

## **1-4 PORTLAND SQUARE MANAGEMENT CO LTD**

### **NOTICE OF THE ANNUAL GENERAL MEETING**

**TO BE HELD ON**

**WEDNESDAY 26<sup>TH</sup> AUGUST 2020 AT 5PM**

**Notice** is hereby given of the **Annual General Meeting** of the **Shareholders** of **1-4 Portland Square Management Co Ltd** to be held on **Wednesday 26<sup>th</sup> August 2020 at 5pm** using Microsoft Teams. Please see below agenda for the meeting. The resolutions noted will be considered, and if thought fit, will be passed.

- ◆ To receive and accept the Minutes for the last Annual General Meeting (Enclosed).
- ◆ To receive and accept the Accounts for the year to **31<sup>st</sup> December 2019** (Enclosed).
- ◆ That Messrs Morton Baxter Associates Limited, are hereby re-appointed as Accountants to the Company from the conclusion of this meeting until the conclusion of the next Annual General Meeting and to authorise the Directors to fix their remuneration.
- ◆ To Appoint Directors.
- ◆ To permit the Company to hold meetings electronically/virtually
- ◆ AOB

**N.B.** Nominations (if any) for the position of Director should be lodged with the Secretary, via email at [company.secretarial@hmlgroup.com](mailto:company.secretarial@hmlgroup.com) or via post at HML, 94 Park Lane, Croydon, Surrey CR0 1JB prior to the meeting or delivered at the meeting

#### **By order of the Board**

A member entitled to attend and vote at the above Meeting is entitled to appoint a proxy to attend and vote (including by poll) in his/her stead. A proxy form must be completed and returned to the Registered Office address appearing on the proxy form or via email to [company.secretarial@hmlgroup.com](mailto:company.secretarial@hmlgroup.com) so as to be received not later than **48 hours** before the time of the Meeting or by such date as shall be specified on the proxy form.

## **1-4 PORTLAND SQUARE MANAGEMENT CO LTD**

### **FORM OF PROXY**

I/We, the undersigned, being (a) Shareholder(s) of the above named Company, hereby appoint \* The Chairman of the Meeting/ .....  
.....  
of .....  
on my/our behalf to attend and vote at the Annual General Meeting of the Company to be held on **Wednesday 26<sup>th</sup> August 2020** and at any adjournment thereof. This form is to be used in respect of the resolutions mentioned below as follows:

**ANNUAL GENERAL MEETING** (full text of the Resolutions set out in the Notice of the Meeting)

	FOR	AGAINST
1. To accept the minutes	[ ]	[ ]
2. To accept the Accounts	[ ]	[ ]
3. To re-appoint the Accountants	[ ]	[ ]
4. To permit the Company to hold meetings electronically	[ ]	[ ]

Unless otherwise instructed the proxy may vote as he/she thinks fit or abstain from voting

\* (Delete if it is desired to appoint another individual and insert his/her name and address)

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name and address \_\_\_\_\_

#### NOTE:

1. Please indicate how you wish to vote by placing a tick in the appropriate box opposite the Resolution  
If no indication is given, your Proxy will be deemed to have your authority to vote at his/her discretion.
2. This Proxy form should be deposited with the Secretary, 1-4 Portland Square Management Co Ltd c/o HML, 94 Park Lane, Croydon, Surrey CR0 1JB or sent via email to [company.secretarial@hmlgroup.com](mailto:company.secretarial@hmlgroup.com) no later than 48 hours before the time of the Meeting
3. In the case of a Corporation, this Proxy form should be under its Company Seal and under the hand of an Officer or duly authorised Attorney
4. In the case of joint holders, the signature of either or any one of them will suffice, but the names of all the holders must be shown

