

NOTICE AND AGENDA OF GENERAL MEETING OF THE PROPERTY INSTITUTE

Notice is hereby given that the General Meeting (**GM**) of The Property Institute (**Institute**) will be held at **Victory Services Club, 63–79 Seymour Street, London, W2 2HF on Wednesday, 29th October 2025 at 4:30pm.**

The Agenda for the GM is attached to this notice.

At the GM you will be asked to consider and vote on the resolutions below. Resolution 1, 2 and 3 will be proposed as ordinary resolutions.

The resolutions proposed are:

1. THAT the Directors' Report and Financial Statements for the year ended 2025 be approved.
2. THAT the appointment of Dr Shaun Lundy as a Director be confirmed
3. THAT the reappointment of Gibbons Mannington Phipps as Auditor of the Institute be approved and the Directors fixing their remuneration be authorised.

By order of the Board

Baroness Dianne Hayter
Director

Date: 24th September 2025

The Property Institute

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www.tpi.org.uk

The Property Institute. Registered Office: Gibbons Mannington & Phipps LLP, 20–22 Eversley Road, Bexhill-on-Sea TN40 1HE.
Company Limited by Guarantee Registered in England & Wales No. 13753239 | VAT Registration No.: 406 6082 13

NOTES TO THE NOTICE OF GENERAL MEETING

1. Attending the Meeting

All Members (to include Individual Members and Company Members, as defined in the Institute's Articles of Association) can attend the meeting in person or by proxy.

To confirm your attendance at the meeting in person, please register by using this link: <https://www.tpi.org.uk/tpi-community/events/the-property-institute-general-meeting-2025/>

To confirm your attendance at the meeting by proxy, please send the completed and signed Proxy Form to the following email address: info@tpi.org.uk, by 27th October 2025.

2. Appointment of proxies

All Members are entitled to appoint a proxy to exercise all or any of their rights to attend, speak and vote at the meeting.

Appointment of a proxy by Members should be completed using the Proxy Form (which should be completed, signed and submitted to the Institute by emailing it to info@tpi.org.uk, or posted to The Property Institute, _3rd Floor, 2, 4 St George's Rd, London SW19 4DP; not less than 48 hours before the time appointed for holding the GM, i.e. **by 4:30pm on 27 October 2025** (as required by the article 12.4 of the Institute's Articles of Association).

1. Communication

Except as provided above, Members who have general queries about the meeting should please email info@tpi.org.uk (no other methods of communication will be accepted).

You may not use any electronic address provided either:

- in this notice of general meeting; or
- any related documents (including the proxy form), to communicate with the Institute for any purposes other than those expressly stated.

2. Voting

Voting on all resolutions will be conducted on a show of hands, with one vote per every Member present in person or by proxy.

In case of Company Members, members who have an **Associate** status (as defined by the Institute's Bye-Laws) **are excluded from voting**.

In case of Individual Members, **Affiliates** (as defined in the Institute's Bye-Laws) **are excluded from voting**.

In accordance with article 10.2 of the Institute's Articles of Association, an authorised representative of a Company Member can attend the meeting and vote on behalf of that Company Member. Only one appointed authorised representative of a Company Member will have a vote on behalf of that Company Member.

AGENDA

For the General Meeting of The Property Institute

to be held on Wednesday 29th October 2025 at 4.30 pm

1. Apologies for absence.
2. Approval of Previous Meeting Minutes
3. Approval of Directors' Report and Financial Statements for the year ended 2025.
4. Appointment of Directors
 - 3.1 To confirm the appointment of Dr Shaun Lundy
 - 3.2 To acknowledge and thank Mark Varley for his service to the Company as he stands down from his role as Director.
5. Approval of the reappointment of Gibbons Mannington Phipps as Auditor of the Institute and authorisation of the Directors fixing their remuneration.
6. Any Other Competent Business.