

ALL PREVIOUS RULES RESCINDED
REGISTER No. 7372 R

RULES OF THE

**Littleover Lane
Allotments Association
Limited**

AFFILIATED TO
THE NATIONAL SOCIETY OF ALLOTMENTS
AND LEISURE GARDENERS LIMITED
O'DELL HOUSE
HUNTERS ROAD
CORBY
NORTHANTS
NN17 1JE

JANUARY 2009

| Rule | Page | Rule | Page |
|------------------------------------|------|----------------------------------|------|
| 1 Name | 3 | 41 Small Holdings and Allotments | |
| 2 Registered Office | 3 | Separate Account | 8 |
| 3 Removal of Office | 3 | 42 Appointment and Removal of | |
| 4 Objects | 3 | Auditor | 9 |
| 5 Powers | 3 | 43 Audit | 10 |
| 6 Use of Name | 3 | 44 Submission of Returns | 10 |
| 7 Members | 4 | 45 Copies of Annual Returns | 11 |
| 8 Shares Held by Members | 4 | 46 Balance Sheet | 11 |
| 9 Annual Rent | 4 | 47 Inspection of Books | 11 |
| 10 Cessation of Membership | 4 | 48 Surplus Funds | 11 |
| 11 Expulsion of Members | 4 | 49 Nominations | 11 |
| 12 Register of Members | 4 | 50 Use of Seal | 12 |
| 13 Duplicate Register | 5 | 51 Custody of the Seal | 12 |
| 14 Shares | 5 | 52 Membership with the | |
| 15 Cancellation of Shares | 5 | N.S.A.L.G. Ltd | 12 |
| 16 Loans | 5 | 53 Inspection of Books | 12 |
| 17 Investments | 5 | 54 Inspection of Affairs | 12 |
| 18 Ordinary General Meetings | 6 | 55 Arbitration | 13 |
| 19 Special General Meetings | 6 | 56 Dissolution | 13 |
| 20 Notice of Meetings | 6 | 57 Copies of Rules | 13 |
| 21 Voting at General Meetings | 6 | 58 Mode of Amending Rules | 13 |
| 22 Presiding Officer at General | | 59 By-Laws | 13 |
| Meetings | 6 | 60 Indemnity of the Committee of | |
| 23 Quorum at General Meetings | 6 | Management | 14 |
| 24 Discussions at Meetings | 6 | Appendix A1 | 14 |
| 25 Who are the Officers | 6 | Appendix A2 | 15 |
| 26 Committee of Management | 6 | | |
| 27 | 7 | | |
| 28 Election of Committee Members | 7 | | |
| 29 Chairman | 7 | | |
| 30 Secretary and Treasurer | 7 | | |
| 31 Other Officers | 7 | | |
| 32 Qualifications of Office | 7 | | |
| 33 Removal from Office | 7 | | |
| 34 Committee Members becoming | 7 | | |
| Surety | | | |
| 35 Security by Officers | 7 | | |
| 36 Powers of the Committee | 7 | | |
| of Management | | | |
| 37 Quorum at Committee Meetings | 8 | | |
| 38 Regular Committee Meetings | 8 | | |
| 39 Special Meetings of the Commit- | 8 | | |
| tee | 8 | | |
| 40 Conduct of Committee Meetings | 8 | | |

RULES OF THE
LITTLEOVER LANE ALLOTMENTS ASSOCIATION LTD
NAME,OBJECTS AND POWERS

1. **Name.-** The name of the Society shall be:-
Littleover Lane Allotments Association Limited
2. **Registered Office.-**
19 Littleover Lane Derby DE23 6JF
3. **Removal of Office.-** In the event of any change in the situation of the registered office, the Secretary shall send to the Registrar notice of such change within 14 days thereof in the form prescribed by the Treasury Regulations.
4. **Objects.-** The objects of the Society shall to carry on the industries, trades or business of:-
 - (a) Creating and promoting the creation of small holdings and allotments and encouraging their proper cultivation; and
 - (b) Wholesale and retail dealers in horticultural and agricultural requirements, dairy, farm and garden produce, eggs and poultry, and other like goods, and such other industries, trades, or business which are calculated to conduce to the more profitable working of small holdings and allotments.
5. **Powers.-**The Society shall have full powers to do all things necessary or expedient for the accomplishment of its objects, including the power to deal in any way with the land or buildings, and without prejudice to the generality of the foregoing shall in particular have power to acquire land from the local authorities acting under the provisions of any Act for the time in force relating to small holdings or allotments, or from any other person or body to adapt any land acquired for the smallholdings or allotments, to acquire or erect dwelling houses or other buildings, to execute any other improvement, and to let such land, houses and buildings to members of the Society.

