

HANOVER AGM 2024

RSVP FORM





To confirm your attendance at Hanover's AGM on Thursday 19 September 2024, at 1.00pm, please respond via one of the following options on pages 1 and 2:

Option 1 – Digital RSVP

The **RSVP**, **Proxy Voting** and **Membership cancellation forms** are available to complete digitally via the following link:

www.hanover.scot/agm2024/

You can also use the **QR code** below via the following steps:

- Enable your mobile phone's Wi-Fi 
- Open the phone's camera app and hover it over the **QR code**
- Click the link  that should automatically pop up at the bottom of the screen to be redirected to the online form
- Complete the online form



QR Code

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Option 2 – Postal RSVP

Complete and return this form in the reply-paid envelope provided.

Yes, I wish to attend the 2024 AGM in person (95 McDonald Road, Edinburgh EH7 4NS).

Please tick the box if you have any dietary requirements; please provide details below:

Yes, I wish to attend the 2024 AGM virtually (via MS Teams)

No, please accept my apologies*

**If you wish to vote by proxy, go to page 3*

**If you wish to cancel your membership, go to page 5*

If you ticked YES, then please provide the following details to allow us to contact you.

Telephone number	
Email Address	

HANOVER AGM 2024

PROXY VOTING FORM



Under Rule 27.1, this form must be used to appoint a representative (a proxy) to vote for you at the Hanover Scotland Housing Association Ltd Annual General Meeting (AGM). This meeting will be held in person (95 McDonald Road, Edinburgh EH7 4NS) and virtually on Microsoft Teams on **Thursday 19 September 2024, commencing at 1:00pm** and at any other date(s) that the meeting continues on. Please refer to page 4 for details of Rule 27.

A member wishing to appoint a proxy to vote on his or her behalf at the AGM or to vote by post should complete, sign and **return this form to arrive by Thursday 12 September 2024**. This can be done by the online form noted on the RSVP form or returned in the prepaid envelope provided to:

The Company Secretary
 Hanover Scotland Housing Association Ltd
 95 McDonald Road
 Edinburgh
 EH7 4NS

Declaration:

Iam a Member of Hanover Scotland Housing Association Ltd. My address is:

.....
As a member of Hanover Scotland Housing Association Ltd I direct the following (please select **one** option only):

	Appoint the Chairperson of the Meeting as my proxy to vote for me and on my behalf.	
	Appoint another representative as my proxy to vote for me and on my behalf at the meeting. Unless otherwise instructed the proxy will vote as they think fit.	
	<i>Proxy Representative Name</i>	
	<i>Proxy Representative Address</i>	

Please note – Your proxy vote representative has to be in attendance either in-person or virtually.

Your Signature

Date

**Summary Extract from Hanover Rules 2021
on Proxies / Representatives / Postal Votes**

- 27.1 To appoint a representative to vote on your behalf by proxy, you must let Hanover have a properly completed document in the form. Your representative does not need to be a Member. The document must reach Hanover at least five days before the meeting at which you want to be represented.
- 27.2 If there is any doubt about whether your representative has authority to vote, the Chairperson will decide, and their decision will be final.
- 27.3 To reverse your appointment of a representative, please contact **Wendy Russell, Company Secretary**, no later than 24 hours prior to the meeting convening. If you declare yourself present before the meeting convenes, the appointment of a representative to vote on your behalf will automatically fall.
- 27.4 The Chairperson will report to the meeting the details of any documents seeking to appoint a representative received but which are not valid. If you represent an organisation, your authorisation or appointment as a representative requires to be in accordance with the terms of Rule 12.2.

MEMBERSHIP CANCELLATION FORM

If you no longer wish to be a Hanover member, then please complete the form below and return this form in the reply-paid envelope.

Yes, I wish to cancel my Hanover membership.

Name:

Address:

Your
Signature

Date

Thank you. We will write to confirm receipt of your membership cancellation.