

**Company No: 04117847**

**THE COMPANIES ACT 2006**

**A PRIVATE COMPANY LIMITED BY GUARANTEE**

**EEEGR**

**("the Company")**

**NOTICE OF THE EIGHTEENTH ANNUAL GENERAL MEETING**

NOTICE is hereby given that the 2019 ANNUAL GENERAL MEETING of the Company will be held on 10<sup>th</sup> October 2019 at 14:00 at the Imperial Hotel, 13-15 North Drive, Great Yarmouth, NR30 1EQ

**AS SPECIAL BUSINESS for which a Special Resolution will be proposed as follows:**

*THAT the Articles of Association of the Company be altered as follows:*

- a. by deleting the wording 'or Regional Member' of article 1.1.12.
- b. by removing article 2.2.
- c. by deleting the wording 'with an operating address in the East of England' of article 2.3.
- d. in article 2.4. replace the word 'categories' with 'category' and by deleting each repetition of the wording 'non-regional member or associate or'.
- e. by deleting the wording 'in the following form or in such other form as may be required by the Board from time to time' and 'Applications shall be brought before the Board or a delegated sub-committee of the Board who shall be empowered to accept, defer or decline applications on a majority vote.' and 'The Board shall not be obliged to inform a rejected applicant of the reason for rejection.' of article 2.5.
- f. by removing article 2.5.1.
- g. in article 7.2. replace the number '25' with number '27'.
- h. In article 7.2.4. replace the number '(7) seven' with number '(9) nine'.
- i. by deleting the wording 'or Other Member' of article 7.8.
- j. by deleting the wording 'and Other Members' and 'or Other Member' of article 7.8.
- k. by deleting the wording 'and Other Members' of article 13.
- l. by deleting each repetition of the wording 'and Other Members' of article 21.1.
- m. by deleting the wording 'and Other Members' of article 21.3

*THAT the Memorandum of Association of the Company be altered as follows:*

- a. by adding the word 'nuclear' after 'gas' in line one of point 3.1.
- b. in point 3.2.9. replace the words 'East of England Development Agency, Shaping Norfolk's Future (the Economic Partnership of Norfolk)' with 'New Anglia Local Enterprise Partnership (NALEP).'

**NOTE 1**

Copies of the Company's existing articles of association and the proposed new articles of association along with the Company's existing Memorandum of Association and the proposed new Memorandum of Association, marked to show the changes are available for inspection at the Company's registered office during normal business hours and will be available for inspection at the AGM at least 15 minutes prior to the start of the meeting and up until the close of the meeting.

**AS ORDINARY BUSINESS**

1. To receive the Annual Report of the Board and the Statement of Accounts and Balance sheet of the Company for the year ended 31 March 2019.
2. To declare that three of the following candidates have been duly elected to the position of Elected Director of the Board:
  - Martin Dronfield - James Fisher & Sons PLC
  - Michael Hamilton - Tecosim
  - Ben Lawson – Equinor
  - Andy Paine – Vattenfall
  - Patrick Phelan – Energy Business Catalyst
  - Paul Williams – Premier Oil

Please see the attached notes.

DATED: 20 September 2019

SIGNED BY ORDER OF THE BOARD OF DIRECTORS:

FOR AND ON BEHALF OF

**Gemma Head** (Company Secretary)



Registered Office: EEEGR, Unit 4, Ground Floor  
Wellington Park  
Excalibur Road  
Great Yarmouth  
NR31 7BB

Issued to all Members and The Directors.

## NOTES TO THE NOTICE OF EIGHTEENTH ANNUAL GENERAL MEETING

### 1. Only those Full Members registered on the Company's register of Members at:

- 14:00 on 10<sup>th</sup> October 2019 or,
- If this meeting is adjourned, at 14:00 on the day or two days prior to the adjourned meeting,

shall be entitled to attend and vote at the meeting.

### 2. Website giving information regarding the meeting

- 2.1. Information regarding the meeting, including the information required by section 311A of the Companies Act 2006, is available from [www.eeegr.com](http://www.eeegr.com).

### 3. Attending in person

- 3.1. If you wish to attend the meeting in person, please confirm your attendance via the EEEGR website.

