

NOTICE OF ANNUAL GENERAL MEETING

BUCKINGHAMSHIRE BUSINESS FIRST

Buckinghamshire Business First
Claydon House
1 Edison Road
Rabans Lane Industrial Area
Aylesbury
HP19 8TE

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NOTICE IS HEREBY GIVEN that the 2020 Annual General Meeting of the above named company will be held virtually on Thursday 26 November 2020, 4-6pm for the purpose of considering and, if thought fit, passing the following resolutions which will be proposed as Ordinary Resolutions numbers 1-6.

Due the exceptional circumstances arising as a result of COVID-19, this will be a virtual meeting; joining instructions are as below:

Joining instructions for this virtual meeting will be shared with those who book a place, one week in advance of the AGM.

1 Receiving the Reports and Accounts for the period ended 31 March 2020

Resolution 1: THAT the meeting receives the reports of the Directors and Auditors and accounts of the Company for the period ended 31 March 2020.

2 Appointment of Auditors

Resolution 2: THAT Richardsons Financial Group be reappointed as Auditors for the financial year to 31 March 2021 and that the directors be authorised to determine the auditors' remuneration.

3 Retirement and Re-election of Directors

The following directors have been deemed by the Board to retire by rotation under Article 23 of the Articles of Association; they offer themselves for re-election:

- Klaus Allion
- Philippa Batting
- Andrew Smith

Resolution 3: THAT Klaus Allion be re-elected as a director of the Company.

Resolution 4: THAT Philippa Batting be re-elected as a director of the Company.

Resolution 5: THAT Andrew Smith be re-elected as a director of the Company.

By Order of the Board



Michael Garvey, Director and Chairman

Dated: 2 November 2020

Registered Office: Claydon House, 1 Edison Road, Rabans Lane Industrial Area, Aylesbury HP19 8TE

Registered in England No. 04107584 Registered office: Claydon House, 1 Edison Road, Rabans Lane Industrial Area, Aylesbury, HP19 8TE

NOTES TO THE NOTICE OF ANNUAL GENERAL MEETING

Appointment of proxies

1. As a member of the Company, you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at the Meeting and you should have received a proxy form with this notice of meeting. You can only appoint a proxy using the procedures set out in these notes and the notes to the proxy form.
2. A proxy does not need to be a member of the Company but must attend the Meeting to represent you. Details of how to appoint another person as your proxy using the proxy form are set out in the notes to the proxy form.
3. If you do not give your proxy an indication of how to vote on any resolution, your proxy will vote or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the Meeting.

Appointment of proxy using hard copy proxy form

4. The notes to the proxy form explain how to direct your proxy how to vote on each resolution or withhold their vote.

To appoint a proxy using the proxy form, the form must be:

- completed and signed;
 - scanned and emailed to events@bbf.uk.com or sent/delivered to the Company at Claydon House, 1 Edison Road, Rabans Lane Industrial Area, Aylesbury, HP19 8TE for the attention of the Company Secretary; and
 - **received by the Company no later than forty-eight hours before the meeting.**
5. Any power of attorney or any other authority under which the proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.

Appointment of proxy by joint members

6. In the case of joint holders, where more than one of the joint holders purports to appoint a proxy, only the appointment submitted by the most senior holder will be accepted. Seniority is determined by the order in which the names of the joint holders appear in the Company's register of members in respect of the joint holding (the first-named being the most senior).

Changing proxy instructions

7. To change your proxy instructions simply submit a new proxy appointment using the methods set out above. Note that the cut-off time for receipt of proxy appointments (see above) also apply in relation to amended instructions; any amended proxy appointment received after the relevant cut-off time will be disregarded.

8. Where you have appointed a proxy using the hard-copy proxy form and would like to change the instructions using another hard-copy proxy form, please contact the Company Secretary, Claydon House, 1 Edison Road, Rabans Lane Industrial Area, Aylesbury, HP19 8TE.
9. If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of proxies will take precedence.

Termination of proxy appointments

10. In order to revoke a proxy instruction you will need to inform the Company by sending a signed hard copy notice clearly stating your intention to revoke your proxy appointment to Claydon House, 1 Edison Road, Rabans Lane Industrial Area, Aylesbury, HP19 8TE marked for the attention of the Company Secretary. In the case of a member which is a company, the revocation notice must be executed under its common seal or signed on its behalf by an officer of the company or an attorney for the company. Any power of attorney or any other authority under which the revocation notice is signed (or a duly certified copy of such power or authority) must be included with the revocation notice.
11. In either case, the revocation notice must be received by the Company no later than forty-eight hours before the meeting.
12. If you attempt to revoke your proxy appointment but the revocation is received after the time specified then, subject to the paragraph directly below, your proxy appointment will remain valid.
13. 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.

Communication

14. Except as provided above, members who have general queries about the Meeting should contact the Company Secretary at Claydon House, 1 Edison Road, Rabans Lane Industrial Area, Aylesbury, HP19 8TE (no other methods of communication will be accepted).