

# Homeless Link

## Proxy Form

**Company Number:** 04313826

**Charity Number:** 1089173

HOMELESS LINK (the "Company")

At the Annual General Meeting of the Company to be held on Wednesday 6th December 2017 and any adjournment thereof

I of [insert company name] \_\_\_\_\_

a Full Member of Homeless Link hereby appoint the Chairman of the meeting

as my/our proxy to vote for me/us on my/our behalf on the following resolutions as I/we have indicated by marking the appropriate box with an X below. If no indication is given, my/our proxy will vote or abstain from voting at his or her discretion and I/we authorise my/our proxy to vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the meeting.

Ordinary Resolutions		For	Against	Abstain
1	to receive the report of the Board for the year ending 31 March 2017			
2	to receive the audited accounts of the Company for the year ending 31 March 2017			
3	to appoint the auditors for the Company for the year ending 31 March 2018 and to authorise the Directors to fix their remuneration			
Special Resolutions		For	Against	Abstain
1	The Articles of Association in the form made available on the Company's website be adopted in substitution for all former articles of association as from the end of this meeting.			

Signed:

Dated: \_\_\_\_\_ day of \_\_\_\_\_ 2017

## NOTES TO PROXY FORM

1. As a Full 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 a General Meeting of the Company. 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 Full Member of the Company but must attend the Meeting to represent you. To appoint as a proxy a person other than the chair of the meeting, set out their full name and address above.
4. If you sign and return this proxy form with no name set out above, the chair of the Meeting will be deemed 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.
5. If you wish your proxy to speak on your behalf at the Meeting you will need to appoint your own choice of proxy (not the chair) and give your instructions directly to them.
6. 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.
7. To appoint a proxy using the proxy form, the form must be:
  - completed and signed;
  - sent or delivered to the Company at Minories House, 2-5 Minories, London EC3N, or by email to the Company Secretary at [matt.harrison@homelesslink.org.uk](mailto:matt.harrison@homelesslink.org.uk), and
  - received by the Company no later than 4pm on Monday 4th December 2017.
8. In the case of a Full Member which is a company, this 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.
9. Any power of attorney or any 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.

### Changing proxy instructions

10. To change your proxy instructions simply submit a new proxy appointment using the method set out above. Note that the cut-off time for receipt of proxy appointments (see above) also applies in relation to amended instructions; any amended proxy appointment received after the relevant cut-off time will be disregarded.
11. 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

12. 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 Minories House, 2-5 Minories, London EC3N.
13. In either case, the revocation notice must be received by the Company no later than 4.00pm on Monday 4<sup>th</sup> December
14. 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.
15. 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.