



7759/1220/JKB

To: Company Members

29th December 2020

The President, Vice-Presidents and Honorary Life Members
The Secretaries of Affiliated Organisations
The Auditors

Bradwell Road
Loughton Lodge
Milton Keynes
MK8 9LA

NOTICE OF GENERAL MEETING

In accordance with Article 37.3 of the Company's articles of association (the "Articles"), notice is hereby given by order of the Board that a General Meeting of the Company will be held on Monday 25th January 2021 at 7pm. Attendance and voting will take place via Zoom. You must register your attendance at the meeting (whether by proxy or in person) by 12 noon on Monday 25th January 2021. Ahead of the meeting a link to join the meeting will be circulated to members who have registered their attendance and to the proxy ahead of the meeting.

The business of the meeting will be as follows:

- (i) to consider and, if thought fit, to pass the following resolution(s) which will be proposed as **ordinary resolutions**:
- *Ordinary Resolution 1*: the Report of the Standing Orders Committee (7760/0121/DLH)
 - *Ordinary Resolution 2*: the Adoption of Standing Orders (7761/0121/DLH)
 - *Ordinary Resolution 3*: the Appointment of Scrutineers
 - *Ordinary Resolution 4*: the Declaration of Business Interests
- (ii) to consider and, if thought fit, to pass the following resolution(s) which will be proposed as **special resolutions** in accordance with Article 11 of the Articles:
- *Special Resolution 1*: a vote of no confidence and instruction to the Board to remove from the Board – Anthony Catt, Elected Deputy Chair of Table Tennis England
 - *Special Resolution 2*: a vote of no confidence and instruction to the Board to remove from office and from any other table tennis posts held domestically or internationally – Sandra Deaton, Chair of Table Tennis England
 - *Special Resolution 3*: a vote of no confidence and instruction to the Board to remove from office and from any other table tennis related posts held domestically or internationally – Sara Sutcliffe MBE, Chief Executive Officer of Table Tennis England

The date of this notice is: 29 December 2020

By order of the Board

Sandra Deaton, Chair

The registered office of the Company is: Bradwell Road, Loughton Lodge, Milton Keynes, MK8 9LA

Note 1: Meeting

This meeting has been called in accordance with the Company's governing rules, but with specific flexibilities which are authorised by Schedule 14 of the [Corporate Insolvency and Governance Act 2020](#) (as amended) ('CIGA') in relation to the holding of the meeting via electronic means, due to the ongoing COVID-19 pandemic.

Under CIGA, and for the purposes of this General Meeting, a member does not have a right:

- to attend the meeting in person – any reference in this notice to a member's or proxy's right to attend is to their right to attend by electronic means;
- to participate in the meeting other than by voting or such other means of participation as is offered by the Company – see below for how members will be able to participate, or
- to vote by particular means.

This is necessary due to the on-going pandemic and restrictive public health measures.

Note 2: Proxies

- 2.1 You will receive a Proxy Appointment Form by 8 January 2021. **Please read the notes to the Proxy Appointment Form.** These must be returned to the Company, to the email address on the Proxy Appointment Form (proxy@tabletennisengland.co.uk), and must arrive at any time **from the date on which the Proxy Appointment Form has been circulated up until the start of the EGM (7pm) on Monday 25 January 2021.**
- 2.2 You can only appoint a proxy using the procedures set out in this notice, including these notes, and the notes to the Proxy Appointment Form.
- 2.3 All Company members are entitled to attend and vote at the general meeting. A member of the Company who is entitled to attend and vote at the above-mentioned meeting is also entitled to appoint a proxy, who need not be a member of the Company, to attend the meeting as their representative and vote on their behalf. A proxy must attend the meeting to represent you.
- 2.4 Appointment of a proxy does not preclude you from attending the meeting and voting yourself. If you have appointed a proxy and you attend the meeting and cast a vote yourself, your proxy is no longer entitled to vote for you.
- 2.5 You must register to attend the meeting if you are appointing a proxy to attend, in accordance with the details set out in this Notice and these notes. You must then provide the details of how to attend to your proxy (provided that you have first submitted a valid Proxy Appointment Form).

Note 3: Enclosures

There are no enclosures with this Notice. The Proxy Appointment Form, accompanying notes, Agenda and any papers will be distributed no later than 8 January 2021.

Updates will also be posted on <https://tabletennisengland.co.uk/our-sport/governance/aggm/>

Note 4: Attendance

- 4.1 Pursuant to Article 37.9 to 37.11 inclusive of the Company's Articles and Schedule 14 CIGA, the meeting may be held, and any votes may be permitted to be cast, by electronic means or any other means. At the time of sending out this notice, we are planning to use Zoom as the platform for the meeting but full information about how you can vote and otherwise participate in the meeting will be published here <https://tabletennisengland.co.uk/our-sport/governance/aggm/>
- 4.2 Under Article 37.4, all Company Members, their Proxies and Affiliated Members are entitled to attend the meeting. The meeting may be held without any number of those participating in the meeting being together at the same place. This means, together with the application of CIGA, that our quorum requirements will be met if there are sufficient members attending by electronic means. Other persons may attend subject to the Chairman's permission.

- 4.3 Only Company Members and their Proxies are entitled to speak at the meeting. Other persons including Affiliated Members may speak subject to the Chairman's permission.
- 4.4 Every Company Member and appointed Proxy attending must ensure that their attendance is recorded and their voting entitlement confirmed.
- 4.5 Provision will be made for the names of other people attending to be recorded.

Note 5: Voting

- 5.1 Any Company Member or appointed Proxy wishing to vote shall be provided with the ability to vote by electronic means at the meeting (precise details are to be confirmed as per the notice and note 4.1 above).
- 5.2 An official Proxy Appointment Form will be sent to Company Members by 8 January 2021.

Note 6: Communicating with the Company

You may only communicate with the Company about the meeting and appointing a proxy for the meeting using proxy@tabletennisengland.co.uk. No other methods of communication will be accepted.