**Guidance & Instructions for Proxy Voting Form** for the Annual General Meeting of Stirlingshire Voluntary Enterprise Ltd on the **25th September 2024** or at any adjournment thereof.

**Eligibility**

Member groups of SVE are entitled to vote at the AGM, in person or by proxy.

Each member group has one vote only.

**Voting In Person**

Representatives of voting member groups who are attending the AGM will be provided with voting papers at the meeting and should not complete a proxy voting form. Members who have completed a proxy voting form will not be permitted to vote at the meeting unless they have withdrawn their proxy vote, in writing, before the meeting commences.

**Voting By Proxy**

Voting member groups who will not have a representative at the AGM may appoint a proxy to vote on their behalf. They should **complete the Proxy Voting Form and return it** to the: Chairperson, SVE, Cameron House South, Forthside Way Stirling FK8 1QZ or chair@sventerprise.org.uk **by 4:00pm on Tuesday 24 September 2024.**

**Instructions for completing the Proxy Voting Form**

You have 4 options for casting a vote by proxy. Please choose one option and follow the instructions listed:

**Option 1**: You may appoint the Chair of the meeting to cast your vote at his or her discretion. For this option please complete Form A only.

**Option 2**: You may appoint the Chair of the meeting to cast your vote according to your instructions. For this option please complete Forms A and C.

**Option 3**: You may appoint any person who will be present at the meeting to cast your vote at his or her discretion. For this option please complete Form B only.

**Option 4**: You may appoint any person who will be present at the meeting to cast your vote according to your instructions. For this option please complete Forms B and C.

**Please note:**

Proxy votes may only be cast by a person who is personally present at the meeting. Appointing the Chairman of the meeting, whoever that may be, ensures that your proxy vote will be cast.

A proxy may cast your vote or abstain at his or her discretion unless specifically instructed otherwise by Form C. If you use Form C to specify how your vote is to be cast on some items but not others, your proxy may use your vote or abstain, at his or her discretion, on the items which are not specified.

**Proxy Voting Form** for the Annual General Meeting of Stirlingshire Voluntary Enterprise Ltd on **Wednesday 25th September 2023** or at any adjournment thereof.

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| **FORM A**  We (name of member group)  hereby appoint the Chair of the meeting as our proxy, to speak on our behalf and cast our vote at his/her discretion, except as specified in Form C  Signature:  Position in Group: Date: |

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| **FORM B**  We (name of member group)  hereby appoint (Proxy’s name in block letters)  as our proxy, to speak on our behalf and cast our vote at his/her discretion, except as specified in Form C  Signature:  Position in Group: Date: |

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| **FORM C** | | | |
| We (name of member group)  hereby instruct our proxy to cast our vote as follows  (please place a cross in one box for each proposal): | | | |
| **Proposal** | **For** | **Against** | **Abstain** |
| 1. Special Resolution 1 : Amendment to Clause 12 |  |  |  |
| 1. Special Resolution 2 : Amendment to Clause 16 and 17 |  |  |  |
| 1. Ordinary Resolution: Adoption of Accounts |  |  |  |
| 1. Ordinary Resolution: Appointment of Independent Examiners or Auditors |  |  |  |
| Signature: | | | |
| Position in Group: Date: | | | |

**This form should be returned** to the: Chairperson, SVE, Cameron House, Forthside Way, Stirling FK8 1QZ or chair@sventerprise.org.uk **by 4:00pm on Tuesday 24th September 2024.**