



UKSSA
UNITED KINGDOM
SECURITY SHREDDING ASSOCIATION

Your assurance of security in shredding

MEMORANDUM

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ARTICLES OF ASSOCIATION OF:

UKSSA LIMITED

A COMPANY LIMITED BY SHARES

INCORPORATED: 3RD MARCH 1998

REGISTERED NUMBER: 3521116

C D F

Services U.K Limited

City Cloisters, 188/196 Old Street, London, EC1V 9FR

Telephone: 0171 490 3777

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The Companies Act 1985

COMPANY LIMITED BY SHARES

**MEMORANDUM OF ASSOCIATION
OF
UKSSA LIMITED**

1. The name of the Company is "UKSSA LIMITED" *
2. The registered office of the Company will be situated in England.
3. The objects for which the Company is established are: -
 - a) To carry on all or any part of the business or businesses as security advisers and consultants and to provide transport for security packets and important documents and to specialise in the destruction of documents for security purposes by the way of shredding or otherwise, to act as operators for a fee or other remuneration of any form of security service or activity designed to protect and safeguard persons, animals or property of any sort whatsoever and as escorts and couriers, to offer a protected delivery service, to act as manufacturers, designers, wholesalers, retailers, importers, exporters and dealers in security devices of all kinds including alarms, safes, containers and otherwise for the protection of property and persons to sell, hire, hire out, lease, install, repair and maintain any security devices, vehicle alarm, electronic apparatus, components or accessory, fire warning system or otherwise, all as the Company sees fit. **
 - b) To deal generally with goods, products and materials of every description required for any business carried on by the Company acting as distributors, dealers, wholesalers, retailers, importers, exporters or otherwise, and to assemble, process, buy, sell, exchange, hire, hire out, repair, service, maintain, alter, improve, manipulate, prepare for market and otherwise deal with them, to demonstrate, contract, advertise, finance, insure and underwrite in relation thereto, and to do all or any of the above acting as principals, agents, trustees, lessors, lessees or otherwise, either in the United Kingdom or elsewhere.
 - c) To carry on any other business of any description which may seem to the Company capable of being advantageously carried on in connection with or ancillary to the objects of the Company or calculated directly or indirectly to enhance their value or render them more profitable.
 - d) to purchase, sell, exchange, improve, mortgage, charge, rent, let or lease, hire, surrender, license, accept surrenders of, and otherwise acquire and deal with any freehold, leasehold or other property, chattels and effects, erect, pull down, repair, alter, develop or otherwise deal with any building or buildings and adapt the same for the purpose of the Company's business.

- e) To purchase or otherwise acquire all or nay part of the business or assets of any person, firm or Company, carrying on or formed to carry on any business which this Company is authorised to carry out on or possessed of property suitable to the purchase of this Company, and to pay cash or to issue shares, stocks, debentures or debenture stock of this Company as the consideration for such purchase or acquisition and to undertake any liabilities or obligations relating to the business or property so purchased or acquired.
- f) To apply for, purchase or otherwise acquire any patents, licences or concessions which may be capable of being dealt with by the Company, or be deemed to benefit the Company and to sell, licence, lease or grant rights thereto.
- g) To sell, let, licence, develop or otherwise deal with the undertaking, or all or any part of the property assets or rights of the Company upon such terms as the Company may approve, with power to accept shares, debentures, or securities of, or interests in, or guarantees by, any other Company.
- h) To invest and deal with the monies of the Company not immediately required for the purpose of the Company in such shares or upon such securities and subject to such conditions as may seem desirable.
- i) To lend and advance money, give credit or guarantees, act as surety to such persons, firms, or Companies, upon such terms and with or without security and subject to conditions as may seem desirable.
- j) To guarantee the payment of any debentures, debenture stock, bonds, mortgages, charges, obligations, interest, dividends, securities, monies or shares or the performance of contracts or engagements of any other Company or person and to give indemnities and guarantees of all kinds and to enter partnership or any joint purse arrangement with any person, persons, firm, or Company, having for its object's similar objects to those of this Company or any of them.
- k) To borrow or raise money in such manner as the Company shall think fit, the borrowing powers of the Company to be unlimited, and, by the issue of debentures or debenture stock, charged upon all or any of the Company's property, both present and future, including its uncalled capital, and to re-issue and debentures at any time paid off.
- l) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, debentures, warrants and other negotiable documents.
- m) To purchase, subscribe for, or otherwise acquire and hold shares, stocks, or other interests in, or obligations of any other Company or corporation.
- n) To remunerate any person, firm or Company for services rendered or to be rendered in placing or assisting to place any of the shares in the Company's capital or any debentures, debenture stock or other securities of the Company or in or about the formation or promotion of the Company or the conduct of its business.

