

# **THE SECURITY INSTITUTE**

The Companies Acts 1985 to 1989

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COMPANY LIMITED BY GUARANTEE  
AND NOT HAVING A SHARE CAPITAL

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Memorandum of Association

of

THE SECURITY INSTITUTE

1. The name of the Company (hereinafter called “the Institute” is “THE SECURITY INSITUTE”.
2. The registered office of the Institute will be situated in England.
3. The objects for which the Institute is established are:
  - (i) To set in place, primarily for the public good and the benefit of industry, commerce and the public sector, a body which will provide an independent and informed appraisal and verification system whereby the qualifications and experience of those involved in the practice of security, loss, prevention and associated areas of activity at a management level can be assessed and categorised in a relatively simple and effective way.
  - (ii) To provide those practising the art and profession of security and loss prevention with an objective means for assessing their professional competence and measuring their experience.
  - (iii) To assist those charged with the recruitment, development and welfare of staff with a system which will evaluate the relevance, respective standing and status of a range of security-related qualifications awarded by appropriate organisations.
  - (iv) To organise, set and appraise professional examinations.

And the Institute shall have the following powers exercisable in furtherance of its said objects but not otherwise, namely:

- a) To purchase, take on lease or in exchange, hire or otherwise acquire real or personal property and rights or privileges, and to construct, maintain and alter buildings or erections.
- b) To sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Institute.
- c) To undertake and execute any charitable trusts which may lawfully be undertaken by the Institute.
- d) To borrow or raise money on such terms and on such security as may be thought fit.
- e) To invest the monies of the Institute not immediately required for its 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 may for the time being be imposed or required by law and subject also as hereinafter provided.
- f) To establish and support or aid in the establishment and support of any charitable institutes or associations and to subscribe or guarantee money for charitable purposes.
- g) To do all such things as are incidental to the attainment or furtherance of the said objects or any of them.

Provided that:

- (i) In case the Institute shall take or hold any property which may be subject to any trusts, the Institute shall only deal with or invest the same in such manner as allowed by law, having regard to such trusts.
  - (ii) The Institute's objects shall not extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers.
  - (iii) In case the Institute shall take or hold any property subject to the jurisdiction of the Charity Commissioners for England and Wales, the Institute shall not sell, mortgage, charge or lease the same without such authority, approval or consent as may be required by law, and as regards any such property the Board of Management or Governing Body of the Institute shall be chargeable for any such property that may come into their hands and shall be answerable and accountable for their own acts, receipts, neglects and defaults, and for the due administration of such property in the same manner and to the same extent as they would as such Board of Management or Governing Body have been if no incorporation had been effected and the incorporation of the Institute shall not diminish or impair any control or authority exercisable by the Chancery Division or the Charity Commissioners over such Board of Management or Governing Body, but they shall as regards any such property be subject jointly and separately to such control or authority as if the Institute were not incorporated.
4. The income and property of the Institute shall be applied solely towards the promotion of its objects as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to members of the Institute and no member of its Board of Management or Governing Body shall be appointed to any office of the Institute paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Institute.

Provided that nothing herein shall prevent any payment in good faith by the Institute:

- a) of reasonable and proper remuneration to any member, officer or servant of the Institute (not being a member of its Board of Management or Governing Body) for any services rendered to the Institute;
- b) of interest at a rate not exceeding 6 per cent per annum on money lent or reasonable and proper rent for premises demised or let by any member of the Institute or of its Board of Management or Governing Body;
- c) to any member of its Board of Management or Governing Body of out-of-pocket expenses;
- d) to a company of which a member of the Institute or of its Board of Management or Governing Body may be a member holding not more than one hundredth part of the capital of such company;
- e) of fees and any honoraria paid to the Staff

4.2 In the event the Institute wishes to source services or products from a Company where a Director of the Institute is also a Director or employee of the supplying Company the following will apply:

- a) the said director will withdraw and take no part in the discussions or decision to award the said contract or purchase the agreed product.
- b) the award of such a contract or the decision to purchase a product from the said Company will be conducted in the most open and transparent way to ensure value for money for the Institute.
- c) the total value of any such award(s) or purchase(s) will be recorded in the Annual Accounts and Report shown as a "Related Transaction." identifying the Company receiving the benefit and the Director's connection as a Director of both organisations.

