

## Notes and Useful Information – CICM Branch AGMs

**NOTICE IS HEREBY GIVEN that the ANNUAL GENERAL MEETING of the CHARTERED INSTITUTE OF CREDIT MANAGEMENT Branches will be held via virtual sessions before 31 March 2022.**

### **NOTES**

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

#### **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;
- emailed to [governance@cicm.com](mailto:governance@cicm.com) at Chartered Institute of Credit Management
- received by the Chartered Institute of Credit Management no later than 13:00 on the day before the Branch AGM

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.

#### **Communication**

If you have any questions regarding proxy arrangements, have general queries about the Meeting, or would like to pose any questions in advance (to be addressed by the Branch Chair at the meeting), these should be addressed to the Governance Team at CICM, The Water Mill, Station Road, South Luffenham, Oakham LE15 8NB via email at [governance@cicm.com](mailto:governance@cicm.com)

### **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 .....Branch Annual General Meeting of the Institute and at any adjournment thereof:

Signed ..... (Signature)

This the ..... day of ..... (2022)

#### **Notes to the proxy form**

1. Appointment of a proxy does not preclude you from attending the meeting and voting. If you have appointed a proxy and attend the meeting, 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.