

17th December 2019

Dear

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting of The Channels (Chelmsford) Management Company Limited will be held

On: Thursday 9th January 2020 at 7.30pm

At: The Barn Channels Brasserie, Channels Drive, Chelmsford, CM3 3PT

To conduct the following business;

1. Apologies for absence
2. Directors Report to be delivered by the Chairman of the Board
3. To Receive the Company's Last Accounts
4. Resignation & Appointment of Directors
5. Any Other Business – Please submit any proposals by Friday 3rd January 2019 by emailing channels@podmanagement.co.uk

Immediately after the close of the Annual General Meeting a meeting will be held with the newly appointed directors to review and appoint the landscape contractors for the development with effect from 1st March 2020.

NOTES TO THE NOTICE OF ANNUAL GENERAL MEETING

Appointment of proxies

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 the Meeting and you should have received a proxy form with this notice of meeting. You can only appoint a proxy using the procedures set out in these notes and the notes to the proxy form.
2. A proxy does not need to be a member of the Company but must attend the Meeting to represent you. Details of how to appoint the Chairman of the Meeting or another person as your proxy using the proxy form are set out in the notes to the proxy form. If you wish your proxy to speak on your behalf at the Meeting you will need to appoint your own choice of proxy (not the Chairman) and give your instructions directly to them.
3. You may appoint more than one proxy provided each proxy is appointed to exercise rights attached to different shares. You may not appoint more than one proxy to exercise rights attached to any one share.
4. 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.

Appointment of proxy using hard copy proxy form

5. 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, Channels (Chelmsford) Management Company Limited, C/O POD Management, 2 Angel Square, London, EC1V 1NY
- Received by the Company no later than Friday 3rd January 2019 at 5.30pm

In the case of a member which is a company, the proxy form 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 proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.

Electronic appointment of proxies

6. As an alternative to completing the hard-copy proxy form, you can appoint a proxy electronically by scanning a completed and signed proxy form to support@podmanagement.co.uk. For an electronic proxy appointment to be valid, your appointment must be received by the Company no later than Friday 3rd January 2019 at 5.30pm.

Appointment of proxy by joint members

7. 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).

Changing proxy instructions

8. 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 email channels@podmanagement.co.uk

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.

Termination of proxy appointments

9. 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 Channels (Chelmsford) Management Company Limited, C/O POD Management, 2 Angel Square, London, EC1V 1NY. 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 channels@podmanagement.co.uk with a scanned copy of the notice which is signed or sealed in the case of a company.

In either case, the revocation notice must be received by the Company no later than Friday 3rd January 2019 at 5.30pm.

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.

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.

**ANNUAL GENERAL MEETING
CHANNELS (CHELMSFORD) MANAGEMENT COMPANY LIMITED**

FORM OF PROXY

I

of

appoint

to act as my proxy, to attend and vote for me on my behalf at the Annual General Meeting to be held at:

The Barn Channels Brasserie, Channels Drive, Chelmsford, CM3 3PT commencing at 7.30pm

and at any adjournment thereof

as witness my hand this day of

Signature

of

This proxy form must be deposited with Channels (Chelmsford) Management Company Limited, C/O POD Management, 2 Angel Square, London, EC1V 1NY

Any alterations to the proxy form must be initialled.