5. No addition, alteration or amendment shall be made to or in the provisions of the Memorandum or Articles of Association for the time being in force, unless the same shall have been previously submitted to and approved by the Department of Trade.

6. The liability of the members is limited.

7. Every member of the Institute undertakes to contribute to the assets of the Institute, in the event of the same being wound up while he is a member, or within one year after he ceases to be a member, for payment of the debts and liabilities of the Institute contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding £1.

WE, the several persons whose names and addresses are subscribed, are desirous of being formed into a Company in pursuance of this Memorandum of Association.

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NAMES, ADDRESSES AND DESCRIPTIONS OF SUBSCRIBERS

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MICHAEL STEPHEN BLUESTONE  
37 Glebe Road  
Stanmore  
Middlesex  
HA7 4EJ

Signed: .....  
Chairman of Security Institute

DAVID NIGEL VARDON CHURTON  
4<sup>th</sup> Floor  
Cotton Centre  
Cottons Lans  
London  
SE1 2QG

Signed: .....  
Director and Company Secretary

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Dated this 4<sup>th</sup> day of March 2010

WITNESS to the above signatures:

DIANE THOMAS  
10 Chartwell Close  
Nuneaton  
Warks  
CV11 6SL

Signed: .....  
General Manager

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**COMPANY LIMITED BY GUARANTEE  
AND NOT HAVING A SHARE CAPITAL**  
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Articles of Association

of

**THE SECURITY INSTITUTE**

**GENERAL**

1. In these presents the words standing in the first column of the Table next hereinafter contained shall bear the meaning set opposite to them respectively in the second column thereof, if not inconsistent with the subject or context:

<b>WORDS</b>	<b>MEANINGS</b>
The Act	The Companies Act 1985.
The Statutes	The Companies Act 1985 and every other Act for the time being in force concerning joint stock companies and affecting the Institute.
These Presents	These Articles of Association and the regulations of the Institute from time to time in force.
The Institute	The above named Institute.
The Board	The Board of Management for the time being of the Institute.
The Office	The registered office of the Institute.
The Seal	The common seal of the Institute.
The United Kingdom	Great Britain and Northern Ireland.
Month	Calendar month.
In Writing	Written, printed or lithographed, or partly one and partly another, and other modes of representing or reproducing words in a visible form.

And words importing the singular number only shall include the plural number, and vice versa.

Words importing the masculine gender only shall include the feminine gender; and words importing persons shall include corporations.

Subject as aforesaid, any words or expressions defined in the Statutes shall, if not consistent with the subject or context, bear the same meanings in these presents.

2. The number of members with which the Institute proposes to be registered is 2, but the Board may from time to time register an increase of members.
3. The provisions of section 352 and 353 of the Act shall be observed by the Institute and every member of the Institute shall either sign a written consent to become a member or sign the register of members on becoming a member.
4. The Institute is established for the purposes expressed in the Memorandum of Association.
5. The subscribers to the Memorandum of Association and such other persons as the Board shall admit to membership in accordance with the provisions hereinafter contained shall be members of the Institute.

#### **GENERAL MEETINGS**

6. The Institute shall hold a General Meeting in every calendar year as its Annual General Meeting at such time and place as may be determined by the Board and shall specify the meeting as such in its notices calling it, provided that every Annual General Meeting except the first shall be held not more than fifteen months after the holding of the last preceding Annual General Meeting, and that so long as the Institute holds its first Annual General Meeting within twenty two months after its incorporation it need not hold it in the year of its incorporation or in the following year.
7. All General Meetings, other than Annual General Meetings, shall be called Extraordinary General Meetings.
8. The Board may whenever they think fit convene an Extraordinary General Meeting and Extraordinary General Meetings shall also be convened on such requisition, or in default may be convened by such requisitionists, as provided by Section 368 of the Act.
9. Twenty-one days' notice in writing at the least of every Annual General Meeting and of every meeting convened to pass a Special Resolution, and fourteen days' notice in writing at the least of every other General Meeting (exclusive in every case both of the day on which it is served or deemed to be served and of the day for which it is given), specifying the place, the day and the hour of meeting, and in the case of special business the general nature of that business, shall be given in manner hereinafter mentioned to such person (including the Auditors) as are under these presents or under the Act entitled to receive such notices from the Institute; but with the consent of all the members having the right to attend and vote thereat, or of such proportion of them as is prescribed by the Statutes in the case of meetings other than Annual General Meetings, a meeting may be convened by such notice as those members may think fit.
10. The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof shall not invalidate any resolution passed, or proceeding had, at any meeting.

