

**NOTICE OF ANNUAL GENERAL MEETING OF
[NAME OF COMPANY]**

Company Number _____

NOTICE IS HEREBY GIVEN that the Annual General Meeting of the above-named Company will be held at _____ [insert address] on _____ [insert date] at _____ AM / PM for the following purposes:

1. To consider and adopt the Company's accounts and reports of the directors and auditors for the period from _____ [insert date] to _____ [insert date].
2. To declare a dividend on the shares.
3. To re-appoint _____ [insert name of auditors] as auditors of the Company until the next general meeting at which accounts are laid before the company, a fee to be determined by the Board of Directors.
4. To elect directors in place of those retiring.
5. To ratify the appointment of the Board since the last Annual General Meeting.

Date: _____
By order of the Board of Directors
Signed by _____

Registered Office Address:

A member entitled to attend and vote at the meeting convened by this Notice is entitled to appoint a proxy to attend and vote on a poll in his/her place. A proxy need not be a member of the Company.

NOTE:

1. Check the company's Articles of Association in respect of re-electing directors retiring by rotation. If Table A has been adopted, the provisions of Regulations 73-80 should be observed, as should Regulation 84 for any director holding executive office.
2. Unless the Articles provide otherwise, a proxy may only vote on a poll.

