

## [LOGO OR LETTER HEADING]

[Name of Organisation]

[Address of Organisation]

[Company and/or Charity number of Organisation]

### **NOTICE OF GENERAL MEETING**

Notice is hereby given that a General Meeting (**Meeting**) of [Name of Organisation] (**Company**) will be held at [Place] on [Date] at [Time].

By order of the Board.

[Name of Chair  
Chairman

[Official Address of Chair or Office Address]

[Date of Notice]

### **NOTES TO THE NOTICE OF GENERAL MEETING**

#### **Appointment of proxies**

1. Each Member is entitled to vote in elections and other matters at the Meeting. The Member may instead, if it wishes, appoint a proxy. This is the right of a Member of a company under laws relating to companies. The person appointed as proxy shall be a person who qualifies as a Representative.
2. The proxy may exercise all or any of your rights to attend, speak and vote at the Meeting and you should have received a proxy form with this notice of meeting. You can only appoint a proxy using the procedures set out in these notes and the notes to the proxy form.
3. If you do not give your proxy an indication of how to vote on any resolution, your proxy will vote or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the Meeting.

### **Appointment of proxy using hard copy proxy form**

4. The notes to the proxy form explain how to direct your proxy how to vote on each resolution or withhold their vote. To appoint a proxy, the proxy form must be:
  - completed and signed;
  - sent or delivered to [Name and Address of Organisation]; and
  - Received by the Company no later than [Deadline].

### **Electronic appointment of proxies**

5. As an alternative to completing the hard-copy proxy form, you can appoint a proxy electronically by email to [email address]. For an electronic proxy appointment to be valid, your appointment must be received by [Name of Organisation] no later than [Deadline].

### **Changing proxy instructions**

6. To change your proxy instructions simply submit a new proxy appointment using the methods set out above. Note that the cut-off time for receipt of proxy appointments (see above) also applies in relation to amended instructions; any amended proxy appointment received after the relevant cut-off time will be disregarded. If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of proxies will take precedence.

### **Termination of proxy appointments**

7. In order to revoke a proxy instruction you will need to inform [Name of Organisation] using one of the following methods:
  - By sending a signed hard copy notice clearly stating your intention to revoke your proxy appointment to [Contact and Address as above].
  - By sending an e-mail to [email address].

In either case, the revocation notice must be received by [Name of Organisation] no later than [Deadline as above].

If you attempt to revoke your proxy appointment but the revocation is received after the time specified then, subject to the paragraph directly below, your proxy appointment will remain valid.

Appointment of a proxy does not preclude you from attending (through a Representative or Representatives) the Meeting and voting in person. If you have appointed a proxy and attend (through a Representative or Representatives) the Meeting in person, your proxy appointment will automatically be terminated.