

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting (**Meeting**) of South East LEP Limited (**Company**) will be held virtually on Zoom on 13 October 2023 at 12:00.

By order of the Board



Sarah Dance
Director

County Hall
Market Road
Chelmsford
Essex
CM1 1QH
Company Number: 12492037
Date: 29 September 2023

NOTES TO THE NOTICE OF ANNUAL GENERAL MEETING

Appointment of proxies

1. If you are a member who is entitled to attend and vote at the meeting, you are entitled to appoint one or more proxies 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. A proxy does not need to be a member of the Company but must attend the meeting to represent you. You can only appoint a proxy using the procedures set out in these notes and the notes to the proxy form.
2. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any matter which is put before the Meeting.

Appointment of proxy form

3. To appoint a proxy using the proxy form, the form must be:

- completed and signed;
- emailed to the Company at hello@southeastlep.com; and
- received by the Company no later than 5pm on 12 October 2023.

4. In the case of a member which is a company, the proxy form must be executed under its common seal or signed on its behalf by an officer of the company or an attorney for the company

5. 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.

Changing proxy instructions

6. Members may change proxy instructions by submitting a new proxy appointment using the methods set out above. Note that the cut-off time for receipt of proxy appointments also apply in relation to amended instructions; any amended proxy appointment received after the relevant cut-off time will be disregarded.

7. 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.

Termination of proxy appointment

8. A member may change a proxy instruction but to do so you will need to inform the Company in writing by sending an email to hello@southeastlep.com clearly stating your intention to revoke your proxy appointment to the Company.

9. The revocation notice must be received by the Company no later than 5pm on 12 October 2023.

10. If you attempt to revoke your proxy appointment but the revocation is received after the time specified, your original proxy appointment will remain valid unless you attend the meeting and vote.

11. Appointment of a proxy does not preclude you from attending the meeting and voting. If you have appointed a proxy and attend the Meeting, your proxy appointment will automatically be terminated.

Communication

12. Except as provided above, members who have general queries about the meeting should contact Keri Lawrence at hello@southeastlep.com (no other methods of communication will be accepted).



**SOUTH EAST LEP LIMITED (COMPANY)
ANNUAL GENERAL MEETING
PROXY FORM**

Member Name:

Member Address:

Before completing this form, please read the explanatory notes below

I/We being [a] member(s) of the Company appoint the Chair of the meeting or

<i>[INSERT NAME]</i>

as my/our proxy to attend, speak and vote on my/our behalf at the Annual General Meeting of the Company to be held on 13 October 2023 at 12:00 and at any adjournment of the meeting.

Signature	Date

Notes

FORM OF PROXY

1. As a member of the Company you are entitled to appoint a proxy or proxies to exercise all or any of your rights to attend, speak and vote at a general meeting of the Company. You can only appoint a proxy using the procedures set out in these notes.

2. Appointment of a proxy does not preclude you from attending the meeting and voting. If you have appointed a proxy and attend the meeting, your proxy appointment will automatically be terminated.

APPOINTMENT

3. A proxy does not need to be a member of the Company but must attend the meeting to represent you. If you wish to appoint a proxy other than the chair of the meeting, insert their full name in the box. If you leave this space blank, the chair of the meeting will be appointed your proxy. Where you appoint as your proxy someone other than the chair, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions. If you wish your proxy to make any comments on your behalf, you will need to appoint someone other than the chair and give them the relevant instructions directly.

VOTING DIRECTIONS

4. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any matter which is put before the meeting, including a motion to adjourn.

RETURNING YOUR FORM OF PROXY

5. To appoint a proxy using this form, the form must be:

- Completed and signed;
- Emailed to the Company at hello@southeastlep.com; and
- Received by the Company no later than 5pm on 12 October 2023.

6. In the case of a member which is a company, this proxy form must be executed under its 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 this proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.

7. 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. For details of how to change your proxy instructions or revoke your proxy appointment see the notes to the notice of meeting.