

<< Name >> LIMITED
Company Number >>

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a General Meeting of the above-named Company will be held virtually by electronic means in accordance with the provisions of the Corporate Insolvency and Governance Act 2020 at << Time >> am/pm for the purpose of considering and, if thought fit, passing the following resolution[s] [as to resolution(s) Nos. << >> as Ordinary Resolution(s)] [as to resolution(s) Nos. << >> as Special Resolution(s)]:-

<< Wording of resolution >>
<< Wording of resolution >>
<< Wording of resolution >>

Dated: << >>

Registered Office: << Address >>
By Order of the Board

.....
<< Name >>
Secretary

NOTE:

All rights to attend and vote shall be exercisable in accordance with the Act.

A member shall only be entitled to attend and vote at the meeting by electronic means and may appoint a proxy to exercise all or any of the rights which he/she would have by virtual electronic means. A proxy need not be a member of the Company.

[A member may appoint more than one proxy to exercise the rights which he/she would have at the meeting provided that each proxy is appointed to exercise the rights in respect of a different share or shares held by him/her or to a different £10, or multiple of £10, entitlement.]

A form of proxy is << e.g. enclosed >>. In order to be effective, instruments appointing a proxy should be sent to the registered office of the Company at least << 48 hours >> before the appointment of the meeting.

[There are << 3 >> resolutions which are proposed for approval at the meeting. An explanation of these resolutions is given below:]

[Resolution 1:]
[Resolution 2:]

[Resolution 3:]

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