

Notes to the proxy form

- 1 Members have all the usual rights to appoint a proxy to exercise all or any of their rights to attend and vote at the meeting. Proxies will, like members, only have rights to attend and vote by electronic means. You can only appoint a proxy using the procedures set out in the proxy form and these notes.
- 2 Appointment of a proxy does not preclude you from attending the meeting via video-conference or physically (although participation by video-conference is encouraged for members who are not also the trustees of the Charity) and voting, with all voting taking place electronically irrespective of a member's mode of attendance. If you have appointed a proxy and attend the meeting in person, your proxy appointment will automatically be terminated.
- 3 A proxy does not need to be a member of the Charity but must attend the meeting to represent you. To appoint as your proxy a person, other than the Chairman of the meeting, insert their full name in the box and delete the words 'the Chairman of the Meeting or' where indicated in the proxy form. If you sign and return this proxy form with no name inserted in the box, the Chairman of the meeting will be deemed to be your proxy. Where you appoint as your proxy someone other than the Chairman, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions. If you wish your proxy to make any comments on your behalf, you will need to appoint someone other than the Chairman and give them the relevant instructions directly.
- 4 You are also entitled to appoint a reserve proxy. This person will be entitled to exercise all or any of your rights to attend, speak and vote at the meeting in the absence of your principal proxy. If your principal proxy does attend the meeting, the reserve proxy will have no entitlement to attend, speak or vote at the meeting.
- 5 To direct your proxy how to vote on the resolutions, mark the appropriate box with an "X". If no voting indication is given, your proxy will vote or abstain from voting at their discretion. Your proxy will vote (or abstain from voting) as they think fit in relation to any other matter which is put before the meeting.
- 6 To appoint a proxy using this form, the form must be:
 - completed and signed;
 - sent or delivered to the Charity at Merrett House, Swift Park, Old Leicester Road, Rugby, CV21 1DZ; and
 - received by the Charity no later than 2pm on Tuesday 13 September 2022.
- 7 Any power of attorney or any other authority under which this proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.
- 8 If you wish to change your instructions, submit another form. The appointment received last before the latest time for the receipt of proxies will take precedence.
- 9 To revoke your proxy instructions, send notice clearly stating that the instructions are revoked and ensure that the notice is executed in the same way as you must execute the proxy form.
- 10 The documents are available to view online. In addition you can download the documents in Adobe format and you can install Adobe Acrobat Reader free of charge via the caba website. A hard copy can also be obtained, free of charge, by telephone, **+44 (0) 1788 556 366** or by writing to **caba, Merrett House, Swift Park, Old Leicester Road, Rugby, CV21 1DZ**. If you prefer to complete the proxy online, email **cabasupport.members@caba.org.uk** and we will forward a link to you.