

## **FILLING OUT PROXY FORMS - EXAMPLE DOCUMENT FOR REFERENCE ONLY**

The following pages should provide some visual examples of how to complete a proxy form.

Clearly, the nomination of a proxy is a decision solely for each member organisation to determine themselves and that is not something we would intend to influence. However, on this occasion with the meeting being undertaken as an audio & visual meeting, only proxies in favour of the Chair will guarantee that your vote will be cast as you have outlined. As a reminder we would advise that the meeting will only be convened if there is a quorum present, and on this occasion that will be by count of proxies and that an identified individual is in place to Chair the meeting.

**EXAMPLE 1**

Company Number: SC308709

**SCOTTISH GOLF LIMITED**  
**(the "Company")**  
**Proxy Form**

Before completing this form, please read the explanatory notes attached.

J DOE

ANY VILLAGE GOLF CLUB

I, ..... of .....  
a Member of the Company, hereby appoint:

CHAIR

of .....

as my proxy to exercise all or any of my rights to vote on my behalf at the annual general meeting of the Company to be held on the twenty-fifth day of June Two Thousand and Twenty and at any adjournment thereof (the "**Meeting**").

I direct my proxy to vote on the following resolutions as I have indicated by marking the appropriate box with an 'X'. If no indication is given, my proxy will vote or abstain from voting at his or her discretion. I authorise my 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.

No	ORDINARY RESOLUTIONS	For	Against
1	THAT the minutes of the 2019 AGM of the Company, be approved.	X	
2	THAT the accounts of the Company for the period ended 30 September 2019, together with the directors' report and the auditors' report be approved and adopted.	X	
3	THAT RSM be appointed as auditors of the Company to hold office until the conclusion of the next annual general meeting of the Company at which the accounts are laid before the Company.	X	
4	THAT the appointment of David Fleming as President of the Company, who will hold office until the conclusion of the next AGM of the Company, be approved.	X	
5	THAT the appointment of Elizabeth Munro as Senior Vice President of the Company, who will hold office until the conclusion of the next AGM of the Company, be approved.	X	
6	THAT the appointment of Paul Gibson as Junior Vice President of the Company, who will hold office until the conclusion of the next AGM of the Company, be approved.	X	
7	THAT the re-appointment of Lorna Brown, as a director of the Company, who will hold office for the period up to the date of the Company's 2023 AGM, be approved.	X	
8	THAT the appointment of Graham Watson, as a director of the Company, who will hold office for the period up to the date of the Company's 2023 AGM, be approved.	X	
9	THAT the affiliation fee, based on membership numbers at 30 September 2020 and invoiced for payment by 31 March 2021, be collected on a per capita basis of £14.50 per playing member, be approved.	X	

NAME: (Signature)	<i>J Bloggs</i>
PRINT NAME:	J BLOGGS
DATE	04/06/20

**SUMMARY:** This proxy is in favour of the Chair who per the example above **must** vote as indicated, however if "**for**" or "**against**" are left blank the Chair can use their discretion to determine how to place the vote.

## EXAMPLE 2

Company Number: SC308709

**SCOTTISH GOLF LIMITED**  
**(the "Company")**  
**Proxy Form**

Before completing this form, please read the explanatory notes attached.

J DOE

ANY VILLAGE GOLF CLUB

I, ..... of .....  
a Member of the Company, hereby appoint:

--

of .....

as my proxy to exercise all or any of my rights to vote on my behalf at the annual general meeting of the Company to be held on the twenty-fifth day of June Two Thousand and Twenty and at any adjournment thereof (the "**Meeting**").

I direct my proxy to vote on the following resolutions as I have indicated by marking the appropriate box with an 'X'. If no indication is given, my proxy will vote or abstain from voting at his or her discretion. I authorise my 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.

