

Charity Number: *(insert here)*

THE CHARITIES ACT 2011
Proxy Notice

NAME OF CHARITY

Name of the member appointing the proxy:

Address:

We hereby appoint:

As our proxy to vote in our name and on our behalf at the meeting of the charity to be held on **(date)** and at any adjournment of the meeting.

This form is to be used in respect of the resolutions mentioned below as follows:

	For	Against	Abstain
Resolution 1: (Full wording of the resolution here).			
Resolution 2: (Full wording of the resolution here).			
Special Resolution: (Full wording of the resolution here).			

Signed:

Dated:

Charity Number: *(insert here)*

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Notes to the Proxy Notice

1. As a member of the (NAME OF CHARITY), 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 charity. You can only appoint a proxy using the procedures set out in these notes.
2. The 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.
3. A proxy does not need to be a member of the charity, but must attend the meeting to represent you. To appoint a person other than the Chair, you must enter their name in the required field above and sign the form as indicated. If you fail to enter the name of an individual, the Chair of the meeting will be deemed to be your proxy. Where you appoint someone other than the Chair, you are responsible for ensuring they attend the meeting on your behalf.
4. To direct your proxy how to vote on the resolution, mark the appropriate box clearly with an 'X'. If no voting indication is given, your proxy will vote or abstain from the vote at their discretion.
5. Your proxy will exercise their discretion on how to vote for any ancillary or procedural resolutions put to the meeting, and for any adjournments of the meeting.
6. The proxy will only be eligible to act on your behalf for the meeting listed above, and any subsequent adjournment. Future meetings will require additional proxy notices to be completed.
7. A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting, or adjourned meeting to which it relates.
8. If a proxy notice is not executed by the person appointing the proxy, sufficient written evidence must be accompanied, with the authority of the person who executed it to execute it on the appointer's behalf.
9. All completed forms must be sent to (NAME OF THE PERSON OR REPRESENTATIVE), or as directed in the notice of the meeting.