

[NAME OF COMPANY] LIMITED

Notice of General Meeting

Notice of a General Meeting of [NAME OF COMPANY] Limited (the **Company**) to be held at [ADDRESS] at [TIME] [am/pm] on [DAY] [DATE AND YEAR] to consider and, if thought fit, pass the following resolutions:

ORDINARY RESOLUTIONS

[SET OUT TEXT]

SPECIAL RESOLUTIONS

[SET OUT TEXT]

By order of the
[NAME]

[Director/Company Secretary]

[Name of Company]

Registered number

[Registered office]

[DATE]

Notes regarding

1. As a member of the Company, you are entitled to exercise all or any of the rights attached to the shares that you hold in the Company. If you are unable to attend the meeting in person, you may appoint a proxy to exercise those rights on your behalf. The proxy form, which has been sent to you with these notes, explains how to do this.
2. A proxy may be appointed by you or by another person acting on your behalf. The proxy form explains how to do this.
3. You may appoint more than one proxy to exercise your rights at the meeting, provided that the total number of proxies appointed does not exceed the number of shares that you hold in the Company. If you do so, you must specify the number of shares each proxy is to exercise on your behalf. The proxy form explains how to do this.

The aggregate number of shares specified on all proxy forms must not exceed the number of shares that you hold. Failing to specify the number of shares to which each proxy appointment relates, or specifying an aggregate number of shares in excess of the number of shares that you hold, may result in the appointment being invalid.

4. To appoint a proxy, the proxy form must be:
 - completed and signed;

- sent or delivered to the Company at [ADDRESS]; and
 - received by the Company no later than [TIME] on [DAY] [DATE].
4. In the case of a member which is a company, the proxy form must either be executed under its common seal or signed on behalf of the company by an officer of, or an attorney for, the company. The authority or power of attorney pursuant to which the proxy form is signed (or a duly certified copy of it) must be included with the proxy form.
 5. In the case of a member which is a company, the proxy form must be signed by the directors and returned to the Company for the purpose of the meeting. For this purpose, the proxy form must be signed by the names of the directors and must be signed in the presence of a notary public or a solicitor. If the proxy form is signed by a director, the name of the director must be written in the presence of the notary public or solicitor. If the proxy form is signed by a notary public or solicitor, the name of the notary public or solicitor must be written in the presence of the notary public or solicitor.
 6. You may revoke your proxy at any time before the meeting by signing and returning to the Company a new proxy form in the same form as the original proxy form.
 7. You may not revoke your proxy after the meeting has started. The termination of a proxy is not effective until the meeting has started. The termination of a proxy is not effective until the meeting has started. The termination of a proxy is not effective until the meeting has started.
 8. A proxy form is not valid if it is not signed by the member or a duly authorized officer of the company. If you are a member of the company, you should sign the proxy form. If you are a duly authorized officer of the company, you should sign the proxy form on behalf of the company.

