

### PROXY VOTING FORM FOR MEMBERS MEETINGS

If you are unable to attend an Annual General Meeting or Special Members Meeting, as provided for by Clause 46 of the CSF Leak Association Constitution, you may appoint the chair of the meeting or someone else as a proxy to vote on your behalf.

You can do this by completing, signing and returning this proxy form. Please read and follow the *Important Notes* set out below to make sure that your proxy form is valid. Both you and your proxy must sign this form in order for them to act as your proxy.

#### IMPORTANT NOTES

1. The appointment of a proxy must be in accordance with Clause 46 of the CSF Leak Association's constitution.
2. A member shall not be entitled to appoint more than one proxy to attend on the same occasion.
3. A proxy need not be a member of the CSF Leak Association.
4. In relation to each resolution proposed at a members' meeting, an individual shall not be entitled to cast more than 2 votes as a proxy (in addition to any vote to which he/she is entitled personally, if he/she is a member of the CSF Leak Association).
5. Under the CSF Leak Association's constitution, this proxy is an open proxy unless specified otherwise in Section 3 above. This means that unless you state otherwise, the proxy to vote using their discretion at every vote at the meeting to which the proxy authorisation it relates.
6. A proxy appointed to attend and vote at any members' meeting instead of a member shall have the same right as the member who appointed him/her to speak at the meeting.
7. This proxy form should be completed, signed, scanned in and returned by email to [secretary@csfleak.info](mailto:secretary@csfleak.info) no later than 48 hours prior to the meeting. Proxy forms received after this will not be accepted.
8. This proxy form will not be valid if it is not fully completed and signed in such a legible manner as allows the identity of the member and their proxy to be established.
9. Any power of attorney or other authority under which this proxy form is executed or a notarially certified copy thereof must be deposited with the Trust Secretary along with this proxy form.

Please complete the form using **BLOCK CAPITALS** (other than signature and dates).

#### Section 1: Name of Member to be Represented by Proxy and Meeting details

Please confirm the full name and membership number of the member in question, along with the meeting to which this proxy relates:

**Member name:**

**Membership number (if applicable):**

**Date of meeting to which this proxy applies:**

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## Section 2 : Proxy Details

I appoint the **chairperson / person specified below** (delete as applicable) to vote as my proxy at the above meeting and at any adjournment thereof. If someone other than the chairperson is appointed, please state their name.

**Name of Proxy (if not chairperson):**

**Signature of Member:**

**Date of signature:**

## Section 3: Guidance for the proxy on voting

I appoint the proxy outlined in Section 2 to vote:

**at their discretion**    **OR**     **as per my wishes below**    (check or delete as applicable)

By default, your proxy will be able to take part in votes on all items and/or issues at the meeting and vote as they see fit. If you wish to limit your proxy's voting to a particular agenda item or issue(s) and/or wish them to vote in a particular direction on an agenda item or issue, please clearly outline the item and/or issue and/or vote direction below:

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E.g. *"I wish my proxy to vote on all agenda items and issues at the meeting. I wish them to vote for resolutions 2, 3, 5 & 6 and against resolution 8. They may use their discretion for votes on all other items and issues."*

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