

## NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that an Annual General Meeting (**Meeting**) of the Association of Leasehold Enfranchisement Practitioners (the **Association**) will be held on Tuesday 5 December 2023 at 5pm to transact the following business:

1. To approve the Minutes of the AGM dated 6 December 2022;
2. To approve the Financial Statements for the year ended 31 May 2023;
3. To approve the appointment of two valuer committee members and two solicitor committee members.

By order of the Board  
Association of Leasehold Enfranchisement Practitioners Limited  
The Workshop  
32-40 Tontine Street  
Folkestone  
Kent  
CT20 1JU

Dated: Wednesday 18 October 2023

## **NOTES TO THE NOTICE OF ANNUAL GENERAL MEETING**

### **Ballot papers**

The Notice of AGM is sent to the nominated key contact of each ALEP member organisation and each individual barrister member.

Each nominated key contact and individual barrister member is invited to vote by completing their ballot form and returning it either by email to [elections@alep.org.uk](mailto:elections@alep.org.uk) or by post to ALEP by Friday 24 November 2023.

The nominated key contact is responsible for exercising the vote on behalf of the member organisation.

### **Appointment of proxies**

As a member of the Association, 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 using the procedures set out in these notes and the notes to the proxy form.

A proxy does not need to be a member of the Association but must attend the Meeting to represent you. Details of how to appoint the Chairman of the Meeting or another person as your proxy using the proxy form are set out in the notes to 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 Chairman) and give your instructions directly to them.

You may appoint more than one proxy provided each proxy is appointed to exercise rights attached to different memberships. You may not appoint more than one proxy to exercise rights attached to any one membership. To appoint more than one proxy, complete the requisite number of proxy forms and state clearly on each form how many memberships the proxy is appointed in relation to. Failure to specify the number of memberships each proxy appointment relates to or specifying a number of memberships in excess of those held by the member will result in the proxy appointment being invalid.

If you do not give your proxy an indication of how to vote on any resolution, your proxy will vote or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the Meeting.

### **Appointment of proxy**

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

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

- completed and signed;
- emailed to [elections@alep.org.uk](mailto:elections@alep.org.uk)
- received by the Association no later than 4pm on Friday 24 November 2023.

In the case of a member which is a company, the proxy form must be 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.

### **Appointment of proxy by joint members**

In the case of joint holders, where more than one of the joint holders purports to appoint a proxy, only the appointment submitted by the most senior holder will be accepted.

Seniority is determined by the order in which the names of the joint holders appear in the Association's register of members in respect of the joint holding (the first-named being the most senior).

### **Changing proxy instructions**

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 apply in relation to amended instructions; any amended proxy appointment received after the relevant cut-off time will be disregarded.

Where you have appointed a proxy using the proxy form and would like to change the instructions using another hard-copy proxy form, please email [elections@alep.org.uk](mailto:elections@alep.org.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.

### **Termination of proxy appointments**

In order to revoke a proxy instruction, you will need to inform the Association by sending a signed hard copy notice clearly stating your intention to revoke your proxy appointment to ALEP c/o [elections@alep.org.uk](mailto:elections@alep.org.uk). In the case of a member which is a company, the revocation notice must be 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.

The revocation notice must be received by the Association no later than Monday 27 November 2023 at 12noon.

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.

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 appointment will automatically be terminated.