

## Notice of AGM Meeting

Notice is hereby given that the Annual General Meeting of Formosa Amenity Limited will be held at **St Joseph's School, Lanark Road**, Maida Vale, London, W9 on **Wednesday July 30<sup>th</sup> at 7:00pm** for the following purposes:

1. To consider and, if thought fit, approve the Report of the Directors and audited Financial Statements for the year ended 30<sup>th</sup> September 2013.
2. To authorise the Directors to appoint a reporting accountant for the Company until the conclusion of the next Annual General Meeting and to authorise the Directors to fix appropriate remuneration.
3. The Directors who served throughout the entire period from September 2012 to September 2013 were:

Ian Laming	Peter Nielsen
Gill Pyrah	Susan Wright
Peter Cross	Helen Burrluck

Sandy David was appointed on 7<sup>th</sup> June 2013. David Moore was appointed on 17th July 2013. Gill Pyrah resigned from the Board on May 12<sup>th</sup> 2014.

4. The AGM will also have an informal section where other Formosa Amenity issues will be discussed.
  - Tree plan update
  - Family Fun Day / Fireworks / Carols
  - Budgets for the year from Sept 2014 to Sept 2015
  - Signing up to electronic newsletters / the Formosa website
  - AOB

A member entitled to attend and vote, is entitled to appoint a proxy to attend and, on a poll, vote instead of him. A proxy need not be a member of the company.

By order of the Board  
**Westbourne Estates**

**July 3<sup>rd</sup> 2014**

Registered Office: 4 Thomas More Square, London E1W 1YW

Notes:

1. Everyone living within the Formosa Amenity is welcome to attend the AGM, but the only persons entitled to vote are
  - a) individual shareholders or
  - b) (if duly appointed) the representatives of Company shareholders who must present their forms of appointment in accordance with Section 375 of the Companies Act, 1985.

For b) above, many residents own a building collectively (usually via share of freehold) and the freehold is in turn often owned by a company e.g. 26 Castellain Road Limited. This means the Formosa Amenity shareholder is the company, 26 Castellain Road Limited, not the individuals. Under those circumstances, the residents of 26 Castellain Road cannot vote individually as they are not the Formosa shareholders. If those residents wish to use their collective one vote, they must do so by holding a Board meeting of 26 Castellain Road Limited to appoint a Company Representative to vote on their behalf at the AGM.

To help you with this, a draft minute for company shareholders/freeholders to use when appointing a representative is attached to this Notice.

2. If you wish to vote at the meeting, you should bring with you evidence of payment of rent charge (for example, your latest service charge demand) or other proof of shareholding.
3. A form of proxy is enclosed. The appointment of a proxy will not prevent an individual shareholder or Company representative from subsequently attending and voting at the meeting in person.

To be effective the instrument appointing a proxy must be deposited with Westbourne Estates not less than 48 hours before the time for holding the meeting.

If you are sending in a proxy on behalf of a Corporate shareholder, please demonstrate – ideally by showing the minute of a company meeting appointing such person as proxy on behalf of the Company – that the person has been duly authorised by the Company Board's directors to act as your proxy.

4. A copy of the Financial Statements for the year ended 30<sup>th</sup> September 2013 is enclosed.
5. The formal AGM will be followed by a less formal meeting of residents to discuss non-AGM related matters.

**MINUTES OF A MEETING OF THE DIRECTORS**

**OF** \_\_\_\_\_

**HELD AT** \_\_\_\_\_

**ON** \_\_\_\_\_

**Present were:**

**APPOINTMENT OF A REPRESENTATIVE**

At the above meeting IT WAS RESOLVED THAT until the revocation of this Appointment \_\_\_\_\_ and/or \_\_\_\_\_ and/or \_\_\_\_\_ be and hereby is appointed as representative of the company pursuant to Section 375 of the Companies Act 1985 and shall be entitled to exercise all the powers conferred by Section 375 (2) at any meeting of the relevant amenity company (or at any meeting at any class of members of the company) of which this company is a member.

There being no further business the meeting was closed.

CERTIFIED TRUE COPY

.....  
Chairman

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 2014

**FORMOSA AMENITY LIMITED**

**APPOINTMENT OF A PROXY**

I, \_\_\_\_\_

of \_\_\_\_\_

being a holder of \_\_\_\_\_ ordinary share (s) of the above Company hereby appoint

\_\_\_\_\_

of \_\_\_\_\_

to be my proxy to vote in my name and on my behalf upon any matter proposed at the Annual General Meeting of the Company to be held on \_\_\_\_\_ or at any adjournment thereof in such manner as such proxy shall think fit.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 2014

Signed.....