NOTICE OF ANNUAL GENERAL MEETING

Companies Act 2006, sections 302, 307, 308, 310, 311, 324 and 325 · residents' management company or right to manage company

Management company (name and registered number) and the building (name and address)

Registered office

Date of this notice

Member, director or auditor the notice is sent to (name, and flat number for a member)

Date and time of the meeting

Place of the meeting

Notice

1. Notice is given that the annual general meeting of the company named above will be held on the date, at the time and at the place stated above.
2. The business to be dealt with at the meeting is set out in the agenda below.

Business of the meeting: the general nature of each item (for example accounts, the service charge budget, appointment of directors, any other business)

Appointing a proxy

1. You are entitled to appoint another person as your proxy to exercise all or any of your rights to attend and to speak and vote at the meeting.
2. The company's articles may give more extensive rights to appoint more than one proxy; they are stated below.

Any more extensive rights to appoint more than one proxy that the articles give (write "none" if there are none)

How this notice is given (tick each used)

- ☐ In hard copy form
- ☐ In electronic form
- ☐ By means of a website

Notes (ours)

Give at least 14 days' notice, excluding the day of the meeting and the day the notice is given, or longer if the articles require. A notice sent by post to an address in the United Kingdom, if the company can show it was properly addressed, prepaid and posted, is deemed to be received 48 hours after it was posted (working days only) unless the articles say otherwise: send it early.

Send the notice to every member and every director, subject to the articles. If the company has an auditor, send it to the auditor too: the auditor is entitled to every notice of a general meeting that a member is entitled to receive (Companies Act 2006, s. 502).

A general meeting may be called by shorter notice if the members agree, by the majority and percentage the Act sets.

Director, or the person giving this notice on behalf of the directors

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Name, role, signature and date

Model prepared by Unitify as a reference. It is not an official form and not legal advice: the Companies Act 2006 states what a notice of a general meeting must contain and prescribes no wording, and the company's articles may add to it. The leasehold context is England. Have a solicitor check it against your articles and your leases.