### 4. Appointment of Proxies

- 4.1. If you are a Full Member of the Company at the time set out in note 1 above, you are entitled to appoint a proxy (who need not be a Full Member) to exercise all or any of your rights to attend, speak and vote at the General Meeting and AGM of the Company and you should have received a proxy form with this notice of the meeting.
- 4.2. Appointment of a proxy does not preclude you as a Full Member 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 terminate.
- 4.3. To appoint as your proxy a person other than the Chairman of the meetings, delete the words '*the chairman of the meeting*' and insert the name of the person appointed proxy in the space provided. If you sign and return this proxy form with no name inserted in the box, the Chairman of the meeting will be deemed to be your proxy.
- 4.4. Where you appoint as your proxy someone other than the Chairman, 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 Chairman and give them the relevant instructions directly.
- 4.5. To direct your proxy how to vote on the resolutions, mark the appropriate box with an 'X'. If this form is returned without any indication as to how the person appointed proxy shall vote, your proxy will exercise his discretion as to how he votes or whether he abstains from voting.
- 4.6. In the case of a Full Member which is a company, this proxy form must be executed under its common seal or signed on its behalf by an officer of the company or an attorney of the company. 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 in accordance with the Powers of Attorney Act 1971) must be lodged with the proxy form.
- 4.7. To be effective, this form must be lodged together with the documentation mentioned above at the Company's registered office up to 48 hours before the meeting or adjourned meeting or, if sent by electronic means, must be received at the email address specified up to 48 hours before the meeting or adjourned meeting. All times given exclude weekends and bank holidays.
- 4.8. If you submit more than one valid proxy appointment, the appointment received last before the latest time for receipt of the proxies will take precedence. Any alterations to this form should be initialed.

- 4.9. If you do not give your proxy an indication of how to vote on any resolution, your proxy will vote or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the meeting.

## **5. Appointment of proxy using hard copy proxy form**

- 5.1. The notes to the proxy form explain how to direct your proxy how to vote on each resolution or withhold their vote.

To appoint a proxy using the proxy form, the form must be:

- Completed and signed.
  - Sent or delivered to the Company at Unit 4, Ground Floor, Wellington Park, Excalibur Road, Gorleston, Great Yarmouth, NR31 7BB.
  - Received by the Company no later than Tuesday 8<sup>th</sup> October 2019 at 15:00.
- 5.2. Any power of attorney or any other authority under which the proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.

## **6. Electronic appointment of proxies**

- 6.1. As an alternative to completing the hard-copy proxy form, you can appoint a proxy electronically by emailing Gemma Head at [gemma.head@eeeegr.com](mailto:gemma.head@eeeegr.com) not less than 48 hours before the time for holding the meeting at which the person named proposes to vote. For an electronic proxy appointment to be valid, your appointment must be received by the Company no later than Tuesday 8<sup>th</sup> October 2019 at 15:00.

## **7. Appointment of proxy by joint members**

- 7.1. In the case of joint holders, where more than one of the joint holders 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. Changing proxy instructions**

- 8.1. 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.
- 8.2. 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 Gemma Head by sending an e-mail to [gemma.head@eeeegr.com](mailto:gemma.head@eeeegr.com).
- 8.3. 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.

## **9. Termination of proxy appointments**

- 9.1. 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 Unit 4, Ground Floor, Wellington Park, Excalibur Road, Gorleston, Great Yarmouth, NR31 7BB. In the case of a member, which is a company, the revocation notice must be executed under its common seal or signed on its behalf by an officer of the company or an attorney for the company. 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 [gemma.head@eeegr.com](mailto:gemma.head@eeegr.com).

9.2. In either case, the revocation notice must be received by the Company no later than Tuesday 8<sup>th</sup> October 2019 at 15:00.

9.3. If you attempt to revoke your proxy appointment but the revocation is received after the time specified then, subject to the paragraph directly below, your proxy appointment will remain valid.

9.4. 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.

## **10. Corporate representatives**

10.1. A corporation which is a member can appoint one or more corporate representatives who may exercise, on its behalf, all its powers as a member provided that no more than one corporate representative exercises powers as a Full Member.

## **11. Communication**

11.1. Except as provided above, members who have general queries about the meeting should contact Gemma Head by email (no other methods of communication will be accepted).