



The Companies Acts 1985 and 2006
Company Limited by Guarantee and not having a Share Capital
BRITISH FRANCHISE ASSOCIATION
NOTICE OF ANNUAL GENERAL MEETING
(Registered in England & Wales with Registered Number 01341267)

Notice is hereby given that an Annual General Meeting of the British Franchise Association will be held virtually via Zoom, on Tuesday, 15th December, at 11.00am.

Members entitled to vote at the meeting are entitled to appoint a proxy to attend and vote in their stead. A proxy form accompanies this notice.

Board Membership will have been determined by an online ballot, but the meeting will still be invited to resolve any tied votes on Board Membership, to adopt the association's report and accounts, and to appoint auditors. All such resolutions will be proposed as ordinary resolutions.

By order of the Board

A handwritten signature in black ink, appearing to read 'Pip Wilkins', enclosed within a hand-drawn oval.

Pip Wilkins
Chief Executive
British Franchise Association

Email: pipwilkins@thebfa.org

18th November 2020



NOTES TO THE NOTICE OF ANNUAL GENERAL MEETING

- 1.** If you are a Member who is entitled to attend and vote at the meeting, you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at the meeting. A proxy form is annexed to this notice of meeting. A proxy does not need to be a Member but must attend the meeting to represent you. You can only appoint a proxy using the procedures set out in these notes and the notes to the proxy form.
- 2.** 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.
- 3.** To appoint a proxy using the proxy form, the form must be:
 - completed and signed;
 - emailed to the British Franchise Association ("bfa") at the address on the Notice of AGM; and
 - received by the bfa no later than 5pm on Monday, 14th December.

In the case of a Member, which is a company, the 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.

Any power of attorney or any other 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.

- 4.** Members may change or revoke proxy instructions by submitting a new proxy appointment or revocation notice using the methods set out above. The cut-off time for receipt of proxy appointments also apply in relation to amended or revoked instructions; any amended or revoked proxy appointment received after the relevant cut-off time will be disregarded.

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.

- 5.** Except as provided above, Members who have general queries about the meeting should contact Pip Wilkins at the email address set out on the notice of meeting.