The society shall not in their corporate capacity take part in any Parliamentary, County Council, Municipal or other Local Government Elections.

USE OF NAME

6. **Use of Name.-** The Registered name of the Society shall be kept painted or affixed on the outside of every office or place in which the business of the Society is carried on, in a conspicuous position, in letters easily legi

ble, and shall be engraved in legible characters on its seal, and shall be mentioned in all business letters of the society, notices, advertisements and other official publications of the Society, in all bills of exchange, promissory notes, endorsements, cheques, and orders for money or goods, purporting to be signed by or on behalf of the Society, and in all bills, in voices, receipts and letters of credit of the Society.

MEMBERSHIP

7. **Members.**- The Society shall consist of such persons as the Committee may admit or has admitted to membership.
8. **Shares.**- Every member shall hold at least one share which shall be forfeited on cessation of membership.
9. **Annual Rent.**- The annual rent, payable in advance on the 1st October, will be determined by the members at the Annual General Meeting.
10. **Cessation of Membership.**- A member shall cease to be a member in the following eventualities:-
 - (a) The member's death ;
 - (b) The member's resignation;
 - (c) The expulsion of a member under Rule 11;
 - (d) On non-payment of the annual rent for 6 months after it becomes due.
11. **Expulsion of Members.**- A Special General Meeting may, by a vote of two-thirds of the members present and entitled to vote, expel any member for conduct detrimental to the Society, provided that a notice specifying the conduct for which it is intended to expel him is sent to him at his address entered in the register of members at least one calendar month prior to the date of the meeting.

REGISTER OF MEMBERS

12. **Register of Members.**- The society shall keep at its registered office a register of members in which the Secretary shall enter the following particulars :-
 - (a) the names and addresses of the members,
 - (b) a statement of the number of shares held by each member and, the amount paid or agreed to be considered as paid on the shares of each member,
 - (c) a statement of other property in the Society, whether in loans, or otherwise, held by each member;
 - (d) the date at which each person was entered in the register as a member, and the date at which any person ceased to be a member.

(e) the names and address of the officers of the Society, with the offices held by them respectively and the dates on which they assumed office.

Every member at the time of his becoming a member shall notify the Secretary in writing of his address and subsequently of any change therein.

- 13. Duplicate Register of Members.-** The Society shall also keep at its Registered office a duplicate register of members in which the Secretary shall enter all the particulars in the original register of members other than those mentioned in paragraphs (b) and (c) of rule 12 and which shall be available for inspection as provided for in rule 47

SHARES

14. Shares.-

(a) Shares shall be transferable but not redeemable. They shall be of the nominal value of 50p payable in full on application. Subject to the provisions of Rule 15 members occupying the land rented from the Society shall hold shares at the rate of seven (7) shares for every 100 squares yards of land so occupied, or at a proportionate rate thereof.

(b) No transfer of shares shall be valid until the consent of the Committee has been obtained and the transfer form(s) completed (see appendix A)

(c) Upon cancellation of any shares in accordance with these rules the Secretary shall make the appropriate entry in the Register of Members.

- 15. Members Interest .-** No member (other than a Registered Society under the Industrial & Provident Societies Act 1965 as amended) shall hold an interest exceeding four standard plots.

BORROWING POWERS

- 16. Loans .-** Deposits shall not be taken either from members or non-members. The Committee may obtain loans on such security and such terms of repayment as they may think fit, provided that the amount shall not exceed twice the issued share capital of the Society, and that the rate of interest shall not exceed five per cent, or (if the current Bank Base Rate is more than four per cent) one per cent above the current Bank Base Rate, except loans from the Society's banker or on a mortgage. Subject to the same condition as to the rate of interest, a General Meeting may authorise the Committee to obtain loans to a further amount, provided that the total amount of the loans shall not exceed twenty times the issued share capital.

