

**Transition Homes Community Land Trust**

Company number: 7849843

Registered Charity number: 1161033

**AGM 2017 PROXY VOTE FORM**

Name of member appointing the proxy: .....

Address: .....

We hereby appoint the Chair of the meeting

or .....of .....

as our proxy to vote in our name and on our behalf at the Annual General Meeting of Transition Homes CLT to be held on 7 November 2017 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
To appoint Darnells as the auditors			
To authorise the charity trustees to set the level of the auditors' fees			
To elect Ms Ruth Sutcliffe as a trustee (previously co-opted)			
To elect Mr Tom Winfield as a trustee (previously co-opted)			

**Signed** .....

**Dated** .....

## Notes to the Proxy Notice

1. As a member of the CLT 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 CLT. 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 CLT 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 **Erica Lewis, Company Secretary, Transition Homes CLT, The Mansion, 36 Fore Street, Totnes TQ9 5RP**
  - 5.3 received by the CLT no later than 1pm on **Monday 6 November 2017**.
6. Please note you cannot appoint a proxy by email or telephone.
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 address at 5.2 above clearly stating that the instructions are revoked and ensure that the notice is received by the CLT no later than **Monday 6 November 2017**.
10. Communications relating to proxies in respect of the meeting may only be sent to the address at 5.2 above. No other forms of communication will be accepted by the CLT.