

Company Number: 06638759

University of Birmingham Guild of Students

("the Guild")

PROXY FORM

Name of member appointing proxy: _____

Address: _____

Before completing this form, please read the explanatory notes below.

I hereby appoint:

*The Chair of the meeting***OR**

_____ (name of your proxy) of

_____ (address of your proxy)

as my proxy to attend, speak and vote on my behalf at the General Meeting of the Guild under Company Law to be held on Thursday 25th January 2024 at 18:00 pm and at any adjournment or postponement of the meeting.(*you **must delete** the words "the Chair of the meeting" if you name a person of your choice as your proxy)I direct my proxy to vote (or abstain from voting) on the following resolutions as indicated below (*mark the appropriate box with an 'X'*):

Resolution	For	Against	Abstain	As the proxy thinks fit
1. Amendments to Articles of Association				
All other resolutions properly put to the meeting.				

Signed: _____

Date: _____

Notes to the Proxy Form

1. As a member of the Guild you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at a general meeting of the Guild.
1. You can only appoint a proxy using the procedures set out in these notes.
2. You may appoint the Chair of the meeting or another person of your choice as your proxy. A proxy does not need to be a member of the Guild but must attend the meeting to represent you.
3. To appoint a person other than the Chair of the meeting as your proxy, insert their full name and address where indicated and delete the words "the Chair of the meeting". If you do not insert a name (and do not delete the words "the Chair of the meeting"), the Chair of the meeting will be 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.
4. To direct your proxy how to vote on the resolutions, mark the appropriate box with an "X". If no voting indication is given, your proxy will vote or abstain from voting on the resolutions put to the meeting at their discretion. Your proxy may vote (or abstain from voting) as they think fit in relation to the limited range of additional resolutions which may be put before the meeting. These include for example:
 - 4.1 resolutions to deal with procedural aspects of the meeting such as the calling of a poll or a decision to adjourn;
 - 4.2 resolutions proposing amendments to the resolutions listed in the notice of the meeting, but note, the circumstances in which amendments can be made are very limited.
5. To appoint a proxy using this form, the form must be completed and signed and sent by post or hand delivered to the Guild at Guild of Students, University of Birmingham, Edgbaston Park Road, Birmingham, B15 2TU, marked for the attention of the People & Admin Team.
- 5.1 The form must be received by the Guild no later than 9am on Wednesday 24th January 2024.
6. If you are signing the proxy form under the authority of a power of attorney or any other authority you must send the relevant document or a certified copy to the Guild when you return the proxy form.
7. If you wish to change your proxy instructions, you can submit another proxy appointment in the way indicated above. The appointment received last before the latest time for the receipt of proxies will take precedence.

8. If you wish to revoke your proxy instructions, you can send a notice by email to info@guild.bham.ac.uk clearly stating that the instructions are revoked. The revocation must be received by the Guild no later than 10am on Wednesday 24th January 2024.
9. Appointment of a proxy does not preclude you from attending the meeting and voting yourself. If you have appointed a proxy and you attend the meeting and cast a vote yourself, your proxy is no longer entitled to vote for you.
10. You may only communicate with the Guild about appointing a proxy for the meeting using the address at note 5 above. No other methods of communication will be accepted.