



# Notice

**NOTICE IS HEREBY GIVEN that the FOURTH ANNUAL GENERAL MEETING of the CHARTERED INSTITUTE OF CREDIT MANAGEMENT will be held on Thursday 7 June 2018 at the offices of Moore Stephens, 150 Aldersgate Street, London WC1A 4AB, 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.**

1. To receive the Balance Sheet and Accounts of the Institute and Report for the period ending 31 December 2017, together with the Auditors' Report in accordance with the provisions of its Charter and By-laws and of the Companies Act.
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.*

**Philip J King 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 The Water Mill, Station Road, South Luffenham, Oakham LE15 8NB; and
- received by the Chartered Institute of Credit Management no later than 13:00 on 6 June 2018.

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 CICM, The Water Mill, Station Road, South Luffenham, Oakham LE15 8NB.

### Communication

General queries about the Meeting should be addressed to the Chief Executive, Chartered Institute of Credit Management, The Water Mill, Station Road, South Luffenham, Oakham LE15 8NB in writing.

## 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 7<sup>th</sup> day of June 2018 and at any adjournment thereof:

Signed ..... (Signature)

This the ..... day of ..... (2018)

### 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.