

**NORTH & WESTERN LANCASHIRE CHAMBER OF COMMERCE (“NWLCC”)
FORM OF PROXY FOR MEMBERS – ANNUAL GENERAL MEETING CONVENED FOR
25 NOVEMBER 2022**

We [Name of Company]

of [Address of Company]

being a Member of NWLCC, hereby appoint

[Name of Proxy]

as our proxy to vote in our name and on our behalf at the Annual General Meeting of NWLCC to be held on 25 November 2022 and at any adjournment thereof. This form is to be used in respect of the resolutions mentioned below as follows:

**3. ORDINARY RESOLUTION: Appointment of Auditors
THAT MHA MOORE & SMALLEY be reappointed**

for* OR against*

4. ORDINARY RESOLUTION: The Election of Honorary Members

for* OR against*

5. ORDINARY RESOLUTION: The Election of the Council

for* OR against*

6. ORDINARY RESOLUTION: The Election of Committee Chairs

for* OR against*

*** Strike out whichever is not desired**

Unless otherwise instructed, the proxy may vote as he or she thinks fit or abstain from voting. Returning the form of proxy will not prevent you from attending the meeting and voting in person.

Dated 2022

Signed

by a director, officer or other duly authorised representative of the above-named Member.

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Notes

1. As a Member of the Company, you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at the Meeting and you should have received a proxy form with this Notice of Meeting. You can only appoint a proxy if you are a Member and using the procedures set out in these notes and on the proxy form.
2. A proxy does not need to be a Member of the Company but must attend the Meeting to represent you. Details of how to appoint the Chair of the Meeting or another person as your proxy using the proxy form are set out on the proxy form. If you wish your proxy to speak on your behalf at the Meeting you will need to appoint your own choice of proxy (not the Chair) and give your instructions directly to them.
3. If you do not give your proxy an indication of how to vote on any question, your proxy may vote or abstain from voting at his or her discretion. Your proxy may vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the Meeting.
4. To appoint a proxy using the proxy form, the form must be:
 - completed and signed by an authorised representative (eg chief executive or another director or officer – see below);
 - sent or delivered to the Company Secretary at 9-10 Eastway Business Village, Oliver’s Place, Preston PR2 9WT - copy please to be scanned and emailed to the Secretary: alanw@lancschamber.co.uk ; and
 - received by the Company no later than noon on 18th November 2022.

The proxy form must be executed under the Member’s common seal or signed on its behalf by an officer of the company or an attorney for the company. Any power of attorney or any other authority under which the proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.

5. As an alternative to completing the hard-copy proxy form, you can appoint a proxy electronically by sending a completed and signed proxy form by email to alanw@lancschamber.co.uk . For an electronic proxy appointment to be valid, your appointment must be received by the Company no later than noon on 18th November 2022. This email address should not be used for any other purposes relating to proceedings at the Meeting unless expressly stated.

6. To change your proxy instructions simply submit a new proxy appointment using the methods set out above. Note that the cut-off time for receipt of proxy appointments (see above) also applies in relation to amended proxy forms; any amended proxy appointment received after the relevant cut-off time will be disregarded. To receive another proxy form please contact Alan Welsh at alanw@lancschamber.co.uk . 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.

7. In order for a Member to revoke a proxy instruction you will need to inform the Company using one of the following methods:

- by sending a signed hard copy notice clearly stating your intention to revoke your proxy appointment to the Company Secretary at 9-10 Eastway Business Village, Oliver’s Place, Preston PR2 9WT. The revocation notice must be executed under the Member’s common seal or signed on its behalf by an officer of the company or an attorney for the company. Any power of attorney or any other authority under which the revocation notice is signed (or a duly certified copy of such power or authority) must be included with the revocation notice; or
- by sending an e-mail to Alan Welsh at alanw@lancschamber.co.uk

In either case, the revocation notice must be received:

- by the Company Secretary no later than the commencement of the Meeting or any adjourned meeting at which a vote is given or poll demanded; or
- in the case of a poll taken otherwise than on the same day as the Meeting or adjourned meeting, by the Chair, Company Secretary or any Director no later than the time appointed for the taking of the poll.

If you attempt to revoke your proxy appointment but the revocation is received after the time specified then, subject to the paragraph directly below, your proxy appointment will remain valid. The 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 will automatically be terminated.

8. A Member, being a corporation, which wishes to attend the Meeting through an authorised representative must, prior to the commencement of the Meeting, complete and hand to the Company Secretary, (or someone authorised by the Company Secretary to receive the same) a duly signed form of appointment from the Member to attend the Meeting on its behalf. A form of appointment should be in, or as close as possible to, the form of appointment set out in the Company’s Articles of Association. In the absence of such form of appointment the representative shall have no right to attend or, in the case of a representative of a Member, no right to vote at the Meeting. A Member may send additional representatives to attend as observers and to speak at the Meeting but such additional representatives shall have no right to vote.

9. Except as provided above, Members who have general queries about the Meeting should contact Alan Welsh at alanw@lancschamber.co.uk (no other methods of communication will be accepted). You may not use any electronic address provided in either this Notice of Annual General Meeting or in any related documents (including the proxy form) to communicate with the Company for any purpose relating to proceedings at the Meeting other than those expressly stated.