of Trustees shall elect from amongst their own number such Honorary Officers, which shall include a vice-chairperson, as they think fit. Honorary Officers so elected by the Board may be removed by them. Honorary Officers shall serve for a period of one year after which they must stand down but shall be eligible for re-election.

Declaration of Interest

74. Whenever a Trustee has a personal, financial or material interest, whether directly or indirectly, in a matter to be discussed at a meeting and whenever a Trustee has an interest in another unincorporated or corporate body whose interests are reasonably likely to conflict with those of the Company in relation to a matter to be discussed at a meeting, notwithstanding matters relating to the terms of business of the Company, s/he must;
 - (a) Declare the nature and extent of the interest before the discussion begins on the matter;
 - (b) Withdraw from that part of the meeting;
 - (c) Not be counted in the quorum for that part of the meeting;
 - (d) Withdraw during the vote and have no vote on the matter.
75. Subject to anything to the contrary in these Articles:
 - (a) In accordance with (but subject to) the Companies Acts, and provided that the procedure in these articles is followed, the unconflicted Trustees may, if they consider it is in the best interest of the Company to authorise the conflict of interest, give authorisation in respect of a situation in which a Trustee has, or could have, a direct or indirect interest that conflicts, or possibly may conflict, with the interests of the Company and such a conflict derives no direct or indirect benefit to the Trustee.

Termination of a Trustee's Appointment

76. A person ceases to be a Trustee of the Company as soon as:
- (a) That person ceases to be a Member of the Company;
 - (b) That person resigns from office in Writing to the Company, and such resignation has taken effect in accordance with its terms;
 - (c) That person is removed from office by a resolution of the Company in general meeting in accordance with these Articles and the Companies Acts;
 - (d) That person is absent from 3 meetings of the Board of Trustees during a continuous period of 12 months without special leave of absence granted by the Board of Trustees and the Trustees pass a resolution that s/he has by reason of such absence vacated office;
 - (e) That person ceases to be a director by virtue of any provision of the Companies Acts;
 - (f) That person is disqualified from acting as a trustee by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of those provisions);
 - (g) That person fails to declare their interest in any contract referred to in these Articles;
 - (h) A bankruptcy order is made against that person;
 - (i) That person, in the written opinion, given to the Society, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a Director and may remain so for more than three months.

Removal of a Trustee

77. A Trustee may be expelled from office by a resolution of the Company stating that it is in the best interests of the Company that her/his office is terminated. A resolution to remove a Trustee from office may only be passed if:
- (a) The Trustee has been given at least 21 days' notice in Writing of the general meeting at which the resolution to remove them from office will be proposed and the reasons why it is to be proposed; and
 - (b) The Trustee or, at the option of the Trustee, the Trustee's representative (who need not be a Member of the Company) has been allowed to make representations to the general meeting.

SECRETARY

78. The Board of Trustees shall appoint a Secretary of the Company for such term and at such remuneration and upon such conditions as they think fit. Any Secretary so appointed may also be removed by them.

79. A provision of the Companies Acts or these Articles requiring or authorising a thing to be done by or to a Trustee and the Secretary shall not be satisfied by its being done by or to the same person acting in both capacities.

REGULATIONS

80. The Company in a general meeting or the Board of Trustees may from time to time make, adopt and amend such regulations in the form of bye-laws, standing orders, secondary rules or otherwise as they think fit for the management, conduct and regulation of the affairs of the Company and the proceedings and powers of the Board of Trustees and sub-committees. No regulation shall be made which is inconsistent with these Articles or the Companies Acts. All members of the Company and the Board of Trustees shall be bound by such regulations whether or not they have received a copy of them.

LIABILITY OF MEMBERS

81. The liability of Members is limited to £1. Every Member of the Company undertakes to contribute to the assets of the Company in the event of it being wound up while that person is a Member or within one year of her/him ceasing to be a Member. The contribution shall be for payment of the debts and liabilities of the Company contracted while that person was a Member and of the costs, charges or expenses of winding up and for the adjustments of the rights of the contributories amongst themselves. Each Member's contribution shall not exceed £1.

DISSOLUTION

82. In the event of the winding up or dissolution of the Company the liquidator shall first, according to law, use the assets of the Company to satisfy its debts and liabilities. Any balance of assets remaining may not be distributed among the Members, except to a Member that is itself a charity, but shall be transferred to any charity or charities having similar objects to, or compatible with, any of the objects of the Company.