No	ORDINARY RESOLUTIONS	For	Against
1	THAT the minutes of the 2019 AGM of the Company, be approved.		
2	THAT the accounts of the Company for the period ended 30 September 2019, together with the directors' report and the auditors' report be approved and adopted.		
3	THAT RSM be appointed as auditors of the Company to hold office until the conclusion of the next annual general meeting of the Company at which the accounts are laid before the Company.		
4	THAT the appointment of David Fleming as President of the Company, who will hold office until the conclusion of the next AGM of the Company, be approved.		
5	THAT the appointment of Elizabeth Munro as Senior Vice President of the Company, who will hold office until the conclusion of the next AGM of the Company, be approved.		
6	THAT the appointment of Paul Gibson as Junior Vice President of the Company, who will hold office until the conclusion of the next AGM of the Company, be approved.		
7	THAT the re-appointment of Lorna Brown, as a director of the Company, who will hold office for the period up to the date of the Company's 2023 AGM, be approved.		
8	THAT the appointment of Graham Watson, as a director of the Company, who will hold office for the period up to the date of the Company's 2023 AGM, be approved.		
9	THAT the affiliation fee, based on membership numbers at 30 September 2020 and invoiced for payment by 31 March 2021, be collected on a per capita basis of £14.50 per playing member, be approved.		

NAME: (Signature)	<i>J Bloggs</i>
PRINT NAME:	J BLOGGS
DATE	04/06/20

**SUMMARY:** This proxy (as the name has been left blank in the form) is in favour of the Chair who per the example above can use their discretion to determine how to place the vote. However if "**for**" or "**against**" is chosen then the nominated proxy **must** vote as indicated.

### EXAMPLE 3

Company Number: SC308709

**SCOTTISH GOLF LIMITED**  
**(the "Company")**  
**Proxy Form**

Before completing this form, please read the explanatory notes attached.

J DOE

ANY VILLAGE GOLF CLUB

I, ..... of .....  
a Member of the Company, hereby appoint:

B FRIEND

ANY REGION ASSOCIATION

of .....

as my proxy to exercise all or any of my rights to vote on my behalf at the annual general meeting of the Company to be held on the twenty-fifth day of June Two Thousand and Twenty and at any adjournment thereof (the "**Meeting**").

I direct my proxy to vote on the following resolutions as I have indicated by marking the appropriate box with an 'X'. If no indication is given, my proxy will vote or abstain from voting at his or her discretion. I authorise my 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.

No	ORDINARY RESOLUTIONS	For	Against
1	THAT the minutes of the 2019 AGM of the Company, be approved.	X	
2	THAT the accounts of the Company for the period ended 30 September 2019, together with the directors' report and the auditors' report be approved and adopted.	X	
3	THAT RSM be appointed as auditors of the Company to hold office until the conclusion of the next annual general meeting of the Company at which the accounts are laid before the Company.	X	
4	THAT the appointment of David Fleming as President of the Company, who will hold office until the conclusion of the next AGM of the Company, be approved.	X	
5	THAT the appointment of Elizabeth Munro as Senior Vice President of the Company, who will hold office until the conclusion of the next AGM of the Company, be approved.	X	
6	THAT the appointment of Paul Gibson as Junior Vice President of the Company, who will hold office until the conclusion of the next AGM of the Company, be approved.	X	
7	THAT the re-appointment of Lorna Brown, as a director of the Company, who will hold office for the period up to the date of the Company's 2023 AGM, be approved.	X	
8	THAT the appointment of Graham Watson, as a director of the Company, who will hold office for the period up to the date of the Company's 2023 AGM, be approved.	X	
9	THAT the affiliation fee, based on membership numbers at 30 September 2020 and invoiced for payment by 31 March 2021, be collected on a per capita basis of £14.50 per playing member, be approved.	X	

NAME: (Signature)	<i>J Bloggs</i>
PRINT NAME:	J BLOGGS
DATE	04/06/20

**SUMMARY** – As the Chair has not been selected as the proxy then the above vote would not be included in the proceedings.