#### **PROCEEDINGS AT GENERAL MEETINGS**

11. All business shall be deemed special that is transacted at an Extraordinary General Meeting, and all that is transacted at an Annual General Meeting shall also be deemed special, with the exception of the consideration of the income and expenditure account and balance sheet, and the reports of the Board and of the Auditors, the election of members of the Board in the place of those retiring, and the appointment of, and the fixing of the remuneration of, the Auditors.
12. Save as herein otherwise provided 5% of the total membership at the date of the meeting, either personally present or by proxy shall be a quorum
13. If within half an hour from the time appointed for the holding of a General Meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be dissolved. In any other case it shall stand adjourned to the same day in the next week, at the same time and place, or at such other place as the Board may determine.
14. The Chairman (if any) of the Board shall preside as Chairman at every General Meeting, but if there be no such Chairman, or if at any meeting he shall not be present within fifteen minutes after the time appointed for holding the same, or shall be unwilling to preside, the members present shall choose some member of the Board, or if no such member be present, or if all the members of the Board present decline to take the chair, they shall choose some member of the Institute who shall be present to preside.
15. The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time, and from place to place, but no business shall be transacted at any adjourned meeting other than business which might have been transacted at the meeting from which the adjournment took place. Whenever a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given in the same manner as of an original meeting. Save as aforesaid, the members shall not be entitled to any notice or an adjournment, or of the business to be transacted at an adjourned meeting.
16. At any general Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is, before or upon the declaration of the result of the show of hands, demanded by the Chairman or by at least two members present in person or by proxy, or by a member or members having the right to vote at the meeting, and unless a poll be so demanded a declaration by the Chairman of the meeting that a resolution has been carried, or carried unanimously or by a particular majority, or lost, or not carried by a particular majority, and an entry to that effect in the minute book of the Institute shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution. The demand for a poll may be withdrawn.
17. Subject to the provisions of Article 22, if a poll be demanded in manner aforesaid, it shall be taken at such time and place, and in such manner, as the Chairman of the meeting shall direct, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
18. No poll shall be demanded on the election of a Chairman of a meeting, or on any question or adjournment.
19. In the case of an equality of votes, whether on a show of hands or on a poll, the Chairman of the meeting shall be entitled to a second or casting vote.
20. The demand of a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which a poll has been demanded.

21. Subject to the provisions of the Statutes a resolution in writing signed by all the members for the time being entitled to receive notice of and to attend and vote at General Meetings (or being corporations by their duly authorised representatives) shall be as valid and effective as if the same had been passed at a General Meeting of the Institute duly convened and held.

