

**GENERAL MEETING  
Notice of Attendance and Form of Proxy**

**PART A – NOTICE OF ATTENDANCE**

***I WILL be attending the General Meeting of the Company to be held at Black Country Chamber of Commerce, Creative Industries Centre, University of Wolverhampton Science Park Ltd, Glaisher Drive, Wolverhampton, West Midlands, WV10 9TG to transact the following business on Tuesday 7<sup>th</sup> March 2017 at 12.30pm.***

***(Please complete in black ink in capitals and return to the Company Secretary)***

Your Member Organisation .....

Your Name .....

Your Position in the Company .....

Signed .....Date.....

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**PART B - FORM OF PROXY**

If you are **NOT** planning to attend the Meeting you may either appoint a representative of your choice or the Chairman of the meeting to attend, speak and vote on your behalf. Unless you complete the directed voting section your proxy will be free to vote as he/she feels.

1. Appointment of a proxy does not preclude you from attending the meeting and voting in person. If you have appointed a proxy and attend the meeting in person, your proxy appointment will automatically be terminated.
2. A proxy does not need to be a member of the Company but must attend the meeting to represent you.
3. Where you appoint as your proxy someone other than the Chairman, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions.
4. If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of proxies will take precedence.
5. To change your proxy instructions simply submit a new proxy appointment using the methods set out on the next page. Note that the cut-off time for receipt of proxy appointments also applies in relation to amended instructions; any amended proxy appointment received after the relevant cut-off time will be disregarded.
6. In order to revoke a proxy instruction you will need to inform the Company by sending a signed hard copy notice clearly stating your intention to revoke your proxy appointment to the company secretary at Black Country Chamber of Commerce & Industry, Creative Industries Centre, University of Wolverhampton Science Park Ltd, Glaisher Drive, Wolverhampton WV10 9TG or by e-mail to [lornataylor@blackcountrychamber.co.uk](mailto:lornataylor@blackcountrychamber.co.uk) by no later than 12.30pm on Sunday 5<sup>th</sup> March 2017.
7. If you attempt to revoke your proxy appointment but the revocation is received after the time specified then, subject to paragraph 1 above, your proxy appointment will remain valid.

8. You may not use any electronic address provided in this proxy form to communicate with the Company for any purposes other than those expressly stated.

***I will NOT be attending the General Meeting of the Company to be held at Black Country Chamber of Commerce, Creative Industries Centre, University of Wolverhampton Science Park Ltd, Glaisher Drive, Wolverhampton, West Midlands, WV10 9TG. I wish to appoint the following person to act as my proxy at the meeting. (please put a tick next to your choice)***

	The Chairman of the Meeting or
	The individual named below

**(Please complete in black ink in capitals and return to the Company Secretary at Black Country Chamber of Commerce, Creative Industries Centre, University of Wolverhampton Science Park Ltd, Glaisher Drive, Wolverhampton, WV10 9TG or by e-mail to [lornataylor@blackcountrychamber.co.uk](mailto:lornataylor@blackcountrychamber.co.uk) by no later than 12.30pm on Sunday 5<sup>th</sup> March 2017.**

Name of Your Proxy.....

Your Member Organisation .....

Your Name .....

Your Position in the Company .....

Signed .....

Date .....

**Directed voting:**

Resolutions

1. That the following special resolution be passed:	For	Against
<b>SPECIAL RESOLUTION</b>		
That the draft articles of association produced to the meeting and for the purposes of identification initialled by the Chairman be adopted as the articles of association of the Company in substitution for and to the exclusion of the Company's existing articles of association.		