

FILLING OUT PROXY FORMS - EXAMPLE DOCUMENT FOR REFERENCE ONLY

The following pages should provide some visual examples of how to complete a proxy form. The common issues that we have seen with incomplete or invalid forms in recent years are due to:

- Late receipt of form
- Nominated proxies not attending the meeting, with no back up listed
- The organisation not being entitled to a vote due to membership status being non-voting

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, as a reminder we would advise that the meeting will only be convened if there is a quorum present (or by count of proxies) and that an identified individual is in place to Chair the meeting. As such it might be prudent to consider that when completed the form, the only way to guarantee that your vote will be cast **as you have outlined** is for one of your nominated proxies to also be the “Chair” i.e. someone who will always be in attendance at 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 BLOGGS

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 Sunday the 6th of March Two Thousand and Twenty-Two 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 2021 AGM of the Company, be approved.	X	
2	THAT the accounts of the Company for the period ended 30 September 2021, together with the directors' report and the auditors' report be approved and adopted.	X	
3	THAT Johnston Carmichael 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 re-appointment of Brendan Dick, as a director of the Company, who will hold office until the conclusion of the 2023 AGM of the Company, be approved.	X	
5	THAT the re-appointment of Fraser Thornton, as a director of the Company, who will hold office until the conclusion of the 2024 AGM of the Company, be approved.	X	
6	THAT the re-appointment of Pauline Lockhart, as a director of the Company, who will hold office until the conclusion of the 2024 AGM of the Company, be approved.	X	
7	THAT the re-appointment of Caroline Mansley, as a director of the Company, who will hold office until the conclusion of the 2024 AGM of the Company, be approved.	X	
8	THAT the appointment of Alistair Gray, as a director of the Company, who will hold office until the conclusion of the 2025 AGM of the Company, be approved.	X	
9	THAT the appointment of Vic Skelton, as a director of the Company, who will hold office until the conclusion of the 2025 AGM of the Company, be approved.	X	
10	THAT the appointment of Paul Lawrie, as a director of the Company, who will hold office until the conclusion of the 2025 AGM of the Company, be approved.	X	
11	THAT the appointment of Catriona Matthew, as a director of the Company, who will hold office until the conclusion of the 2025 AGM of the Company, be approved.	X	
12	THAT the appointment of Elizabeth Munro as President of the Company, who will hold office until the conclusion of the next AGM of the Company, be approved.	X	
13	THAT the appointment of Paul Gibson as Senior Vice President of the Company, who will hold office until the conclusion of the next AGM of the Company, be approved.	X	
14	THAT the appointment of Derek Paton as Junior Vice President of the Company, who will hold office until the conclusion of the next AGM of the Company, be approved.	X	
15	THAT the affiliation fee, based on membership numbers at 30 September 2022 and invoiced for payment by 31 March 2023, 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	09/02/2022

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 BLOGGS

ANY VILLAGE GOLF CLUB

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

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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 Sunday the 6th of March Two Thousand and Twenty-Two 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 2021 AGM of the Company, be approved.		
2	THAT the accounts of the Company for the period ended 30 September 2021, together with the directors' report and the auditors' report be approved and adopted.		
3	THAT Johnston Carmichael 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 re-appointment of Brendan Dick, as a director of the Company, who will hold office until the conclusion of the 2023 AGM of the Company, be approved.		
5	THAT the re-appointment of Fraser Thornton, as a director of the Company, who will hold office until the conclusion of the 2024 AGM of the Company, be approved.		
6	THAT the re-appointment of Pauline Lockhart, as a director of the Company, who will hold office until the conclusion of the 2024 AGM of the Company, be approved.		
7	THAT the re-appointment of Caroline Mansley, as a director of the Company, who will hold office until the conclusion of the 2024 AGM of the Company, be approved.		
8	THAT the appointment of Alistair Gray, as a director of the Company, who will hold office until the conclusion of the 2025 AGM of the Company, be approved.		
9	THAT the appointment of Vic Skelton, as a director of the Company, who will hold office until the conclusion of the 2025 AGM of the Company, be approved.		
10	THAT the appointment of Paul Lawrie, as a director of the Company, who will hold office until the conclusion of the 2025 AGM of the Company, be approved.		
11	THAT the appointment of Catriona Matthew, as a director of the Company, who will hold office until the conclusion of the 2025 AGM of the Company, be approved.		
12	THAT the appointment of Elizabeth Munro as President of the Company, who will hold office until the conclusion of the next AGM of the Company, be approved.		
13	THAT the appointment of Paul Gibson as Senior Vice President of the Company, who will hold office until the conclusion of the next AGM of the Company, be approved.		
14	THAT the appointment of Derek Paton as Junior Vice President of the Company, who will hold office until the conclusion of the next AGM of the Company, be approved.		
15	THAT the affiliation fee, based on membership numbers at 30 September 2022 and invoiced for payment by 31 March 2023, 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	09/02/2022