### VOTES OF MEMBERS

22. Subject as hereinafter provided, every member shall have one vote.
23. Save as herein expressly provided, no member other than a member duly registered, who shall have paid every subscription and other sum (if any) which shall be due and payable to the Institute in respect of his membership, shall be entitled to vote on any question either personally or by proxy, or as a proxy for another member, at any General Meeting.
24. The instrument appointing a proxy shall be in writing under the hand of the appointer or of his attorney duly authorised in writing, or, if the appointer is a corporation, either under seal or under the hand of an officer or attorney duly authorised. A proxy need not be a member of the Institute.
25. The instrument appointing a proxy shall be in writing under the hand of the appointer or of his attorney duly authorised in writing, or if such appointer is a corporation, under its common seal, if any, and if none, then under the hand of some officer duly authorised in that behalf.
26. The instrument appointing a proxy and the power of attorney or other authority (if any) under which it is signed or a notarially certified or office copy thereof shall be deposited at the office not less than forty-eight hours before the time appointed for holding the meeting or adjourned meeting at which the person named in the instrument proposed to vote, or in the case of a poll not less than twenty-four hours before the time appointed for the taking of the poll, and in default the instrument of proxy shall not be treated as valid. No instrument appointing a proxy shall be valid after the expiration of twelve months from the date of its execution.
27. A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death or insanity of the principal or revocation of the proxy or of the authority under which the proxy was executed, provided that no intimation in writing of the death, insanity or revocation as aforesaid shall have been received at the office before the commencement of the meeting or adjourned meeting at which the proxy is used.
28. Any instrument appointing a proxy shall be in the following form or as near thereto as circumstances will admit:
- “I,  
“of  
“a member of  
“hereby appoint  
“of  
“and failing him  
“of  
“to vote for me and on my behalf at the (Annual or Extraordinary, or Adjourned, as the case may be) General Meeting of the Institute to be held on the                    day of “  
“and at every adjournment thereof.

“As witness my hand this                      day of                      19                      .”

The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.

### **BOARD OF MANAGEMENT**

29. Until otherwise determined by a General Meeting, the number of the members of the Board shall not be less than two nor more than fourteen.
30. The first members of the Board shall be listed in the annex to the Memorandum of Association.
31. The Board may from time to time and at any time appoint any member of the Institute as a member of the Board, either to fill a casual vacancy or by way of addition to the Board. Any member so appointed shall retain his office only until the next Annual General Meeting, or until an alternative date agreed in General Meeting, but he shall then be eligible for re-election.

### **POWERS OF THE BOARD**

32. The business of the Institute shall be managed by the Board who may pay all such expenses of, and preliminary and incidental to, the promotion, formation, establishment and registration of the Institute as they think fit, and may exercise all such powers of the Institute, and do on behalf of the Institute all such acts as may be exercised and done by the Institute, and as are not by Statutes or by these presents required to be exercised or done by the Institute in General Meeting, subject nevertheless to any regulation of these presents, to the provisions of the Statutes for the time being in force and affecting the Institute, and to such regulations, being not inconsistent with the aforesaid regulations or provisions, as may be prescribed by the Institute in General Meeting, but no regulation made by the Institute in General Meeting shall invalidate any prior act of the Board which would have been valid if such regulation had not been made.
33. The members for the time being of the Board may act notwithstanding any vacancy in their body; provided always that in case the members of the Board shall at any time be or be reduced in number to less than the minimum number prescribed by or in accordance with these presents, it shall be lawful for them to act as the Board for the purpose of admitting persons to membership of the Institute, filling up vacancies in their body, or of summoning a General Meeting, but not for any other purpose.

### **STAFF**

34. Subject to Section 13(5) of the Act, Staff shall be appointed by the Board for such term, at such remuneration and upon such conditions as the Board may think fit, and any Staff so appointed may be removed by it; provided always that no member of the Board may occupy the salaried Staff position.
35. A provision of the Act or these Articles requiring or authorising a thing to be done by or to a member of the Board and Staff shall not be satisfied by its being done by or to the same person acting both as member of the Board and as, or in place of, Staff.

### **THE SEAL**

36. The seal of the Institute shall not be affixed to any instrument except by the authority of a resolution of the Board, and in the presence of at least two members of the Board and of a member of Staff, and the said members and Staff shall sign every instrument to which the seal shall be affixed in their presence, and in favour of any purchaser or person bona fide dealing with the Institute such signatures shall be conclusive evidence of the fact that the seal has been properly affixed.

#### **DISQUALIFICATION OF MEMBERS OF THE BOARD**

37. The office of a member of the Board shall be vacated if the member:
- (a) becomes bankrupt or makes any arrangement or composition with his creditors generally; or
  - (b) becomes prohibited from being a member of the Board by reason of any disqualification order made under the Act; or
  - (c) becomes incapable by reason of mental disorder, illness or injury or managing and administering his property and affairs, or
  - (d) resigns his office by notice in writing to the Institute, or
  - (e) is directly or indirectly interested in any contract with the Institute and fails to declare the nature of his interest in manner required by Section 317 of the Act.

