



SHEFFIELDBID

Sheffield City Centre BID Limited

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THE COMPANIES ACT 2006

Sheffield City Centre BID Limited (the "Company")

Company Number: 9601967

COMPANY LIMITED BY GUARANTEE

NOTICE OF GENERAL MEETING

Notice is given that a general meeting of the Company will be held at Westfield House, Charter Row, Sheffield, S1 3FZ. on 30 January at 10.00am for the purpose of considering and, if thought fit, passing the following resolution, which will be proposed as a special resolution:

SPECIAL RESOLUTION

That the existing articles of association of the Company as amended in the form produced to the meeting be adopted as the articles of association of the Company in substitution for, and to the entire exclusion of, the existing articles of association of the Company.

By order of the board

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Director/Secretary

Registered office: Spaces at Pennine Five, 20-22 Hawley Street, Sheffield, United Kingdom, S1 2EA

Date: 8 January 2025

Registered in England & Wales No: 9601967 | VAT no. 224 1536 39

Registered Office: Spaces @ Pennine Five, 20-22 Hawley Street, Sheffield S1 2EA

Also at: Unit 1 Winter Garden, 90 Surrey Street, Sheffield S1 2LH

Notes to the Notice of the General Meeting:

1. Appointment of proxies

1. If you are a member who is entitled to attend and vote at the meeting, you are entitled to appoint one or more proxies to exercise all or any of your rights to attend, speak and vote at the meeting and you should have received a proxy form. A proxy does not need to be a member of the Company 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 their discretion. Your proxy will vote (or abstain from voting) as they see fit in relation to any other matter which is put before the Meeting.

Appointment of proxy by post

3. To appoint a proxy using the proxy form, the form must be:

- completed and signed;
- sent or delivered to the Company at its registered office address; and
- received by the Company no later than 5pm on 23 January 2025 (or 9am on 29 January 2025 if directing the chairperson of the meeting to vote on your behalf).

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.

Appointment of proxies electronically

4. As an alternative to completing the hard copy proxy form, you can appoint a proxy electronically by emailing a completed proxy form to board@sheffieldbid.com. For an electronic proxy appointment to be valid, your appointment must be received by the Company no later than 5pm on 23 January 2025 (or 5pm on 29 January 2025 if directing the chairperson of the meeting to vote on your behalf).

Changing proxy instructions

5. Members may change proxy instructions by submitting a new proxy appointment using the methods set out above. Note that the cut-off time for receipt of proxy appointments also apply in relation to amended instructions; any amended proxy appointment received after the relevant cut-off time will be disregarded.

Where you have appointed a proxy using the hard copy proxy form and would like to change the instructions using another hard copy proxy form, please contact board@sheffieldbid.com.

If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of proxies will take precedence.

Termination of proxy appointment

6. A member may change a proxy instruction but to do so you will need to inform the Company in writing by either:

- Sending a signed hard copy notice clearly stating your intention to revoke your proxy appointment to the Company. In the case of a member which is a company, the revocation notice 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 revocation notice is signed (or a duly certified copy of such power or authority) must be included with the revocation notice.
- Sending an email to board@sheffieldbid.com. In either case, the revocation notice must be received by the Company no later than 9am on 23 January 2025.

If you attempt to revoke your proxy appointment but the revocation is received after the time specified, your original proxy appointment will remain valid unless you attend the meeting and vote in person.

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.

Communication

7. Except as provided above, members who have general queries about the meeting should contact diane.jarvis@sheffieldbid.com (no other methods of communication will be accepted).