**Annexure 1**
Form of Proxy Notices

Company No. 09760575

ROYAL NAVY RUGBY UNION
("the Club")

***[insert name and address of Voting Member/member]***

Before completing this form, please read the explanatory note below.

I/We being a [■Voting Member][■member] of Royal Navy Rugby Union appoint the chair of the meeting or (see note 3)

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as my/our proxy to attend, speak and vote on my/our behalf at the [■annual] general meeting of the Club to be held on [***insert date***] at [***insert time***] and at any adjournment of the meeting.

I/We direct my/our proxy to vote on the following resolutions as I/we have indicated by marking the appropriate box with an "X". If no indication is given, my/our proxy will vote or abstain from voting at their discretion and I/we authorise my/our proxy to vote (or abstain from voting) as they think fit in relation to any other matter which is properly put before the meeting.

|  |  |  |  |
| --- | --- | --- | --- |
| **RESOLUTIONS** | **For** | **Against** | **Abstain** |
| [**ORDINARY BUSINESS**] |  |  |  |
| 1. [ ***insert text of resolution*** ] |  |  |  |
| 2. [***insert text of resolution*** ] |  |  |  |
| **[SPECIAL BUSINESS**] |  |  |  |
| 3. ***[insert text of resolution ]*** |  |  |  |
| 4. ***[insert text of resolution ]*** |  |  |  |

|  |  |
| --- | --- |
| **Signature** | **Date** |

**Notes to the proxy form**

1 As a [■Voting Member][■member] of the Club 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 appointment of a proxy will not prevent you from subsequently attending and voting at the meeting 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 Club 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 in the box. If you sign and return this proxy form with no name inserted in the box, the chair of the meeting will be deemed to be your proxy. Where you appoint as your proxy someone other than the chair of the meeting, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions.

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 will vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the meeting.

5 To appoint a proxy using this form, the form must be:
• completed and signed;
• sent or delivered to **The Company Secretary** at Royal Navy Rugby Union, HMS Temeraire, Burnaby Road, Portsmouth. PO1 2HB; and
• received by **The Company Secretary** no later than one week prior to the meeting..

6 Any power of attorney or any other authority under which this proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.

7 As an alternative to completing this hard-copy proxy form, you can appoint a proxy electronically by emailing info@navyrugbyunion.co.uk. For an electronic proxy appointment to be valid, your appointment must be received by **The Company Secretary** no later than on week prior to the meeting.

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 You may not use any electronic address provided in this proxy form to communicate with The Company Secretary for any purposes other than those expressly stated.

10 To terminate a proxy instruction you will need to inform The Company Secretary using one of the following methods:
(a) by sending a signed hard-copy notice clearly stating your intention to terminate your proxy appointment to **The Company Secretary** at Royal Navy Rugby Union, HMS Temeraire, Burnaby Road, Portsmouth. PO1 2HB.
(b) by sending an e-mail to info@navyrugbyunion.co.uk

In either case, the revocation notice must be received no later than 72 hours prior to the meeting.