

## **Administrative notes to this notice of a general meeting of the Charity**

### **Appointment of proxies – in the event you want someone else to attend on your behalf**

1. As a member of the Charity who is entitled to attend and vote at general meetings, you are entitled to appoint another person as your proxy to exercise all or any of your rights to attend, speak and vote at the meeting should you not wish to attend yourself. A proxy does not need to be another member of the Charity but must attend the meeting to represent you should you not wish to attend yourself. You can only appoint a proxy using the procedures set out in these notes and the notes to the proxy form. If you wish your proxy to speak on your behalf at the meeting you will need to appoint your own choice of proxy and give your instructions directly to them.
2. 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 general meeting.

### **Appointment of proxy by post**

3. The notes to the proxy form explain how to direct your proxy how to vote on each resolution. To appoint a proxy using the proxy form, the form must be:
  - a. completed and signed (stating your name and address and the name of the proxy);
  - b. submitted to the Charity at its Registered Office; and
  - c. received by the Charity no later than 48 hours prior to the date of the Meeting.
4. In the case of a member which is a company (or some other form of body corporate), the proxy form must be executed under its common seal or signed on its behalf by an officer of the company or an attorney for the company.
5. Any power of attorney or any other authority under which the proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.

### **Changing proxy instructions**

6. Members may change proxy instructions by submitting a new proxy appointment using the methods set out above. Note that the cut-off time for receipt of proxy appointments also apply in relation to amended instructions; any amended proxy appointment received after the relevant cut-off time will be disregarded.

Where you have appointed a proxy using a hard-copy proxy form and would like to change the instructions using another hard-copy proxy form, please contact the Chief Executive at the Registered Office of the Charity.

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 appointment**

7. A member may change a proxy instruction, but to do so, you will need to inform the Charity in writing by sending a signed hard-copy notice clearly stating your intention to revoke your proxy appointment to the Charity. In the case of a member which is a company (or some other form of body corporate), the revocation notice must be executed under its common seal or signed on its behalf by an officer of the company or an attorney for the company. Any power of attorney or any other authority under which the revocation notice is signed (or a duly certified copy of such power or authority) must be included with the revocation notice.

The revocation notice must be received by the Charity no later than the start of the Meeting.

If you attempt to revoke your proxy appointment but the revocation is received after the time specified, your original proxy appointment will remain valid unless you attend the Meeting and vote in person.

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

### **Communication**

8. Except as provided above, members who have general queries about the Meeting should contact the Chief Executive at the Registered Office of the Charity (no other methods of communication will be accepted).

You may not use any electronic address provided either:

- in this notice of a General Meeting; or
- any related documents (including the proxy form),

to communicate with the Charity for any purposes other than those expressly stated.