



# Notice

**NOTICE IS HEREBY GIVEN that the TWELFTH ANNUAL GENERAL MEETING of the CHARTERED INSTITUTE OF CREDIT MANAGEMENT will be held on Tuesday 30 June 2026 at the office of Hays Recruitment, 107 Cheapside, London, EC2V 6DB at 13:00 (or at the rising of Advisory Council from its preceding meeting, whichever is later) for the business of an Ordinary General Meeting. Any changes to location or format will be advised of if necessary.**

1. To receive the Balance Sheet and Accounts of the Institute and Report for the period ending 31 December 2025, together with the Auditors' Report in accordance with the provisions of its Charter and By-laws and of the Companies Act. The relevant documents will be available on the Institute's website at <https://www.cicm.com/about-cicm/governance/> not less than 14 days before the date of the meeting.
2. To declare the results of the election for membership of the Advisory Council.
3. To receive any questions and transact any other relevant business.

*By order of the Executive Board of Trustees.*

**Sue Chapple FCICM**  
**Chief Executive**

Note: Only Fellows (FCICM) and Members (MCICM/MCICM(Grad)) of the Institute are entitled to vote at the AGM.

## NOTES TO THE NOTICE OF ANNUAL GENERAL MEETING

### Appointment of proxies

As a member of the Institute, you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at the Meeting and a proxy form is included below. You can only appoint a proxy using the procedures set out in these notes and the notes to the proxy form.

A proxy needs to be a Fellow or Member of the Institute and must attend the Meeting to represent you.

You may not appoint more than one proxy.

### Appointment of proxy using hard copy proxy form

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

- completed and signed;
- sent or delivered to the Chief Executive of the Chartered Institute of Credit Management at 1 Accent Park, Bakewell Road, Orton Southgate, Peterborough, PE2 6XS; and
- received by the Chartered Institute of Credit Management no later than 13:00 on 29 June 2026

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.

If you have any questions regarding proxy arrangements, please contact the Chief Executive at Chartered Institute of Credit Management, 1 Accent Park, Bakewell Road, Orton Southgate, Peterborough, PE2 6XS

### Communication

General queries about the Meeting should be addressed to the Chief Executive, Chartered Institute of Credit Management, 1 Accent Park, Bakewell Road, Orton Southgate, Peterborough, PE2 6XS in writing. For planning purposes, if you intend to attend the AGM, you are asked to confirm this via email to [governance@cicm.com](mailto:governance@cicm.com) or in writing to the above address, no later than 13:00 on 29 June 2026.

## PROXY FORM

CHARTERED INSTITUTE OF CREDIT MANAGEMENT

I (name)

of (address)

being a Member of the above Institute hereby appoint (name) of (address),

as my proxy to vote for me and on my behalf at the Annual General Meeting of the Institute to be held on the 30th day of June 2026 and at any adjournment thereof:

Signed ..... (Signature) This the ..... day of ..... (2026)

### Notes to the proxy form

1. 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.
2. A proxy needs to be a Fellow or Member of the Institute and must attend the meeting to represent you. You may not appoint more than one proxy.
3. If you submit more than one valid proxy form, the appointment received last before the latest time for the receipt of proxies will take precedence.