NOTICE AND AGENDA OF GENERAL MEETING OF THE PROPERTY INSTITUTE

Notice is hereby given that the General Meeting **(GM)** of The Property Institute **(Institute) (Company Number: 13753239)** will be held at **Victory Services Club, 63-79 Seymour Street, London, W2 2HF on Tuesday 15th October 2024 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 l, 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 2024 be approved.

2. Appointment of Directors
   2.1 To confirm the appointment of Baroness Dianne Hayter
   2.2 To confirm the appointment of Paul Taylor

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: 27th September 2024

NOTES TO THE NOTICE OF GENERAL MEETING

1. **Attending the Meeting**

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

To confirm your attendance of the meeting in person please register by using this link: https://bit.ly/3MZNP4o.

To confirm your attendance of the meeting by proxy, please send completed and signed Proxy Form to the following email address info@tpi.org.uk, by 13th October 2024.

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.

In accordance with article 12.2 of the lnstitute's Articles of Association, only a Director, Member or an authorised representative of the Business Member (as defined in the Articles) may act as a proxy for another Member.

Members can only appoint a proxy in writing 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 lnstitute,_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 11 October 2024** (as required by the article 12.4 of the lnstitute's Articles of Association).

The Property Institute

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 Business Members, members who have an **Associate** status (as defined by the lnstitute's Bye-Laws) **are excluded from voting.**

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

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

AGENDA

For the General Meeting of The Property Institute

to be held on Tuesday 15th October 2024 at 4.30 pm

1. Apologies for absence.
2. THAT the Directors' Report and Financial Statements for the year ended 2024 be approved.
3. Appointment of Directors
   - 3.1 To confirm the appointment of Baroness Dianne Hayter
   - 3.2 To confirm the appointment of Paul Taylor
4. THAT the reappointment of Gibbons Mannington Phipps as Auditor of the Institute be approved and the Directors fixing their remuneration be authorised.
5. Any other business.

The Property Institute