

## GENERAL MEETING – Electronic Proxy Voting Guidance

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### GENERAL MEETING Virtual meeting held on Zoom using the Lumi Voting Platform Monday 25 November 2024 at 7.00pm

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As a member of Paddle UK, you are entitled to appoint a proxy to exercise any or all of your rights to attend, speak and vote at a General Meeting of the Company. You can appoint a proxy electronically online through the Paddle UK website. As per the Articles of Association, this must be submitted and received no later than **7pm on Saturday 23 November 2024**.

This guidance is intended for those who wish to submit a proxy vote and should be read prior to completing the online form. Once you have read the guidance and wish to submit your proxy vote, please complete the online form found [here](#).

1. Appointment of a proxy does not preclude you from attending the meeting and voting on the day. However, if you have appointed a proxy and subsequently register and attend the meeting virtually, your proxy appointment will automatically be terminated.
2. A proxy must be a Full voting member and must attend the General Meeting to vote on your behalf. If you wish to appoint a person other than the Chair to be your proxy, then please state “No” when asked on the electronic form if you wish the Chair to represent you, which will then create a new box allowing you to insert the full name of the person you do wish to represent you as your Proxy.
3. If you are appointing someone other than the Chair as your proxy, please ensure they are aware of how you wish to vote and confirm that they are attending the General Meeting themselves. If you wish your proxy to make any comments on your behalf, you will need to appoint someone other than the Chair and give them the relevant instructions directly.
4. To direct your proxy how to vote on the resolutions, click on the appropriate option (“For” “Against” or “Abstain”). If you do not tick the boxes and indicate your vote, 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 the electronic form, you must:
  - Include your Membership number and Full Name exactly as detailed on your Membership record;
  - Include the Full Name and Membership number of the person you wish to appoint as your proxy;
  - Submit the form no later than **7pm on Saturday 23 November 2024**.
6. If you are operating under a power of attorney or any other authority under which the proxy form is signed, a copy of such power or authority must be submitted as well as completing the electronic form.

7. In the case of joint holders of a power of attorney, where more than one of the joint holders of a power of attorney purports to appoint a proxy, only the appointment submitted by the most senior holder will be accepted. Seniority is determined by the order in which the names of the joint holders appear in the Company's register of members in respect of the joint holding (the first-named being the most senior).
8. If you submit more than one valid proxy appointment, the latest appointment received closest to 7pm on 23 November 2024 will take precedence.
9. In order to revoke a proxy instruction, you will need to inform Paddle UK by sending a notice via electronic submission clearly stating your intention to revoke your proxy appointment to Charmaine Collins by email to [charmaine.collins@paddleuk.org.uk](mailto:charmaine.collins@paddleuk.org.uk). 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.
10. The revocation notice must be received by us before 12.00 noon one day prior to the commencement of the meeting (i.e. 12 noon on Sunday 24 November 2024)
11. If you attempt to revoke your proxy appointment but the revocation is received after the time specified then, subject to paragraph 1, your proxy appointment will remain valid.
12. Proxy Votes submitted must be received no later than **7pm on Saturday 23 November 2024**.