

Ref: GD/WR/SO

HEAD OFFICE

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26 August 2024

Dear Member

Annual General Meeting 2024

On behalf of Hanover, I am pleased to inform you that the Annual General Meeting (AGM) of Hanover Scotland will be held in person, on **Thursday 19 September 2024**, commencing at **1.00pm**. The meeting will be held at 95 McDonald Road in our conference suite. There will also be the option to join us virtually via Microsoft Teams.

We are planning for lunch to be provided prior to the AGM at **12.30pm** and the meeting will finish around **1.45pm**. On the same day, directly after the AGM, we are launching our newly refurbished office space and would love for you to stay on and take a tour with us. We recently condensed the Hanover working space into floors 2 and 3 in the building, allowing us to rent out the ground floor and first floor to other charities for additional income.

Please find enclosed the relevant paperwork pertaining to the AGM which is:

- **RSVP Form** - this sets out a number of ways for you to either register your attendance or give us your apologies. It also helps you to ensure that you nominate a proxy for your vote if you are unable to attend but would like to vote. Please note we are looking for your RSVP to be with us no later than **Thursday 12 September 2024**.
- **Agenda**
- **Minutes of AGM 2023**
- **Annual Financial Statements 2023-24**
- **Election of Board Members Paper**

If you do want to attend the meeting virtually, please confirm this on the RSVP form and we will arrange for a member of the team to contact you with the necessary arrangements.

We look forward to seeing you at the meeting.

Yours sincerely



Wendy Russell
Company Secretary

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