INVESTMENTS

- 17. Investments .-** The Committee may invest any funds of the Society in or

upon any of the securities referred to in section 31 of the Industrial and Provident Societies Act 1965, but not otherwise.

GENERAL MEETINGS

18. **Ordinary General Meetings** .- The Annual Meetings and other Ordinary General Meetings shall be held at such times as the Committee or a General Meeting may determine.
19. **Special General Meetings** .- Special General Meetings shall be held whenever the Committee think expedient or whenever a written requisition for such a meeting signed by 5 members so delivered to the Secretary. Should the Secretary fail to convene a Special General Meeting within four weeks after delivery to him of such requisition, the members signing the requisition may convene such meeting by giving such notice as is mentioned in rule 20.
20. **Notice of General Meetings** .- At least seven days' notice in writing of every General Meeting, stating the business to be transacted at such meeting, shall be sent to every member at his address entered in the register of members and no other business than that stated in the notice shall be transacted at such meeting.
21. **Voting at General Meetings** .- Every member present at a General Meeting and not otherwise disqualified shall have one vote and where the votes cast in any matter are equal the then presiding officer shall have a casting vote, in addition to his vote as a member. Members who are not tenants shall not have the right to vote on questions affecting tenant members only.
22. **Presiding Officer at General Meetings** .- At all General Meetings the Chairman, or if he is not present, a chairman elected by the meeting, shall preside.
23. **Quorum at General Meetings** .- A quorum at General Meetings shall consist of 1/5 of the membership.
24. **Discussions at Meetings** .- No political or sectarian issue shall be raised, or resolutions of that character proposed, either at any Committee or General Meetings of the Society

OFFICERS AND COMMITTEE OF MANAGEMENT

25. **Who are Officers** .- The Society shall have a Chairman, a Secretary and a Treasurer and four other committee members.
26. **Committee of Management** .- The Committee of Management shall consist of committee members elected by the members at the Annual General

Meeting.

27. **President** .- The position of President is abolished.
28. **Election of Committee Members** .- Committee Members shall be elected from amongst the members of the Society by vote of the majority of members present and entitled to vote at an Annual General Meeting, and the Society in General Meeting may from time to time determine the period for which Committee Members shall remain in office, the order in which they shall retire, and whether on retirement they shall be eligible for re-election. If any officer shall die, resign, be removed, or become unfit to act, the Committee may fill the vacancy until the next Annual General Meeting, unless the vacancy has already been filled at a Special General Meeting.
29. **Chairman** .- The Chairman shall be elected and may be removed by the Committee, and shall hold Office until the first Committee Meeting following the Annual General Meeting.
30. **Secretary and Treasurer** .- The Secretary and Treasurer shall be elected by the Committee Members and their duties determined by them.
31. **Other Officers** .- The Committee shall appoint and may remove such other officers and employees as they may deem necessary, and determine their respective duties and remuneration.
32. **Qualification for Office** .- Members of the Committee shall have been members of the Association for at least one year. They shall have maintained their plot (s) to the standard required by the Rules and Bye-Laws. They shall not be engaged in any business dealing or trading in any horticultural activities or produce.
33. **Removal from Office** .- Any officer or member of the Committee may, subject to rule 34, be removed at any time by a resolution of the majority of the members present at any General Meeting called for that purpose, which may proceed to fill the vacancy.
34. **Committee Members becoming Surety** .- Should any member of the Committee, with the consent of the Committee, become surety for any debt or liability incurred on behalf of the Society, he shall not be removed from office without his consent until such liability has ceased.
35. **Security by Officers** .- Every Officer and employee having charge of any of the moneys of the Society shall, before entering on his duties, give such security as the Committee shall deem sufficient.
36. **Powers of the Committee of Management** .- The Committee of Management shall have full power to superintend and conduct the business of

the Society according to the rules thereof and, except as is otherwise provided in these rules, exercise on behalf of the Society for the purpose of accomplishing its objects the powers conferred upon the Society by these rules, or otherwise.

MEETINGS OF THE COMMITTEE OF MANAGEMENT

37. **Quorum at Committee Meetings** .- A quorum at Committee Meetings shall consist of four Members.
38. **Regular Committee Meetings** .- There shall be at least eight Committee Meetings a year.
39. **Special Meetings of the Committee** .- A Special Meeting of the Committee shall be held on the requisition in writing of at least three Committee Members.
40. **Conduct of Committee Meetings** .- At all meetings of the Committee every question shall be decided by a majority of votes and if votes are equal the presiding officer shall have a casting vote in addition to his vote as a member. The Chairman, or, if he be not present, a Chairman elected at the Committee Meeting, shall preside.