ADMINISTRATIVE ARRANGEMENTS

Means of Communication

83. A Member may provide their consent to receive communications from the Company by electronic means.
84. Subject to these Articles, anything sent or supplied by or to the Company under the Articles may be sent or supplied in any way in which the Companies Acts provides. Any notice or Document to be sent or supplied to a Trustee in connection with the taking of decisions by Trustees may also be sent or supplied by the means by which that Trustee has asked to be sent or supplied with such notices or Documents for the time being. A Trustee may agree with the Company that notices or Documents sent to her/him in a particular way are to be deemed to have been received within a specified time or their being sent, and for the specified time to be less than 48 hours.

Seal

85. If the Company has a seal, it shall only be used by the authority of the Board of Trustees acting on behalf of the Company. Every instrument to which the seal shall be attached shall be signed by a Trustee and countersigned by a second Trustee, the Secretary, or a Member of the Company appointed by the Board of Trustees for the purpose.

Registers

86. The Board of Trustees shall ensure accurate registers are maintained which shall include a register of Members, a register of Trustees and such other registers as required by the Acts.

Register of Members

87. The Company shall maintain a register of Members which records their name, address (in the case of a corporate body the registered office address), and the dates on which they became a Member and ceased to be a Member. A Member shall notify the Company within seven days of any change to their name or address.
88. An entry on the register relating to a former Member of the Company may be removed from the register after the expiration of 10 years from the date on which s/he/it ceased to be a Member.

Register of Trustees

89. The Company shall maintain a register of Trustees which shall include the following particulars:
- (a) Name of the Trustee and any former names used by her/him for business purposes;
 - (b) Service address;
 - (c) Country of residence;
 - (d) Nationality;
 - (e) Business occupation, if any;
 - (f) Date of birth.
90. The register of Trustees shall be open for inspection to any Member of the Company without charge and to any other person on payment of such fee as may be prescribed.
91. The Company shall also maintain a register of Trustee's residential addresses which is not available for inspection.

Minutes

92. The Company shall ensure that minutes are kept of all:
- (a) Proceedings at meetings of the Company; and

- (b) Proceedings at meetings of the Board of Trustees and its sub-committees which include names of the Trustees present, decisions made and the reasons for those decisions.

Accounts

- 93. The Board of Trustees shall cause proper accounts to be kept and circulated in accordance with the Companies Acts and adhere to the recommendations of applicable Statements of Recommended practice, with respect to:
 - (a) All sums of money received and expended by the Company and the matters in which the receipt and expenditure takes place;
 - (b) All sales and purchases of goods by the Company;
 - (c) The assets and liabilities of the Company.
- 94. Proper accounts shall be deemed to have been kept if they give a true and fair record of the state of the Company's affairs and explain its transactions.
- 95. The accounts shall be kept at the Registered Office of the Company or, subject to the Acts, at such other place or places as the Board of Trustees thinks fit, and shall always be open to the inspection of all Members and other persons authorised by the Company in a general meeting.
- 96. The Board of Trustees shall prepare and present to the Members such regular financial reports, results and cash flow predictions showing the current financial position of the Company as the Members in a general meeting shall require to be laid before them.

Annual Report and Return and Register of Charities

- 97. The Trustees must comply with the requirements of the Charities Act 2011 with regard to the:
 - (a) Transmission of the statements of account to the Commission;
 - (b) Preparation of an Annual Report and its transmission to the Commission;
 - (c) Preparation of an Annual Return and its transmission to the Commission.
- 98. The Trustees must notify the Commission promptly of any changes to the charity's entry on the Central Register of Charities.

Audit

- 99. The Company may decide if it meets the qualifying criteria to apply the small company audit exemptions. If not, at least once in every year the accounts of the Company shall be examined and the correctness of the income and expenditure account and balance sheet ascertained by one or more properly qualified auditors (or their equivalents).
- 100. Auditors (or their equivalents) shall be appointed and their duties regulated in accordance with the Companies Acts.

Social Accounting and Reporting

101. In addition to any financial accounts required by the Companies Acts, the Members may resolve to undertake an account of the activities of the Company which will endeavour to measure its social and environmental performance using whatever methodology the Members deem appropriate. Following the completion of such an account the Company shall report any findings to its Members and other stakeholders.

Indemnity and Insurance

102. Subject to the following article, any Trustee or former Trustee of the Company may be indemnified out of the Company's assets against:
- (a) Any liability incurred by that Trustee in connection with any negligence, default, breach of duty or breach of trust in relation to the Company;
 - (b) Any liability incurred by that Trustee in connection with the activities of the Company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006);
 - (c) Any other liability incurred by that Trustee as an officer of the Company.
103. The above article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or any other provision of law.
104. The Trustees may decide to purchase and maintain, out of the funds of the Company, indemnity insurance for the Trustees in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.