

Highland Court (Woodford) Limited

Company Number: 01266382

Registered Address:

22 Wycombe End, Beaconsfield,
Buckinghamshire, HP9 1NB

Email:

highlandcourtdirectors@hotmail.co.uk

Website:

www.highland-court-limited.co.uk

Facebook:

[www.facebook.com/Highland-Court-
Woodford-Limited-
2137087922986537](https://www.facebook.com/Highland-Court-Woodford-Limited-2137087922986537)

Notice is hereby given that the Annual General Meeting (AGM) of the above company for 2021 will be held on Wednesday, 9th June 2021 at 7:00 p.m. by Zoom.

Please would you confirm your attendance to the company's email address highlandcourtdirectors@hotmail.co.uk at least two days before the meeting date confirming your email ID that you would like joining instructions to be sent to.

In order for the meeting to be held in the most effective manner so everyone can be heard and included, we would kindly remind you of the following Zoom protocols:

- One person talks at a time. Please do not talk over each other.
- You should mute yourself, which helps to eliminate background noise, when you are not talking.
- If you want to talk, please let us know by raising your hand or giving us a wave.

With respect to discussion on the annual financial accounts (sent previously to you by email) we would kindly request that you email any concerns thereon prior to the AGM date so that our accountants, Harwood Hutton, can be requested to provide responses to issues raised in time for review in during the AGM. Please also forward any other concerns by email as soon as conveniently possible by return to allow the Directors to respond at the AGM.

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The AGM is being held for the following purposes:

AGENDA

1. TO REVIEW the accounts for the year ended 30th June 2020.
2. TO CONSIDER and, if thought fit, re-appoint Harwood Hutton Limited as accountants to the company until the next A.G.M.
3. TO VIEW the Chairman's Presentation
4. TO RECEIVE the resignations of the present directors. To CONSIDER and, if thought fit, re-elect those officers offering themselves for re-election for the ensuing year and to consider the election of additional directors for the ensuing year. The directors would welcome assistance from other owners. If you would be prepared to act as a director, please contact the Chair prior to the meeting.
5. TO CONSIDER Section 20 Notice of Intention for Proposed Works
6. TO TRANSACT any other business arising at the meeting.

BY ORDER OF THE BOARD

Clinton Hunt (Director)

Date: 11 May 2021

Registered Office:
22 Wycombe End
Beaconsfield
Buckinghamshire
HP9 1NB

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NOTE

Any member entitled to attend and vote at the above meeting may appoint a proxy (who need not be a member) to attend and vote in his or her stead. Notice of any such appointment must be given in writing and be received by the Director (Clinton Hunt c/o Flat 26 Highland Court) at least 48 hours before the time stated on the above Notice.

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I/we.....(Block letters)

of Flat.....Highland Court, Gordon Road, London, E18 1RE being (a) holder(s) of one

Ordinary Share of the above named company hereby appoint the Chairman of the meeting OR (see

Note 4)of.....as my/our proxy to vote

for me/us and on my/our behalf at the Annual General Meeting to be held on Wednesday, 9th June 2021 at 7:00 p.m. and at any adjournment thereof.

RESOLUTIONS

FOR

AGAINST

1. To re-appoint Harwood Hutton Limited as accountants.
2. To re-appoint directors and appoint new ones.
3. To approve any recommendation of the Directors falling under “any other business”.

Dated this.....day of.....2021

Signed.....

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NOTES

1. Please indicate with an “X” in the spaces provided how you wish your proxy to vote. In the absence of any instructions the proxy will vote or abstain as he or she thinks fit.
2. In the case of joint holders the vote of the first on the register who tenders a vote will be accepted.
3. This form of proxy to be valid must be lodged not later than 48 hours before the time of the meeting with the director, Mr Clinton Hunt, at c/o Flat 26.
4. If you wish some other person to be your proxy delete “The Chairman of the meeting” and insert the name and address of the person you wish to appoint.