

COMPANY NUMBER: 11766448

SWINDON AND WILTSHIRE LOCAL ENTERPRISE PARTNERSHIP LIMITED

(the Company)

NOTICE OF ANNUAL GENERAL MEETING

NOTICE is given that an annual general meeting of the Company will be held on 28 January 2021 at 9.00 am via a Microsoft Teams Meeting:

Join Microsoft Teams Meeting [please ctrl+click on this link] or dial in using the following details: +44 20 3443 6328 United Kingdom, London (Toll), Conference ID: 350 593 726#

for the following purposes:

ORDINARY RESOLUTIONS

To consider and, if thought fit, approve the following resolutions that will be proposed as ordinary resolutions:

- I To receive the annual accounts and reports of the Company to the financial year ended 31 March 2020.

SPECIAL RESOLUTIONS

None

By order of the board



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Paddy Bradley, Chief Executive Officer

Digital Mansion, Corsham, Pickwick Road, Corsham, Wiltshire, England, SN13 9BL

7 January 2021

NOTES:

- 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 the chairperson of the Meeting or 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.
- 4 To appoint a proxy using the proxy form, the form must be:
 - 4.1 completed and signed;
 - 4.2 sent or delivered to the Company at Digital Mansion, Corsham, Pickwick Road, Corsham, Wiltshire, England, SN13 9BL; as well as emailed to administration@swlep.co.uk
 - 4.3 received by the Company no later than 48 hours prior to the Meeting taking place.
- 5 In the case of a member which is a company, the proxy form must be executed under its common seal or signed on its behalf by an officer of the company or an attorney for the company.
- 6 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.
- 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 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.
- 9 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 Digital Mansion, Corsham, Pickwick Road, Corsham, Wiltshire, England, SN13 9BL as well as emailing a copy to administration@swlep.co.uk. 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.

- 10 The revocation notice must be received by the Company no later than 48 hours prior to the start of the Meeting.
- 11 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.
- 12 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.
- 13 Except as provided above, members who have general queries about the Meeting should email administration@swlep.co.uk (no other methods of communication will be accepted).
15. You may not use any electronic address provided in this notice of general meeting or any related documents (including the proxy form) to communicate with the Company for any purposes other than those expressly stated.