

ALTERATION OF ARTICLES – COMPANY CHECKLIST

1. Draft exact wording of proposed change (consult advocate if necessary).
2. Send out notice of board meeting.
3. Hold board meeting and agree the change.
4. Minute the board meeting.
5. Authorise the secretary to convene and EGM or put on the agenda for the next AGM.
6. Send out notice to shareholders (special notice unless short notice allowed).
7. Hold shareholders meeting and pass special resolution to change the Articles.
8. Minute the Shareholders meeting.
9. File a copy of the special resolution with Guernsey Registry.
10. Arrange for the Articles to be amended.
11. Send amended copy of Articles (and / or copy of special resolution to those people entitled to them).