The Truro Diocesan Board of Finance Limited   
(**Company**)

**General Meeting**

**Form of proxy**

…………………………………………………………………………………………………………………………………………………  
[NAME AND ADDRESS OF MEMBER]

Before completing this form, please read the explanatory notes overleaf

I ...................................................................................................................... [FULL NAME IN BLOCK CAPITALS]

being a member of the Company appoint the Chair of the meeting or the person named below (see note 3) as my proxy to attend, speak and vote on my behalf at the General Meeting of the Company to be held on 23 November 2024 at 9.30am and at any adjournment of the meeting.

|  |  |
| --- | --- |
| **NAME OF PROXY** (if an individual other than the Chair) |  |

I direct my proxy to vote on the following resolution as I have indicated by marking the appropriate box with an 'X' to indicate my assent to either “a” or “b”.

|  |  |  |
| --- | --- | --- |
|  | **a)** | **b)** |
| *The Chair of The Truro Diocesan Board of Finance Ltd, will move:*  *a) “That the budget be approved”* |  |  |
| ***or*** *b) “that the budget be referred back to the Bishop's Council and Standing Committee.”* |

|  |  |
| --- | --- |
| **SIGNATURE** | **DATE** |
|  |  |

*Notes*

1. *Form of proxy*
   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 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.

***2. Appointment***

2.1 A proxy does not need to be a member of the Company but must attend the meeting to represent you. If you wish to appoint a proxy other than the chairman of the meeting, insert their full name in the box. If you leave this space blank, the chairman of the meeting will be appointed your proxy. Where you appoint as your proxy someone other than the chairman, 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 chairman and give them the relevant instructions directly.

*3. Voting directions*

3.1 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, including a motion to adjourn.

1. *Returning your form of proxy*
   1. To appoint a proxy using this form, the form must be:
      1. completed and signed;
      2. sent or delivered to the Company at Church House, Old Cathedral School, Cathedral Close, Truro, TR1 2FQ;; and
      3. received by the Company no later than 9am on 21 November 2024.
   2. As an alternative to completing this hard-copy proxy form, you can appoint a proxy electronically by providing confirmation of the details in the form by email to simon.cade@truro.anglican.org. For an electronic proxy appointment to be valid, your appointment must be received by the Company no later than 9am on 21 November 2024.
   3. 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. For details of how to change your proxy instructions or revoke your proxy appointment see the notes to the notice of meeting.
   4. You may not use any electronic address provided in this proxy form to communicate with the Company for any purposes other than those expressly stated.
2. *Changing proxy instructions*

5.1 Members may change proxy instructions by submitting a new proxy appointment using the methods set out above. Note that the cut-off time for receipt of proxy appointments also apply in relation to amended instructions; any amended proxy appointment received after the relevant cut-off time will be disregarded.

5.2 Where you have appointed a proxy using the hard-copy proxy form and would like to change the instructions using another hard-copy proxy form, please contact Simon Cade.

5.3 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.

1. *Termination of proxy appointment*

6.1 A member may change a proxy instruction but to do so you will need to inform the Company in writing by either:

6.1.1 Sending a signed hard-copy notice clearly stating your intention to revoke your proxy appointment to 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.

6.1.2 Sending an email to simon.cade@truro.anglican.org providing confirmation of the details in the form in the body of the email.

6.2 In either case, the revocation notice must be received by the Company no later than 9am on 21 November 2024, being 48 hours before the time of the Meeting.

6.3 If you attempt to revoke your proxy appointment but the revocation is received after the time specified, your original proxy appointment will remain valid unless you attend the meeting and vote in person.

6.4 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.