

## Annual General Meeting Procedural Notes

### Attendance

- A shareholder whose name is on the register of shareholders can attend and vote in person.
- A shareholder whose name is on the register can appoint a proxy to attend and vote on their behalf by completing a proxy card.
- A shareholder whose name is not on the register (held in a nominee account(s)) can obtain a letter of representation (from their Nominee provider(s)) for the shares he/she holds which will then entitle him/her to attend and vote in person, or ask their nominee(s) to vote and appoint him/her as their proxy. This will still give them ability to attend and their votes will already be included upon their attendance.
- A shareholder whose name is not on the register (held in a nominee account(s)) can contact the nominee holder(s) and ask them to vote by proxy as directed.
- Shareholders whose shares are held in nominee accounts but without the proper authority to attend will, at the discretion of the Company, be allowed entry and to ask questions but not vote.

### Procedure for voting

- Resolutions will be put to the vote by a show of hands with the results of the proxy voting read out after the show of hands.
- Persons entitled to attend will be given voting cards at the time of entry.
- Only those persons holding a voting card will be able to vote on a show of hands.
- A poll may be taken if appropriate.

### Proxies for shares held by nominee

If someone holds shares via a Nominee(s) there are two ways that the Nominee can vote on behalf of their underlying holder if they do not propose to attend the AGM in person. They can either;

- Vote via CREST message instruction. The Registrars will receive this electronically and process immediately upon receipt.
- Vote via proxy form (in the same way you would expect a certificated shareholder to vote). They can either post the original to Neville Registrars Limited or send a scanned copy to [info@nevilleregistrars.co.uk](mailto:info@nevilleregistrars.co.uk).

The beneficial shareholder will need to get in touch with their Nominee(s) (or CREST custodian(s)) and advise them that they wish to vote at the upcoming AGM as only the registered shareholder can vote. The Nominee (s) will then need to vote on their behalf by one of the aforementioned methods.