SMALL HOLDINGS AND ALLOTMENTS SEPARATE ACCOUNT

41. **Small Holdings and Allotments Separate Account.**– A separate account shall be kept by the Society of all the income and expenditure of the Society under Rule 4, clause (a). The income shall be applicable as may be determined by the Committee of Management for the following purposes and for no other purpose whether during the existence of the Society or on dissolution:-
 - (a) For the payment of the expenses of managing land, houses and buildings acquired or erected under the said Rule, including payment of rent, rates, taxes and other like outgoings.
 - (b) For payment of expenses of repairs or improvements from time to time made by the Society on such land, houses and buildings.
 - (c) For payment to the general account of the Society of interest at the rate of £5 per cent per annum on all capital expenditure by the Society on the acquisition or adaptation of such land, houses and buildings.
 - (d) For recouping capital expenditure by the Society on improvement or adaptation of the land, houses and buildings within such period as is reasonable having regard to the probable duration of improvement or work of adaptation.
 - (e) For forming a Special Reserve Fund not exceeding one year's annual

value of the land, houses and buildings, and so that such reserve fund shall be available for any purpose authorised by this Rule but for no other purpose.

(f) For prizes for the encouragement of the proper cultivation of the land; and

(g) For the benefit of the tenants generally, in such manner as the Committee may determine.

Nothing in this rule shall be deemed to prohibit an arrangement between the Society and a tenant for the repayment of rebatement of part of the rent payable by him to the Society.

Nothing in this rule shall prejudice or affect any right or remedy of any creditor of the Society.

AUDITOR

42. Appointment and Removal of Auditor.-

(1) An Audit, where necessary in law, or where the membership require, will be carried out by a Registered auditor or two or more lay auditors where the conditions for appointing lay auditors prevail.

(2) Save as provided in paragraph (3) of this rule every appointment of an auditor shall be made by resolution of a General Meeting of the Society.

(3) The first appointment of an auditor or auditors shall be made within three months of the registration of the Society and shall be made by the Committee if no General Meeting of the Society is held within that time. The Committee may appoint an auditor to fill any casual vacancy occurring between General Meetings of the Society. Any auditor appointed by the Committee who is not a qualified auditor shall hold the appointment until the conclusion of the first or next Annual General Meeting as the case may be.

(4) A qualified auditor appointed to audit the accounts and balance sheet of the Society for the preceding year of account (whether by a General Meeting or by the Committee) shall be re-appointed as auditor of the Society for the current year of the account (whether or not any resolution expressly re-appointing him has been passed) unless,

(a) a resolution in accordance with paragraph (6) of this rule has been passed at a General Meeting of the Society appointing someone instead of him or providing expressly that he shall not be re-appointed or,

(b) he has given to the Society notice in writing of his unwillingness to be re-appointed or,

(c) he is ineligible for appointment as auditor of the Society for the current year of account or,

(d) he has ceased to act as auditor by reason of incapacity.

Provided that a retiring auditor shall not be automatically re-appointed by virtue of this rule if notice is intended resolution to appoint an other person in this place has been given in accordance with paragraph (6) of this rule and the resolution cannot be proceeded with because of the death incapacity or ineligibility of that person.

(5) A resolution at a General Meeting of the Society (i) appointing an other person as auditor in place of a retiring qualified auditor or (ii) providing expressly that a retiring auditor shall not be re-appointed shall not be effective unless notice of the intention to move it has been given to the Society not less than twenty-eight days before the meeting at which it has been moved. When notice of the intention to move any such resolution has been given to the Society the Society shall give notice of the resolution to the members and to the retiring auditor in accordance with section 6 of the Friendly and Industrial and Provident Societies Act 1968, and shall give notice to the members in accordance with that section of any representations made or intended to be made by the retiring auditor.

(6) None of the following persons shall be appointed as auditor of the Society.