#### **ROTATION OF MEMBERS OF THE BOARD**

38. At the first Annual General Meeting and at the Annual General Meeting to be held in every subsequent year, one-third of the members of the Board for the time being, or if their number is not a multiple of three then the number nearest to one-third, shall retire from office.
39. The members of the Board to retire shall be those who have been longest in office since their last election or appointment. As between members of equal seniority, the members to retire shall in the absence of agreement be selected from among them by lot. The length of time a member has been in office shall be computed from his last election or appointment. A retiring member of the Board shall be eligible for re-election.
40. The Institute may, at the meeting at which a member of the Board retires in manner aforesaid, fill up the vacated office by electing a person thereto, and in default the retiring member shall, if offering himself for re-election, be deemed to have been re-elected, unless at such meeting it is expressly resolved not to fill such vacated office, or unless a resolution for the re-election of such member shall have been put to the meeting and lost.
41. No person not being a member of the Board retiring at the meeting shall, unless recommended by the Board for election, be eligible for election to membership of the Board at any General Meeting, unless within the prescribed time before the day appointed for the meeting there shall have been given to Staff notice in writing, by some member duly qualified to be present and vote at the meeting for which such notice is given, of his intention to propose such person for election, and also notice in writing, signed by the person to be proposed, of his willingness to be elected. The prescribed time above mentioned shall be such that, between the date when the notice is served, or deemed to be served, and the day appointed for the meeting there shall be not less than four nor more than twenty-eight intervening days.

42. The Institute may from time to time in General Meeting increase or reduce the number of members of the Board, and determine in what rotation such increased or reduced number shall go out of office, and may make the appointments necessary for effecting any such increase.
43. In addition and without prejudice to the provisions of Section 379 of the Act, the Institute may by Extraordinary Resolution remove any member of the Board before the expiration of his period of office, and may by an Ordinary Resolution appoint another qualified member in his stead; but any person so appointed shall retain his office so long only as the member in whose place he is appointed would have held the same if he had not been removed.

### **PROCEEDINGS OF THE BOARD**

44. The Board may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit, and determine the quorum necessary for the transaction of business. Unless otherwise determined, three shall be a quorum. Questions arising at any meeting shall be decided by a majority of votes. In case of an equality of votes the Chairman shall have a second or casting vote.
45. A member of the Board may, and on the request of a member of the Board the Staff shall, at any time, summon a meeting of the Board by notice served upon the several members of the Board. A member of the Board who is absent from the United Kingdom shall not be entitled to notice of a meeting.
46. The Board shall from time to time elect a Chairman who shall be entitled to preside at all meetings of the Board at which he shall be present, and may determine for what period he is to hold office, but if no such Chairman be elected, or if at any meeting the Chairman be not present within five minutes after the time appointed for holding the meeting and willing to preside, the members of the Board present shall choose one of their number to be Chairman of the meeting.
47. A meeting of the Board at which a quorum is present shall be competent to exercise all the authorities, powers and discretions by or under the regulations of the Institute for the time being vested in the Board generally.
48.
  - a) The Board may delegate any of their powers to committees consisting of such member or members of the Board as they think fit, and any committee so formed shall, in the exercise of the powers so delegated, conform to any regulations imposed on it by the Board. The meetings and proceedings of any such committee shall be governed by the provisions of these presents for regulating the meetings and proceedings of the Board so far as applicable and so far as the same shall not be superseded by any regulations made by the Board.
  - b) The Board shall appoint whatever number of persons, either members of the Institute or other individuals it considers fit persons, to serve as members of The Security Institute Validation Board (SyIVB).
  - c) The members of the TSIVB will serve at the discretion of the Board.
49. All acts bona fide done by any meeting of the Board or of any committee of the Board, or by any person acting as a member of the Board, shall, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such member or person acting as aforesaid, or that they or any of them were disqualified,

be as valid as if every such person had been duly appointed or had duly continued in office and was qualified to be a member of the Board.

