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## How to complete a proxy form

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1. Insert full name and address of creditor or member entitled to attend the meeting. This will be a given name and surname if you are entitled to attend in your personal capacity or the name of the company if the creditor or member entitled to attend is a corporate entity. If you wish to, you can include a telephone number to make it easy for us to contact you if necessary.
2. In Section B, insert the name of the person you appoint as your proxy (you may insert 'the Chairperson of the meeting' if you wish) and then insert the name of the company the proxy holder represents or works for (not needed if you have nominated the Chairperson as your proxy).
3. You may appoint an alternate proxy where it states '...or in his/her absence' who may act if your first appointed proxy cannot attend the meeting. You may insert 'the Chairperson of the meeting' if you wish.
4. If the proxy is a general proxy, tick the Option 1 box. This means the person representing you votes as they see fit at the meeting.
5. If you wish to appoint a special proxy, this means the person representing you must act in accordance with your exact instructions. In many cases, we will include the resolutions to be put before meetings and you are able to tick the way in which you want your proxy to vote. If you do wish to appoint a special proxy, you need to tick the Option 2 box and then tick the relevant box for each resolution to be put before the meeting.
6. Section D is where you sign the proxy form. Date and sign the Proxy form using one of the following various forms of execution:
  - Sole trader: Sign the proxy yourself
  - Partnership: e.g. sign: 'ABC Partners  
per John Smith  
Partner'
  - Company:
    - a. By a director or secretary
    - b. By a person duly authorised to sign on behalf of the company, either as the company's attorney or Authorised Representative.
7. 'Certificate of Witness' is only to be used where the Proxy is being completed on behalf of a person who is blind or incapable of writing. In all other cases a witness to the signature of the person appointing the Proxy is not required and you may ignore the section headed 'Certificate of Witness'.

