

NOTICE OF AGM FOR A PRIVATE LIMITED COMPANY

(Company name) Limited

Company Number:

NOTICE IS HEREBY GIVEN THAT the Annual General Meeting of the Company will be held at *(time)* on *(date)* at *(location)* for the following purposes:

1. To receive the accounts of the Company for the year ended *(date)* together with reports thereon from the directors and auditors of the Company and to consider the recommendation of the directors that [a dividend] [no dividend] be declared in respect of the year.
2. To reappoint *(name)* retiring by rotation as a director in accordance with the Company's Articles of Association and, being eligible, offering themselves for re-election as a director.
3. To appoint Messrs *(name)* as auditors of the Company until the conclusion of the next general meeting of the Company at which accounts are laid before the members and to authorise the directors to determine their remuneration.

Date: *(date)*

Registered Office:

..... *(address)*

BY ORDER OF THE BOARD

Signature: *(signature of Chairman)*
Chairman

Note: a member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote in their place. A proxy need not be a member of the Company.

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