

**Company number: 08809420**

**Companies Act 2006**

**PROXY NOTICE**

**The Swedish Church in London Ltd (“the Church”)**

Name of member appointing proxy: \_\_\_\_\_

Address: \_\_\_\_\_

Before completing this notice please read the explanatory notes overleaf.

I hereby appoint the Chair of the Annual Church Meeting or:

\_\_\_\_\_ of \_\_\_\_\_]<sup>1</sup>

to vote on my behalf at the Annual Church Meeting to be held on 20th May 2018 and at any adjournment of the meeting.

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

<b>Resolution</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
That the candidates who are recommended by the Nominations Committee to the meeting be appointed as Trustees of the Church.  <i>Please note that if this resolution does not pass, members will be asked to vote by ballot for their preferred candidates for appointment and your proxy will cast your vote on your behalf.</i>			
That the two candidates who are nominated from the floor be appointed as members of the Nominations Committee.  <i>Please note that if more than two candidates are nominated from the floor at the meeting, members will be asked to vote by ballot for their preferred candidates for appointment and your proxy will cast your vote on your behalf.</i>			

<sup>1</sup> Please delete or complete the proxy's name and address as appropriate.

That HaysMacIntyre LLP be appointed as the Church's auditors.			
That the Trustees be authorised to fix the remuneration of the auditors on an ongoing basis, unless revoked by members' resolution.			

*\*mark the appropriate box with an 'X'*

Unless otherwise instructed, the proxy may vote on the resolutions set out above as he or she thinks fit or abstain from voting.

I direct that my proxy may vote (or abstain from voting) as he or she thinks fit on any other matter which may properly be put to the meeting.

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Signed:

Date:

## Notes to the Proxy Notice

1. As a member of the Church 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 Church. You can only appoint a proxy using the procedures set out in these notes.
2. 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 Church but must attend the meeting to represent you. To appoint as your proxy a person other than the Chair of the meeting, insert their full name where indicated. If you sign and return this proxy notice with no name inserted, the Chair of the meeting will be deemed to 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 at his or her discretion. Your proxy may vote (or abstain from voting) as he or she thinks 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 notice a hard copy of this notice must be:
  - 5.1. completed and signed by you;
  - 5.2. sent by post or delivered to the Church at 6 Harcourt Street, London W1H 4AG; and
  - 5.3. received by the Church no later than 72 hours prior to the scheduled start time of the meeting.
6. As an alternative to this hard copy form, you can appoint a proxy by completing and signing this form and scanning it to the Church at **register@swedishchurch.com**. Your email should contain your name and address for identification purposes. For an electronic proxy appointment to be valid, your appointment must be received by the Church no later than 72 hours prior to the scheduled start time of the meeting.

7. Any power of attorney or any other authority under which this proxy notice is signed (or a duly certified copy of such power or authority) must be included with the proxy notice.
8. If you wish to change your instructions, you can submit another notice. The appointment received last before the latest time for the receipt of proxies will take precedence.
9. To revoke your proxy instructions, send notice to the addresses at 5.2 or 6 above clearly stating that the instructions are revoked and ensure that the notice is received by the Church no later than 72 hours prior to the schedule start time of the meeting.
10. Communications relating to proxies in respect of the meeting may only be sent to the addresses at 5.2 or 6 above. No other forms of communication will be accepted by the Church.