

Questions & Answers

1. **What is the record date in your country, i.e. the date by which a shareholder must officially own shares in order to be entitled to vote at the general meeting?**

2 days before the meeting.

2. **Can a shareholder association itself receive a proxy or does the proxy need to be given to an individual?**

The proxy can be given directly to a recognized association

3. **Is there a difference for bearer and registered shares in the proxy procedure?**

Nominee shares: In case of nominee held shares, the shareholder needs to actively instruct his nominee that he wants to exercise his votes

Registered shares: Shareholders need to ensure that they are registered in the company's shareholder register. If they are, they will receive the 'registration and proxy form' directly from the company. If not, they normally will not be able to vote their shares in that company

4. **What needs a shareholder to do if he wants to give a proxy to your association?**

Registered shares: Fill in the "registration and proxy form" he receives from the company and send it to the association.

Nominee shares: Ask the Nominee to register the shares for voting. Normally a minimum of two weeks' notice is required.

5. **What is the last day, the bank/company needs to receive the proxy?**

There is no general rule on this. A good registrar will accept proxies up to the start of the meeting.

6. **Are there any formal requirements for a proxy (e.g. wet signature)?**

No

7. **Can proxies be given in English or is the local language required?**

In UK proxy documentation is not yet required in immigrant languages.

8. **Is there a minimum holding required for voting shares? What can shareholders do in such a case (e.g. join with other shareholders)?**

No minimum holding requirements.

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