

NOTICE OF MEETING

<<Name of Company>> (Registered in England and Wales for <<Company Number>>)

NOTICE is hereby given that a general meeting of the Company will be held at <<Time>> am/pm on <<Date>> at <<Location>> for the purpose of considering and, if thought fit, passing the following resolution[s], special notice having been given to the Company in accordance with sections 312 and 511 of the Companies Act 2006:

1. THAT <<insert name of auditor>> be appointed as auditor of the Company with [immediate effect OR effect from <<date>>], notwithstanding that their term of office has not yet expired;
2. [THAT <<insert name of auditor>> be appointed as auditor of the Company to hold office with [immediate] effect from <<date>>] until the end of the next period for appointing auditors under the Companies Act 2006, at a remuneration to be determined by the Company.

BY ORDER OF THE BOARD

Director/Secretary

Date: <<Date>>

Registered Office: <<Address>>

P.T.O.

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1. A member entitled to attend the meeting is also entitled to appoint a proxy to attend and speak and vote on his behalf. A member may appoint more than one proxy, provided that each proxy is appointed to attend the meeting on behalf of a different share or shares held by that member. To appoint a proxy, a member must complete the Form of Proxy enclosed with this Notice of General Meeting, together with the power of attorney or other authority, if applicable, certified or office copy of the authority, and return it in accordance with the instructions on it so as to be received by the Designated Person (usually the Company Secretary) on or before the date specified in the Notice of General Meeting.

g convened by the above notice is entitled to exercise the rights of the member to attend the meeting and to be a member of the Company. A member may appoint a proxy to attend the meeting, provided that each proxy is appointed to attend the meeting on behalf of a different share or shares held by that member. To appoint a proxy, a member must complete the Form of Proxy enclosed with this Notice of General Meeting, together with the power of attorney or other authority, if applicable, certified or office copy of the authority, and return it in accordance with the instructions on it so as to be received by the Designated Person (usually the Company Secretary) on or before the date specified in the Notice of General Meeting.

2. In the case of joint holders of shares, only one of them may exercise the right to vote, whether in person or by proxy, and for this purpose the names stand in the register of members in the order in which they appear in the register of joint holders.

or who tenders a vote whether in person or by proxy, the order in which the votes of the other joint holders are counted shall be determined by the order in which the names of the joint holders appear in the register of members in respect of the relevant shares.

3. Private Shareholders may exercise their voting rights electronically by sending a duly completed copy of the Form of Proxy to the Designated Person by the date specified in the Notice of General Meeting.

electronically by sending a duly completed copy of the Form of Proxy to the Designated Person by the date specified in the Notice of General Meeting.

4. As at << Date One Day Prior to the publication of this notice >> the issued share capital consists of <<Number>> <<Class of Shares>> Shares, carrying <<Number of Votes Carried by Each Share>> votes. Therefore, the total voting rights in the Company as at << Date One Day Prior to the publication of this notice >> are <<Number>>.

being the last business day prior to the publication of this notice, the issued share capital consists of <<Number>> <<Class of Shares>> Shares, carrying <<Number of Votes Carried by Each Share>> votes. Therefore, the total voting rights in the Company as at << Date One Day Prior to the publication of this notice >> are <<Number>>.

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<<Name of Co

General Meeting

I/We being (a) members(s) of <<N
to vote at general meetings of the
the following person(s) (see note 1

ATED (the "Company") and entitled
nt the Chairman of the Meeting or

as my/our proxy to exercise all or
and on my/our behalf at the Gener
on <<Date>> at <<Location>> (a
proxy will vote (or abstain from vo
Meeting as indicated below:

attend, speak and vote for me/us
ny to be held at <<Time>> am/pm
thereof). I/We direct that my/our
s] set out in the Notice of General

Please indicate with a cross in the
receipt of this Form of Proxy duly
will vote (or abstain from voting)
properly comes before the Genera
adjourn the meeting) the proxy will

ou wish your votes to be cast. On
of any specific direction, the proxy
n. On any other business which
motion to amend any resolution or
her discretion.

Please note that a "vote withhe
calculation of the votes cast for or

y and will not be counted in the

PLEASE COMPLETE THIS FORM

BELOW.

ORDINARY RESOLUTION[S]

Please mark 'X' to indicate how you wish to vote

	For	Against	Vote Withheld
1. THAT <<insert name of aud from office as auditor of [immediate effect OR effe date>>], notwithstanding that has not yet expired.			
2. [THAT <<insert name of aud as auditor of the Company [immediate] effect [from [<< the end of the next period for under section 485(2) of the C at a remuneration to be c directors.]			

Notes

1. To appoint as a proxy a pe
name in the space provid
Completion and return of t
voting at the General Meet
2. Unless otherwise indicate
abstain from voting.
3. The form of proxy below m
meeting at <<Name and
Secretary)>> during usual

rman of the meeting insert the full
be a member of the Company.
ot prevent you from attending and

he thinks fit or, at his discretion,

8 hours before the time set for the
d Person (usually the Company

4. A corporation must execute the Form of Proxy in the hand of a duly authorised officer.
5. The Form of Proxy is for use only and should not be amended.
6. The 'Vote Withheld' option. Such a vote is not a vote in respect of a resolution.
7. To appoint more than one proxy holder's name and authorised to act as your proxy (of shares held by you). Please indicate the instructions being given. All instructions should be in the same envelope.
8. Private Shareholders may execute the Form of Proxy electronically by sending a duly completed copy of the Form of Proxy to the address>>.

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der either its common seal or the shareholder account specified above in respect of a different account.

Abstain on any particular resolution. Such a vote is not a vote in respect of the votes 'For' and 'Against'.

Copy this form. Please indicate the number of shares in relation to which they are being voted, should not exceed the number of shares held by you. If the proxy instruction is one of multiple instructions, it should be returned together in the same envelope.

Private Shareholders may execute the Form of Proxy electronically by sending a duly completed copy of the Form of Proxy to the address>>.