- o) To pay out of the funds of the Company all costs and expense of or incidental to the formation and registration of the Company and the issue of its capital and debentures including brokerage and commission.
- p) To promote or aid in the promotion of any Company or Companies for the purpose of acquiring all or any of the property rights and liabilities of the Company or for any other purpose which may seem directly or indirectly calculated to advance the interests of this Company.
- q) To make payments towards insurance and to support and subscribe to any charitable or public object and any instruction, society, club or association which may in any way benefit the Company or its employees and to give pensions, gratuities or charitable aid or to establish and support or assist in the establishment and support of funds and trusts calculated to benefit directors or ex-directors, employees or ex-employees of the Company or their wives, children or other relatives or dependants.
- r) To remunerate the Directors of the Company in any manner the Company may think fit.
- s) To distribute any property of the Company in specie among the members.
- t) To do all such other things as are incidental or conducive to the attainment of the above objects or any of them.

It is hereby declared that the foregoing sub-clauses shall be construed independently of each other and none of the objects therein mentioned shall be deemed to be merely subsidiary to the objects contained in any other sub-clauses.

- 4. The liability of the members is limited.
- 5. The Share Capital of the Company is £1,000 divided into 1,000 Ordinary Shares of £1 each, with power to increase or to divide the shares in the capital for the time being, into different classes having such rights, privileges, and advantages as to voting and otherwise, as the Articles of Association may from time to time prescribe.

* The Company changed name from MILTONBASE LIMITED by Special Resolution dated 13th March 1998.

** The Company altered Clause 3 a) of the Memorandum of Association by Special Resolution dated 13th March 1998.

We, the subscribers to this memorandum of Association, wish to be formed into a Company pursuant to this memorandum, and we agree to take the numbers of shares show opposite our respective names.

Name and Address of Subscribers	Number of shares taken by Subscriber
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CDF FORMATIONS LIMITED CITY CLOISTERS 188/196 OLD STREET LONDON EC1V 9FR	ONE
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CDF SECRETARIAL SERVICES LIMITED CITY CLOISTERS 188/196 OLD STREET LONDON EC1V 9FR	ONE
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DATED The 25th day of February 1998.

Witness to the above signatures

IAN ALDERMAN
CITY CLOISTERS
188/196 OLD STREET
LONDON
EC1V 9FR

The Companies Act 1985
COMPANY LIMITED BY SHARES

**ARTICLES OF ASSOCIATION
OF
UKSSA LIMITED**

PRELIMINARY

1. The Regulations contained in Table A in the Schedule to the Companies (Tables A to F) Regulations 1985 (such Table being hereinafter called "Table A") shall apply to the Company save in so far as they are excluded or varied hereby, that is to say, Clauses 3, 24, 64 and 99 of Table A shall not apply to the Company, and in addition to the remaining Clauses of Table A, as varied by these Articles, the following shall be the regulations of the Company.
2. The Company is a private Company and shall not offer to the public (whether for cash or otherwise) any shares in or debentures of the Company, or allot or agree to allot (whether for cash or otherwise) any shares in or debentures of the Company with view to all or any of those shares or debentures being offered for sale to the public.
3. The shares of the Company shall be under the control of the Directors who may allot, grant options over, or otherwise deal with or dispose of any relevant securities (as defined by Section 80 (2) of the Companies Act 1985) to such persons on such terms and in such manner as they think fit.
4. All relevant securities of the Company from time to time unissued shall come under the general authority conferred by Article 3 hereof for a period of not more than five years from the date of incorporation of the Company unless varied or revoked or renewed by the Company in General Meeting (but not for more than five years at a time) and the Directors under the general authority shall be entitled to make at any time before the expiry of such authority any offer or agreement which will or any require securities to be allotted after the expiry of such authority.
5. Section 89 (1) of the Companies Act 1985 shall be excluded from applying in relation to any allotment of Shares in the Company.
6. The Company shall have the power to issue Shares which are to be redeemed or are liable to be redeemed at the option of the Company or the Shareholder subject to the provisions within Part V of the Companies Act 1985 and on such terms as may be provided by the resolution of the Company creating such redeemable Shares.
7. The Company may purchase its own Shares (including any redeemable Shares) subject to the provision of Part V of the Companies Act 1985.
8. The Company may make a payment in respect of the redemption or purchase of any of its Shares otherwise than out of its distributable profits or the proceeds of a fresh issue of Shares subject to Sections 159 or 162 (as the case may be) of the Companies Act 1985.