(a) an officer or servant of the Society

(b) a person who is a partner of or in the employment of or who employs an officer or servant of the Society

43. Audit.- The Auditors of the Society shall make a report to the Society on the accounts examined by them and on the revenue account or accounts and the balance sheet of the Society for the year of account in respect of which they are appointed in accordance with section 9 of the Friendly and Industrial and Provident Societies Act 1968.

ANNUAL RETURNS AND BALANCE SHEET

44. Submission of Returns.- Every year within the time allowed by legislation the Secretary shall send to the Registrar the annual return in the form prescribed by the Chief Registrar of Friendly Societies relating to its affairs for the period required by the Act to be included in the return together with

(a) a copy of the report of the Auditor on the Society's Accounts for the period included in the return, and

(b) a copy of each balance sheet made during that period and of any report of the auditor on that balance sheet.

45. Copies of the Annual Return .- The Secretary shall be supplied with copies of the last annual return together with the report of the Auditor on the accounts and balance sheet contained in the return, and shall supply such a copy gratuitously to every member or person having an interest in the funds of the Society, on demand.

46. Balance Sheet .-

(a) The Society shall not publish any balance sheet which has not previously been audited by the Society's Auditor and any copy of a balance sheet published by the Society shall incorporate the report made thereon by the Auditor.

(b) A copy of each balance sheet made during the period included in an annual return shall be sent by the Secretary to the Registrar together with the said annual return and each copy shall incorporate the report made upon by the Society's Auditor.

(c) The Committee shall lay before the annual meeting the accounts and the annual return together with the copy made thereon by the Society's Auditor.

(d) The Society shall keep a copy of the last balance sheet for the time being together with the report made thereon by the Society's Auditor always hung up in a conspicuous place at its registered office.

INSPECTION OF BOOKS

47. Inspection of Books .- Any member or person having an interest in the funds of the Society shall be allowed to inspect his own account, and the books containing the names of the members, including all the particulars in the duplicate register of members, at all reasonable hours at the registered office of the Society, or at any place where the same are kept subject to such regulations as to the time and manner of such inspection as may be made from time to time by the General Meetings of the Society

SURPLUS FUNDS

48. Surplus Funds .- The Society shall be 'not for profit' and any surplus money held at the end of the accounting period shall be transferred to a Reserve Account for use for the further development of the Association.

NOMINATIONS AND PROCEEDINGS ON DEATH OR BANKRUPTCY

49. Upon a claim being made by the personal representative of a deceased

member or the trustee in bankruptcy of a bankrupt member to any property in the Society belonging to the deceased or bankrupt member the Committee shall transfer or pay such property to which the personal representative or trustee in bankruptcy has become entitled as the personal representative or trustee in bankruptcy may direct them.

A member may in accordance with the Industrial and Provident Societies Act 1965 nominate any person or persons to whom (subject to the provisions of the Act as to amount and the persons to whom a valid nomination may be made) any of his property in the Society at the time of his death shall be transferred. On receiving satisfactory proof of the death of a member who has made a nomination to the Committee shall if and to the extent that the nomination is valid under said Act either transfer or pay in accordance with the Act the full value of the property comprised in the nomination to the person entitled there under.

THE SEAL

- 50. Use of the Seal .-** The Seal of the Society shall be a steel engraved one, and shall not be affixed to any document without the express authorisation of the Committee, and the date of such authorisation shall be mentioned on the instrument to which the Seal is attached and shall be attested by the signature of two members of the Committee and the Secretary.
- 51. Custody of the Seal .-** The seal shall be kept in the custody of the Secretary, or such other officer as the Committee shall direct.

MEMBERSHIP WITH THE NATIONAL SOCIETY OF ALLOTMENT AND LEISURE GARDENERS LTD

- 52.** The adoption of these Rules shall constitute an agreement to apply for one fully paid 10p Share in the National Society of Allotment and Leisure Gardeners Ltd and an agreement to pay such annual contributions as may be prescribed by the rules of the said Society.

STATUTORY APPLICATION TO THE REGISTRAR

- 53. Inspection of Books .-** Any ten members of the Society each of whom has been a member of the Society for not less than twelve months immediately preceding the date of the application, may apply to the Registrar in the form prescribed by the Treasury regulations to appoint an actuary or account to inspect the books of the Society and to report thereon, pursuant to Section 47 of the Industrial and Provident Societies Act 1965.
- 54. Inspection of Affairs .-** It shall be the right of one tenth of the whole number of members, or if the number shall at any time exceed 1,000 it

shall be the right of 100 members, by application in writing to the Chief Registrar, signed by them in the forms respectively provided by the Treasury Regulations.

