



Notes to Annual General Meeting and Proxy Form

Appointment of Proxys

As a Member of the Company you are entitled to appoint one proxy to exercise all or any of your rights to attend, speak and vote at the Annual General Meeting of the Company. You can only appoint a proxy using the attached proxy form and the procedures set out in these notes.

A proxy does not need to be a Member of the Company but must attend the Annual General Meeting to represent you.

To appoint as your proxy a person other than the Chairman of the meeting, insert his/her full name where indicated. If you sign and return this proxy form with no name inserted in the box, the Chairman of the meeting will be deemed to be your proxy.

Where you appoint as your proxy someone other than the Chairman, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions.

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 Chairman) and give your instructions directly to them.

If this proxy form is returned without any indication as to how the person appointed is to vote, the proxy will be null and void.

Appointment of proxy using hard copy proxy form

The notes to the proxy form explain how to direct your proxy vote on each resolution.

To be effective, the proxy form, duly completed, together with any power of attorney under which it is executed must be lodged with Raincliffe Wood Community Enterprise C.I.C, Woodend, The Crescent, Scarborough YO11 2PW. The form may be sent by post or by email to admin@raincliffewoods.co.uk
THE PROVISIONAL DEADLINE FOR RECEIPT OF PROXY VOTES EITHER BY EMAIL OR BY POST IS NOON ON MONDAY, 20 JUNE 2022.

Changing proxy instructions

To change your proxy instructions simply submit a new proxy appointment from within the required timescale using the method set out above.

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 appointments

In order to revoke a proxy instruction, you will need to inform the Company by sending a signed hard copy notice clearly stating your intention to revoke or amend your proxy appointment to Raincliffe Wood Community Enterprise, Woodend, The Crescent, Scarborough YO11 2PW to be received not later than noon on **MONDAY, 20 JUNE 2022.**

Appointment of a proxy does not preclude you from attending the meeting and voting in person, but you should declare your presence at the meeting and your proxy appointment becomes automatically terminated.