

Company number: 09519056

PRIVATE COMPANY LIMITED BY GUARANTEE
WRITTEN RESOLUTIONS
of
OXFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP LIMITED
Circulation Date: _____ 2024

Written record of a decision by the sole member of the Company pursuant to sections 288-300 of the Companies Act 2006 (the Act)

In accordance with the provisions of Chapter 2 of Part 13 Companies Act 2006 (the **Act**), the following resolutions be passed as special and ordinary resolutions of the Company:

Special Resolution

1. **Articles of Association**

It was resolved that the articles of association in the form annexed hereto be adopted with immediate effect as the articles of association of the Company in substitution for and to the exclusion of all other articles of association.

Ordinary Resolutions

2. **Appointment of Directors**

2.1 It is resolved that appointment of [**please insert names of new directors**] (**New Directors**) as directors of the Company be approved and the New Directors have consented in writing to their appointment.

2.2 It is resolved that the New Directors be appointed with immediate effect, to hold office until removal or resignation in accordance with the articles of association of the Company.

3. **Resignation of Directors**

3.1 It is resolved that each of the following:

1. Ariana Adjani;
2. Susan Brown
3. Jacqueline Canton
4. Alistair Fitt
5. Stephen Gifford
6. Andrew Graham
7. David Hingley
8. Angus Horner
9. Olga Kozlova
10. Miranda Markham
11. Peter Nolan
12. Jayne Norris

13. Alexander Reip
14. David Rouane
15. Jennifer Schivas
16. Bethia Thomas
17. Nigel Tipple
18. Rachel White

has resigned as a director of the Company with immediate effect (**Resignations**) and have notified the Company in writing accordingly.

3.2 It is resolved that the Resignations be accepted with effect from the end of the meeting.

Please read the notes at the end of this document before signifying your agreement to the resolutions.

The undersigned, a person entitled to vote on the Resolutions on the Circulation Date, hereby irrevocably agrees to those Resolutions as indicated above

.....

For and on behalf of

Oxfordshire County Council

.....

Date

NOTE:

1. If you agree with the resolutions, please sign and date this document and return it to the Company using one of the following methods:

- **By hand:** delivering the signed copy to [Sadie Patamia, Corporate Governance Manager, OxLEP Ltd, HQ Building, Thomson Avenue, Harwell Campus, OX11 0GD].
- **Post:** returning the signed copy by post to [Sadie Patamia, Corporate Governance Manager, OxLEP Ltd, HQ Building, Thomson Avenue, Harwell Campus, OX11 0GD].
- **E-mail:** by attaching a scanned copy of the signed document to an e-mail and sending it to sadie.patamia@oxfordshirelep.com. Please enter "Written resolution dated [*circulation date*]" in the e-mail subject box.
- **DocuSign:** By signing and returning the signed copy via DocuSign.

If you do not agree with the resolutions, you do not need to do anything: you will not be deemed to agree if you fail to reply.

2. Once you have indicated your agreement to the resolutions, you may not revoke your agreement.

3. In the case of joint holders of shares, only the vote of the senior holder who votes will be counted by the Company. Seniority is determined by the order in which the names of the joint holders appear in the register of members.
4. If you are signing this document on behalf of a person under a power of attorney or other authority please send a copy of the relevant power of attorney or authority when returning this document.