

## Notice of the Annual General Meeting of • Limited

Notice is hereby given that the Annual General Meeting (**AGM**) of • Limited with company registration number • and whose registered address is • (**Company**) will be held at:

at [Address]

on [date]

at [time].

At the AGM, you, as a member who is entitled to vote at the AGM, will be asked to consider and vote on the following resolutions below. Please note that Resolutions • shall be proposed as ordinary resolutions and resolutions • shall be proposed as special resolutions. Please review the Notes attached to this Notice.

### RESOLUTIONS

1. *[set out the resolutions to be proposed at the AGM]*

By order of the Board

.....

[Director / secretary]

.....

[print name]

## Notes to the Notice of Annual General Meeting

### Appointment of proxies

1. If you are a shareholder who is entitled to attend and vote at the meeting, you are entitled to appoint one or more proxies to exercise all or any of your rights to attend, speak and vote at the meeting and you should have received a proxy form.
2. A proxy does not need to be a shareholder of the Company but must attend the meeting to represent you. 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.
4. The notes to the proxy form explain how to direct your proxy how to vote on each resolution.
5. To appoint a proxy using the proxy form, the form must be:
  - completed and signed;
  - sent or delivered to the Company at its registered address; and
  - received by the Company no later than [date].

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