LIEN

9. The Company shall have a first and paramount lien on every Share (whether or not it is a fully paid Share) for all the monies (Whether presently payable or not) called or payable at a fixed time or called in respect of that Share and all Shares registered in the name of any person indebted or under liability to the Company whether he shall be the sole registered holder Thereof or shall be one of two or more joint holders or his estate and Clause 8 of Table A shall be modified accordingly.

GENERAL MEETINGS

10. Every notice convening a General Meeting shall comply with the provisions of Section 372 (3) of the Companies Act 1985, as to giving information to members in regard to their right to appoint proxies, and notices of any other communications relating to any General Meeting which any Member is entitled to receive shall be sent to the Directors and to the Auditors for the time being Company.
11. If a quorum is not present within half hour from the time appointed for a General Meeting, the General Meeting will stand adjourned to the same day in the next week at the same time and place or such time and place as the Directors may determine and if at the adjourned General Meeting a quorum is not present within half and hour from the time appointed therefor such adjourned General Meeting shall be dissolved and Clause 41 in Table A shall not apply to the Company.

TRANSFER OF SHARES

12. The Directors may in their absolute discretion and without assigning any reason therefor decline to register the transfer of a Share whether or not it is a fully paid Share.

DIRECTORS

13. The shareholding qualification for Directors may be fixed by the Company in General Meeting and unless and until so fixed no qualification shall be required but they shall be entitled to receive notice of and to attend and speak at any General Meeting of the Company.
14. There shall be at least one Director and unless otherwise determined by the Company in General Meeting there shall not be any other limitations as to the number of Directors and if at any time there shall be only one Director of the Company, he, or she, may act as sole Director exercising all the powers, authorities and discretions vested in the Directors.
15. The first Director or Directors of the Company shall be the person or persons named in the statement under Section 10 of the Companies Act 1985.

16. The Directors may exercise all the powers of the Company to borrow money without limits as to amount and upon such terms and in such manner as they think fit and to mortgage or charge its undertaking, property, and uncalled capital, or any part thereof, and to issue Debentures, Debenture Stock, and other Securities whether outright or as security for any debt, liability, or obligation of the Company or of any third party.
17. Any Director may act by himself or his firm in a professional capacity for the Company, and he or his firm shall be entitled to remuneration for professional services as if he were not a Director; provided that nothing herein contained shall authorise a Director to act as Auditor to the Company.
18. A Director may vote as a Director in regard to any contract or arrangement in which he is interested or upon any matter arising thereout, and if he shall so vote, his vote shall be counted, and he shall be reckoned in estimating a quorum when any such contract or arrangement is under consideration and Clause 94 of Table A shall be modified accordingly.

NAMES AND ADDRESSES OF SUBSCRIBERS

CDF FORMATIONS LIMITED
CITY CLOISTERS
188/196 OLD STREET
LONDON
EC1V 9FR

CDF SECRETARIAL SERVICES LIMITED
CITY CLOISTERS
188/196 OLD STREET
LONDON
EC1V 9FR

DATED The 25th day of February 1998.

WITNESS to the above signatures:-

IAN ALDERMAN
CITY CLOISTERS
188/196 OLD STREET
LONDON
EC1V 9FR