**[Name of your company]’s Notice of Annual General Meeting**

[Name of your company] (the Company)

**Company number:** [please insert your company number]

Registered Office: [please insert full address of your registered Office]

Dear Member

[Name of your company]’s Annual General Meeting (AGM) will be held [at [insert address] on [Date] at [insert time am/pm]] **OR** [by [insert virtual method] on [DATE] at [insert time am/pm], we will send you a separate email invitation with a link to access the meeting and password details. Please ensure that you are technically enabled to attend the meeting in advance of this time. If you are concerned about set-up arrangements, please contact [name of person], who should be able to assist you].

The meeting will be chaired by [name of person].

[insert here also any additional logistical details, such as where to report on arrival, how early in advance to arrive and what the pre-meeting arrangements will be, where to park, etc, if relevant]

All members are welcome to attend the AGM.

During the AGM, those members entitled to vote will be asked to consider and vote on the resolutions set out below and as usual, we will hold the AGM, in compliance with the rules set out in our Articles of Association.

RESOLUTIONS

1. The following resolutions are set to be proposed at the AGM

* [LIST PROPOSED RESOLUTIONS, e.g. assessment of the director's report, review of audited accounts for the latest financial year or appointment of a new director.]

By order of the [name of your company] Board

………………………….

[Director OR Company Secretary] acting on half of [name of your company]

[Date]

NOTE:

Shareholders who are entitled to attend and vote at are entitled to appoint a proxy if they can’t attend the shareholders meeting. A proxy can exercise any of your rights to attend, speak and vote at the meeting.

Proxies do not need to be members of the Company, but they must be appointed by you no more than 48 hours before the meeting.

[Please insert here any other details or rules applicable to the rules affecting your company’s AGMs - check your articles of association]