

SELF DIRECTED SUPPORT SCOTLAND (“the Company”)

COMPANY NUMBER: SC371469

SCOTTISH CHARITY NUMBER: SC039587

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the annual general meeting of the Company, which is a Scottish charity, will be held virtually in accordance with the information provided in the notes below on **Tuesday 30 November 2021 at 10am** for the following purposes:

1. Welcome and apologies
2. Previous minutes:
 - a. To approve the previous minutes
 - b. To consider any matters arising
3. Chair’s report
4. Treasurer’s report
 - a. Approve Independent Inspection of Accounts
5. Election of Management Committee members
6. Any other competent business
7. To consider and vote on the following resolution, which will be proposed as a special resolution of the Company:

“That the regulations contained in the draft articles of association produced to the meeting and, for the purposes of identification, initialled by the Chairperson, be adopted as the Company’s articles of association in substitution for, and to the exclusion of, the existing articles of association.”

By order of the Board

DONALD MACLEOD
Company Secretary

Date: 29 October 2021

Registered office:

Norton Park
57 Albion Road
Edinburgh
EH7 5QY

NOTES TO THE NOTICE OF GENERAL MEETING

1. Members are entitled to attend the above meeting via Zoom, by registering here <https://www.eventbrite.co.uk/e/sdss-agm-2021-tickets-181855483647>
2. Members are entitled to appoint a proxy to exercise all or any of the member's rights at the meeting and you can [access a proxy form here](#). 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.
3. 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 the proxy's discretion. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the meeting.
4. Members can:
 - 4.1. appoint a proxy and give proxy instructions by returning the enclosed proxy form by post (see note 5); or
 - 4.2. register their proxy appointment electronically (see note 6).
5. The notes to the proxy form explain how to direct your proxy how to vote on the above resolution. To appoint a proxy using the proxy form, the form must be:
 - 5.1. completed and signed (in the case of a member which is an incorporated body, signed on its behalf by an officer of the company or an attorney for the company);
 - 5.2. sent or delivered to the Company at Norton Park, 57 Albion Road, Edinburgh, Scotland, EH7 5QY; and
 - 5.3. received by the Company not later than 48 hours before the start of the meeting (and in calculating the 48-hour period referred to, no account shall be taken of any part of a day that is not a working day);
 - 5.4. accompanied by 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).
6. As an alternative to completing the hard-copy proxy form, you can appoint a proxy electronically by completing the form electronically and sending it to the Company at info@sdsscotland.org.uk. For an electronic proxy appointment to be valid, your appointment must be received by the Company not later than 48 hours before the start of the meeting (and in calculating the 48-hour period referred to, no account shall be taken of any part of a day that is not a working day).
7. An incorporated body which is a member of the Company can appoint an authorised representative who may exercise, on its behalf, all its powers as a member.
8. A copy of the draft articles of association referred to in the notice above is available on request by contacting SDSS at info@sdsscotland.org.uk.