

**SURREY CHAMBERS OF COMMERCE LIMITED**

*Registered in England and Wales with number 03027072*

**NOTICE OF ANNUAL GENERAL MEETING**

**NOTICE IS HEREBY GIVEN** that the Annual General meeting of the above named company will be held at 5.15 pm on the 18<sup>th</sup> July 2019

at

Mercure Burford Bridge Hotel, Dorking, RH5 6BX

**Ordinary Business:**

1. To approve the minutes of the Annual General Meeting held on 9<sup>th</sup> July 2018
2. To receive the Report of the President for the year ended June 2019
3. To receive the statement of Accounts for the year ended 31<sup>st</sup> December 2018
4. To elect Council members for the ensuing year
5. To approve Directors for the ensuing year.

**Registered office:**  
Unit 14A  
Monument Way East  
Woking  
Surrey  
GU21 5LY

By Order of the Board  
Louise Punter  
Chief Executive

Dated: 28<sup>th</sup> May 2019

*See over for Notes*

**NOTICE OF ANNUAL GENERAL MEETING**

**NOTES**

1. A form of proxy is enclosed for use by members and, if appropriate, must be deposited, with the power of attorney or other authority (if any) under which it is signed, or a notarially certified or office copy of such power of authority, with the Company's chief executive not less than 48 hours before the time of the Annual General Meeting ("AGM"). Completed proxy forms should be sent to Unit 14A Monument Way East, Woking, Surrey, GU21 5LY. Appointment of a proxy does not preclude the member from attending the AGM and voting in

person. A proxy need not be a member of the Company. The termination of the authority of a person to act as proxy must be notified to the Company in writing. Amended instructions must be received by the Company's Chief Executive by the deadline for receipt of proxies.

2. A member entitled to attend and vote at the AGM may appoint a proxy (who need not be a member of the Company) to attend, speak and vote on his or her behalf whether by show of hands or on a poll.
3. If a corporate member has appointed a corporate representative, the corporate representative will have the same powers as the corporation could exercise if it were an individual member of the Company.
4. The following documents are available for inspection at the registered office of the Company during normal business hours on any weekday and will be available at the place of the AGM from 15 minutes before the meeting until it ends:
  - 4.1. The Company's existing Articles of Association