

**HUNSLET HOUSE MANAGEMENT LTD**  
**NOTICE OF ANNUAL GENERAL MEETING**

Notice is hereby given that the Annual General Meeting (**Meeting**) of Hunslet House Management Limited (**Company**) will be held at the Corson Suite, Marriott Hotel, 4 Trevelyan Square, Boar Lane, Leeds, LS1 6ET on Thursday 16<sup>th</sup> February 2012. Please arrive from 17:20 to enable the meeting to start promptly at 17:30 to transact the following business:

As Ordinary Resolutions:

- a. To receive the report of the Directors and the audited accounts for the year ended 31st March 2011.
- b. To re-appoint Patricia Brady as a Director
- c. To re-appoint John McGinnis as a Director.



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Kerstin Ward – on behalf of  
Hunslet House Management Limited (Company Number: 060505587)  
No.1 Dock Street, Leeds,  
LS10 1NA

Friday 20<sup>th</sup> January 2012

## **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. 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**

4. 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 at Mrs Kerstin Ward, Returning Officer of Hunslet House Management Limited c/o Action Property Management No. 1 Dock Street, Leeds LS10 1NA; and
- Received by the Company no later than Friday 10<sup>th</sup> February 2012 at 16:00.

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.

5. 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**

6. 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 contact Mrs Kerstin Ward, Returning Officer of Hunslet House Management Limited c/o Action Property Management No. 1 Dock Street, Leeds LS10 1NA.

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**

7. 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 Mrs Kerstin Ward, Returning Officer of Hunslet House Management Limited c/o Action Property Management No. 1 Dock Street, Leeds LS10 1NA. 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.

In either case, the revocation notice must be received by the Company no later than Friday 10<sup>th</sup> February 2012 at 16:00.

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.

### **Communication**

8. Except as provided above, members who have general queries about the Meeting should contact Mrs Kerstin Ward, Returning Officer of Hunslet House Management Limited c/o Action Property Management No. 1 Dock Street, Leeds LS10 1NA (no other methods of communication will be accepted).

You may not use any electronic address provided either:

- In this notice of annual general meeting; or
- Any related documents (including the proxy form), &
- To communicate with the Company for any purposes other than those expressly stated.

**HUNSLET HOUSE MANAGEMENT LIMITED (Company)**  
**Annual General Meeting**  
**Proxy Form**

Please Print your Name/s \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Before completing this form, please read the explanatory notes overleaf**

I/We being a member of the Company appoint the Chairman of the meeting or (see note 3)

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As my/our proxy to attend, speak and vote on my/our behalf at the Annual General Meeting of the Company to be held on Thursday 16<sup>th</sup> February 2012 at 17:30 and at any adjournment of the meeting.

I/We direct my/our proxy to vote on the following resolutions as I/we have indicated by marking the appropriate box with an 'X'. If no indication is given, my/our proxy will vote or abstain from voting at his or her discretion and I/we authorise my/our proxy to vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the meeting.

<b>RESOLUTIONS</b>	For	Against
<b>ORDINARY</b>		
1. To receive the report of the Directors and the audited accounts for the year ended 31st March 2011		
2. To re-appoint Patricia Brady as a Director.		
3. To re-appoint John McGinnis as a Director.		

<b>Signature</b>	<b>Date</b>

## Notes to the proxy form

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 a general meeting of the Company. You can only appoint a proxy using the procedures set out in these notes.

2. 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.

3. A proxy does not need to be a member of the Company but must attend the meeting to represent you. To appoint as your proxy a person other than the Chairman of the meeting, insert their full name in the box. If you sign and return this proxy form with no name inserted in the box, the Chairman of the meeting will be deemed to be your proxy. Where you appoint as your proxy someone other than the Chairman, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions. If you wish your proxy to make any comments on your behalf, you will need to appoint someone other than the Chairman and give them the relevant instructions directly.

4. To direct your proxy how to vote on the resolutions mark the appropriate box with an 'X'. If no voting indication is given, 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.

5. To appoint a proxy using this form, the form must be:

- Completed and signed;
- Sent or delivered to the Company at Mrs Kerstin Ward, Returning Officer of Hunslet House Management Limited c/o Action Property Management No. 1 Dock Street, Leeds LS10 1NA;
- Received by the Company no later than Friday 10<sup>th</sup> February 2012 at 16:00.

6 In the case of a member which is a company, this 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.

7 Any power of attorney or any other authority under which this proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.

8 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).

9 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.

10 For details of how to change your proxy instructions or revoke your proxy appointment see the notes to the notice of meeting.

11 You may not use any electronic address provided in this proxy form (if any) to communicate with the Company for any purposes other than those expressly stated