

<< Name >> ED/PLC
Company Number >>

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a meeting of the above-named Company will be held at << Location >> on << Day >> at << Time >> /pm for the purpose of considering and, if thought fit, passing resolution[s] [as to resolution(s) Nos. << >> as Ordinary Resolution(s)] [and << >> as Special Resolution(s)]:-

<< Wording of resolution >>
<< Wording of resolution >>
<< Wording of resolution >>

Dated: << >>

Registered Office: << Address >>
By Order of the Board

.....
<< Name >>
Secretary

NOTE:

A member entitled to attend and vote at the meeting is entitled to exercise all or any of his/her rights to attend, speak and vote at the meeting by proxy. A proxy need not be a member of the Company.

[A member may appoint more than one proxy to attend the meeting provided that each proxy is appointed to exercise the right to vote in respect of a different share or shares held by him/her or to a different £10, or multiple of £10, of the nominal value of the Company's shares held by him/her.]

A form of proxy is << e.g. enclosed >>. In order to be effective, instruments appointing a proxy should be lodged with the Company at least << 48 hours >> before the appointed time of the meeting.

[There are << 3 >> resolutions which are proposed for approval and are required to be approved by the members of the Company to approve. An explanation of these resolutions is given below:]

[Resolution 1:]
[Resolution 2:]
[Resolution 3:]