

**SCOTTISH SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS (Company)**  
Company number: SC201401  
Scottish charity number: SC006467

**Annual General Meeting  
Proxy Form**

NAME:

*Please complete*

ADDRESS:

*Please complete*

**Before completing this form, please read the explanatory notes below**

I/We, being a member of the Company, appoint the Chair of the meeting or (see note 3)

*Name*

as my/our proxy to attend, speak and vote on my/our behalf at the Annual General Meeting of the Company to be held on 5 June 2024 at 12pm and at any adjournment of the meeting.

I/We direct my/our proxy to vote on the following resolutions as I/we have indicated by marking the appropriate box with an 'X'. If no indication is given, my/our proxy will vote or abstain from voting at their discretion and I/we authorise my/our proxy to vote (or abstain from voting) as they think fit in relation to any other matter which is put before the meeting.

<b>RESOLUTIONS</b>	<b>For</b>	<b>Against</b>
<b>ORDINARY RESOLUTIONS</b>		
1. To receive and consider the Company's annual accounts for the financial year ended 31 December 2023 together with the directors' and auditors' report thereon, copies of which will be presented at the meeting.		
2. To propose that Melissa Donald is re-elected as director of the Company.		
3. To propose that Carolyn McLeod is re-elected as director of the Company.		
7. To reappoint MHA Henderson Loggie as the Company's auditors to hold office from the conclusion of this meeting until the conclusion of the next meeting at which accounts are laid before the company.		
8. To authorise the directors to agree the remuneration of the auditors.		

<b>RESOLUTIONS</b>	<b>For</b>	<b>Against</b>
<b>SPECIAL RESOLUTIONS</b>		
9. To update the Memorandum and Articles of association by special resolution.		

<b>Signature (individual)</b>	<b>Date</b>
<b>Signature (duly authorised signatory of corporate member)</b>	<b>Date</b>

### Notes to the proxy form

- 1 As a member of the Company you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at a general meeting of the Company. You can only appoint a proxy using the procedures set out in these notes.
- 2 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.
- 3 A proxy does not need to be a member of the Company but must attend the meeting to represent you. To appoint as your proxy a person other than the Chair of the meeting, insert their full name in the box. If you sign and return this proxy form with no name inserted in the box, the Chair of the meeting will be deemed to be your proxy. Where you appoint as your proxy someone other than the Chair of the meeting, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions. If you wish your proxy to make any comments on your behalf, you will need to appoint someone other than the Chair of the meeting and give them the relevant instructions directly.
- 4 To direct your proxy how to vote on the resolutions mark the appropriate box with an 'X'. If no voting indication is given, your proxy will vote or abstain from voting at their discretion. Your proxy will vote (or abstain from voting) as they think fit in relation to any other matter which is put before the meeting.
- 5 To appoint a proxy using this form, the form must be:
  - completed and signed;
  - sent or delivered to the Company at Kingseat Road, Halbeath, Dunfermline, Fife, KY11 8RY; and
  - received by the Company no later than 12pm on 3 June 2024.
- 6 In the case of a member which is a corporate body, this proxy form must be executed under its common seal or signed on its behalf by an officer of the corporate body or an attorney for the corporate body.
- 7 Any power of attorney or any other authority under which this proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.
- 8 As an alternative to completing this hard-copy proxy form, you can appoint a proxy electronically by completing this form electronically and emailing it to

[vicki.larkin@scottishspca.org](mailto:vicki.larkin@scottishspca.org). For an electronic proxy appointment to be valid, your appointment must be received by the Company no later than 12pm on 3 June 2024.

- 9 To change your proxy instructions simply submit a new proxy appointment using the methods set out above. Note that the cut-off time for receipt of proxy appointments (see above) also apply in relation to amended instructions; any amended proxy appointment received after the relevant cut-off time will be disregarded. Where you have appointed a proxy using the hard-copy proxy form and would like to change the instructions using another hard-copy proxy form, please contact Vicki Larkin on 07760910685.

If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of proxies will take precedence.

- 10 In order to revoke a proxy instruction, you will need to inform the Company using one of the following methods:
- By sending a signed hard copy notice clearly stating your intention to revoke your proxy appointment to Kingseat Road, Halbeath, Dunfermline, Fife, KY11 8RY. In the case of a member which is a corporate body, the revocation notice must be executed under its common seal or signed on its behalf by an officer of the corporate body or an attorney for the corporate body. Any power of attorney or any other authority under which the revocation notice is signed (or a duly certified copy of such power or authority) must be included with the revocation notice.
  - By sending an e-mail to [vicki.larkin@scottishspca.org](mailto:vicki.larkin@scottishspca.org). Any power of attorney or any other authority under which the revocation notice is signed (or a duly certified copy of such power or authority) must be included with the revocation notice.
  - In either case, the revocation notice must be received by the Company before the start of the meeting.

If you attempt to revoke your proxy appointment but the revocation is received after the time specified then, subject to note 2 above, your proxy appointment will remain valid.

- 11 You may not use any electronic address provided in this proxy form to communicate with the Company for any purposes other than those expressly stated.