

Manchester Group.



Proxy Vote Completion.

What is a Proxy Vote?

Quite simply voting by proxy means getting someone to vote on your behalf because you can not attend a meeting in person.



Using **black ink** please print all of your details where I have shown the examples in brown.

Trail Riders Fellowship Annual General Meeting
January 8th 2017 Proxy Voting Form

Proxy voting form to be received by the 5th January 2017 at the address below

Name:  Peter Smith

Membership Number:  trf123456

Address:  1, Any Street,
Oldham,
OL1 1TRF.

as a paid up member of the above-named company.

I hereby appoint
Name  Hugh Cleary 1

Membership number:  ic120983pc

also a paid up member of the Trail Riders Fellowship or failing him/her the Chairman of the meeting to act as my proxy to vote in my name and on my behalf at the Annual General Meeting of the Trail Riders Fellowship to be held on the 8th January 2017 and any adjournment thereof.

Unless otherwise instructed, my proxy may vote as they think fit or abstain from voting

On all agenda items:

YES



obliterate the words 'or NO?'



OR

On agenda items as instructed on this form.

This form is only to be used where I want my personal vote on the resolutions listed below to be recorded:

- Ordinary Resolution 1: For: Against: Abstain:
- Ordinary Resolution 2: For: Against: Abstain:
- Ordinary Resolution 3: For: Against: Abstain:
- Ordinary Resolution 4: For: Against: Abstain:
- Ordinary Resolution 5: For: Against: Abstain:
- Ordinary Resolution 6: For: Against: Abstain:
- Ordinary Resolution 7: For: Against: Abstain:
- Ordinary Resolution 8: For: Against: Abstain:
- Ordinary Resolution 9: For: Against: Abstain:
- Ordinary Resolution 10: For: Against: Abstain:
- Ordinary Resolution 11: For: Against: Abstain:

leave all blank unless you want a specific action 2

add your written signature

print the date

Signed: *Peter Smith* Date: **19.12.2016.**

Please send your signed proxy voting form to:
Proxy Voting Form, Trail Riders Fellowship, 48 Model Village,
Long Itchington, Southam, Warwickshire CV47 9RB
or email vote@trf.org.uk

Scan or photocopy for your own records, send the original to the address above.
Please let me know that you have sent off your forms.



Your form must be;

1. completed in your own handwriting using a black coloured pen (makes for clearer scanning or photocopying)
2. clearly print your name as shown on your membership card
3. print your membership number as shown on the lower right side of your membership card, if you have lost your card then get in touch with the membership secretary immediately and request confirmation as your number is unique to you as is your Vote
4. clearly print your address as recorded for your membership
5. next print the name of the person to whom you are giving your Proxy Vote - if that should be me then print '**Hugh Cleary**'
6. you now enter the membership number of the Proxy Voter - if that should be me then please print, using lowercase letters, **ic120983pc**
7. if you want the Proxy Voter to have full control of your voting process then blank out the two words '**or NO**' taking care that the word **YES** must be clear to read
8. on page two you have the choice of selecting various options for each resolution, unless you have a specific choice I would suggest leaving them all blank so that your Proxy Voter may use their discretion in the event of possible changes coming to light during the course of the AGM
9. the next task is to sign the document with your normal signature
10. please add the date on which you have actually signed the voting form
11. use a scanner or take a photograph of both pages to keep for your record purposes
12. staple or clip the two pages together

Next we look at returning your completed Proxy Vote Form, you have two methods to choose from;

12. place the original documents that you have completed into a stamp addressed envelope marked with the address as stated at the lower section of page 2
13. if you require confirmation of receipt and acceptance of your papers then enclose a polite note requesting a dated; named signature plus a stamped pre-addressed envelope with your own name and home address. If you do not receive that acknowledgement then I would suggest that you write to the Directors requesting an explanation as to why you have not received such, possibly enclosing to them a copy of your original Proxy Vote forms
14. alternatively, if would prefer to send your documents electronically then attach a copy of your scans or photos of the completed two pages to an email or text which should be sent to the email address as requested in
the final paragraph of page 2
15. again I would politely request a receipt of confirmation of acceptance of your electronic Proxy Vote or the reason/s for its rejection
16. it would assist your Proxy Voter if you copied them into your instructions too, perhaps either as a 'cc' to any email or upon receipt of your written acknowledgement of acceptance. Provide your Proxy Voter with a phone number upon which you might be contacted should there be any confusion on the day of the AGM

Your Vote is important and it must be received before the 5th January 2017, why not do it today? Thank you.