50. The Board shall cause proper minutes to be made of all appointments of officers made by the Board and of the proceedings of all meetings of the Institute and of the Board and of committees of the Board, and all business transacted at such meetings, and any such minutes of any meeting, if purporting to be signed by the Chairman of such meeting, or by the Chairman of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated.
51. A resolution in writing signed by all the members for the time being of the Board or of any committee of the Board who are entitled to receive notice of a meeting of the Board or of such committee shall be as valid and effectual as if it had been passed at a meeting of the Board or of such committee duly convened and constituted.

### **ACCOUNTS**

52. The Board shall cause accounting records to be kept in accordance with the requirement of the Statutes.
53. The books of account shall be kept at the office or, subject to the provisions of the Statutes, at such other place or places as the Board shall think fit, and shall always be open to the inspection of the officers of the Institute.
54. The Board shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the Institute or any of them shall be open to the inspection of members not being officers of the Institute, and no member (not being an officer) shall have any right of inspecting any account or book or document of the Institute except as conferred by Statute or authorised by the Board or by the Institute in General Meeting.
55. The Board shall from time to time in accordance with Section 227 to 229 (inclusive) of the Act, cause to be prepared and to be laid before the Institute in General Meeting such profit and loss accounts, balance sheets, group accounts (if any) and reports as are referred to in those sections.
56. A copy of every balance sheet (including every document required by law to be annexed thereto) which is to be laid before the Institute in General Meeting, together with a copy of the auditor's report and Board's report, shall not less than twenty-one days before the date of the meeting be sent to every member of, and every holder of debentures of, the Institute. Provided that this Article shall not require a copy of those documents to be sent to any person of whose address the Institute is not aware or to more than one of the joint holders of any debentures.

### **AUDIT**

57. In accordance with the provisions of the Statutes once at least in every year the accounts of the Institute shall be examined and the correctness of the income and expenditure account and balance sheet ascertained by one or more properly qualified Auditor or Auditors.
58. Auditors shall be appointed and their duties regulated in accordance with the provisions of the Statutes, the members of the Board being treated as the Directors mentioned in those provisions.

## **NOTICES**

59. A notice may be served by the Institute upon any member, either personally or by sending it through the post in a prepaid letter, addressed to such member at his registered address as appearing in the register of members.
60. Any member described in the register of members by an address not within the United Kingdom, who shall from time to time give the Institute an address within the United Kingdom at which notices may be served upon him, shall be entitled to have notices served upon him at such address, but, save as aforesaid and as provided by the Act, only those members who are described in the register of members by an address within the United Kingdom shall be entitled to receive notices from the Institute.
61. Any notice, if served by post, shall be deemed to have been served on the day following that on which the letter containing the same is put into the post, and in proving such service it shall be sufficient to prove that the letter containing the notice was properly addressed and put into the post office as a prepaid letter.

## **DISSOLUTION**

62. If upon the winding up or dissolution of the Institute there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Institute, but shall be given or transferred to some other charitable institution or association having objects similar to the objects of the Institute, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Institute under or by virtue of Clause 4 of its Memorandum of Association, such institute or association to be determined by the members of the Institute at or before the time of dissolution, and if and so far as effect cannot be given to such provision, then to some charitable object.

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**NAMES, ADDRESSES AND DESCRIPTIONS OF SUBSCRIBERS**

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MICHAEL STEPHEN BLUESTONE  
37 Glebe Road  
Stanmore  
Middlesex  
HA7 4EJ

Signed: .....  
Chairman of Security Institute

DAVID NIGEL VARDON CHURTON  
4<sup>th</sup> Floor  
Cotton Centre  
Cottons Lans  
London  
SE1 2QG

Signed: .....  
Director and Company Secretary

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Dated this 4<sup>th</sup> day of March 2010

WITNESS to the above signatures:

DIANE THOMAS  
10 Chartwell Close  
Nuneaton  
Warks  
CV11 6SL

Signed: .....  
General Manager