- (a) To apply for the appointment of an inspector or inspectors to examine into the affairs of the Society and to report thereon, or
- (b) To apply for the calling of a Special Meeting of the Society.

ARBITRATION

- 55. Arbitration .-** In case any dispute arises between the Society or any of its officers and any member or persons claiming on account of a member or under the Rules, or in case of any of complaint against any member, application may be made to the Committee for redress, and should the Committee not bring the parties to agreement, the matter in dispute may be submitted to arbitration. One arbitrator shall be appointed by of each parties concerned, and one by the Management Committee of the National Society of Allotment and Leisure Gardeners Ltd. The award of the arbitrators shall be final, and the costs of such arbitration shall be borne by the disputing parties in such proportion as the arbitrators may determine. In this rule the word “member” includes any person aggrieved who has for not more than six months ceased to be a member.

DISSOLUTION OF THE SOCIETY

- 56. Dissolution .-** The Society may at any time be dissolved by the consent of three-fourths of the members, testified by their signatures to an instrument of dissolution in the form provided by the Treasury Regulations, or by winding-up in the manner provided by the Industrial and Provident Societies Acts.

COPIES OF RULES

- 57. Copies of Rules .-** A copy of the rules of the Society shall be delivered by the Secretary to every person on demand on the payment of a sum not exceeding 10p, and the Committee of Management shall provide the Secretary with sufficient copies of the Rules for this purpose.

AMENDMENT OF RULES

- 58. Mode of Amending Rules .-** The Rules may be amended by resolution of a three-fourths majority at a Special General Meeting. No amendment of Rules is valid until registered.
- 59. By-Laws .-** The Committee may from time to time make by-laws relating to the tenancy of the allotment gardens, provided that no such by-law

shall be inconsistent with these rules.

INDEMNITY OF THE COMMITTEE OF MANAGEMENT

- 60. Indemnity of the Committee of Management.-** The Chairman, the Secretary, the Treasurer and the Members of the Management Committee shall be indemnified out of the Assets of the Littleover Lane Allotments Association against any losses or liabilities incurred by them in respect of the conduct of their Office provided always that they were acting on behalf of the Association by and with the advice and express consent of the Committee at the time that any such loss or losses or liability or liabilities (as the case may be) was or were incurred. Nothing in the foregoing shall entitle the Committee Members to any Indemnity against loss or liability which arises out of Negligence, out of Fraud, out of Criminal activity or out of any similar activity .

APPENDIX A1

Littleover Lane Allotments Association Ltd.

Registered Office: 19 Littleover Lane, Derby. DE23 6JF

Surrender of Shares

I hereby surrender to the Management Committee of the Association the shares registered in my name numbered
to
in respect of plot number (s)
these shares to rest with the Management Committee until such time that they are transferred to a new holder.

Signed Date

Name

Address

.....

Postcode

Littleover Lane Allotments Association Ltd.

Registered Office: 19 Littleover Lane, Derby. DE23 6JF

Application for Provisional Tenancy

Name.....

Address.....

.....

.....

Postcode.....Telephone No.....

I would like to apply for the provisional tenancy of plot number
.....

I understand that all new tenancies are subject to a period of six months trial. If after this time the plot is cultivated to an acceptable standard according to the rules and byelaws of the Association the tenancy will be made permanent and the shares certificate issued.

There is a preliminary amount payable of the sum of £50.00 which includes the rent for the current year, the cost of the shares at 50p per share, the provision of sets of rules and byelaws and a deposit of £5.00 for a key.

I hereby undertake the provisional tenancy of plot number and agree to cultivate it to an acceptable standard according to the rules and byelaws of the Association.

Signed.....

Date.....

Financial Services Authority

R/IP/RA7

Form H



FSA[®]

INDUSTRIAL AND PROVIDENT SOCIETIES ACT 1965

Register No. **7372 R**

The amendment of the rules of **Littleover Lane Allotments Association Limited** to which this acknowledgement is attached, is this day registered under the Industrial and Provident Societies Act 1965.

Date: **28 January 2009**

Financial Services Authority
25 The North Colonnade
Canary Wharf
London, E14 5HS

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