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.

I, J BLOGGS of ANY VILLAGE GOLF CLUB
 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 Sunday the 6th of March Two Thousand and Twenty-Two 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 2021 AGM of the Company, be approved.	X	
2	THAT the accounts of the Company for the period ended 30 September 2021, together with the directors' report and the auditors' report be approved and adopted.	X	
3	THAT Johnston Carmichael 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 re-appointment of Brendan Dick, as a director of the Company, who will hold office until the conclusion of the 2023 AGM of the Company, be approved.	X	
5	THAT the re-appointment of Fraser Thornton, as a director of the Company, who will hold office until the conclusion of the 2024 AGM of the Company, be approved.	X	
6	THAT the re-appointment of Pauline Lockhart, as a director of the Company, who will hold office until the conclusion of the 2024 AGM of the Company, be approved.	X	
7	THAT the re-appointment of Caroline Mansley, as a director of the Company, who will hold office until the conclusion of the 2024 AGM of the Company, be approved.	X	
8	THAT the appointment of Alistair Gray, as a director of the Company, who will hold office until the conclusion of the 2025 AGM of the Company, be approved.	X	
9	THAT the appointment of Vic Skelton, as a director of the Company, who will hold office until the conclusion of the 2025 AGM of the Company, be approved.	X	
10	THAT the appointment of Paul Lawrie, as a director of the Company, who will hold office until the conclusion of the 2025 AGM of the Company, be approved.	X	
11	THAT the appointment of Catriona Matthew, as a director of the Company, who will hold office until the conclusion of the 2025 AGM of the Company, be approved.	X	
12	THAT the appointment of Elizabeth Munro as President of the Company, who will hold office until the conclusion of the next AGM of the Company, be approved.	X	
13	THAT the appointment of Paul Gibson as Senior Vice President of the Company, who will hold office until the conclusion of the next AGM of the Company, be approved.	X	
14	THAT the appointment of Derek Paton as Junior Vice President of the Company, who will hold office until the conclusion of the next AGM of the Company, be approved.		
15	THAT the affiliation fee, based on membership numbers at 30 September 2022 and invoiced for payment by 31 March 2023, 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	09/02/2022

SUMMARY – The proxy would be provided to the nominated individual (assuming they turn up to the meeting), failing which the vote would fall to the Chair to cast a "for" vote for the proposals.

EXAMPLE 4

Company Number: SC308709

SCOTTISH GOLF LIMITED
(the "Company")
Proxy Form

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

J BLOGGS

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 Sunday the 6th of March Two Thousand and Twenty-Two 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 2021 AGM of the Company, be approved.	X	
2	THAT the accounts of the Company for the period ended 30 September 2021, together with the directors' report and the auditors' report be approved and adopted.	X	
3	THAT Johnston Carmichael 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 re-appointment of Brendan Dick, as a director of the Company, who will hold office until the conclusion of the 2023 AGM of the Company, be approved.	X	
5	THAT the re-appointment of Fraser Thornton, as a director of the Company, who will hold office until the conclusion of the 2024 AGM of the Company, be approved.	X	
6	THAT the re-appointment of Pauline Lockhart, as a director of the Company, who will hold office until the conclusion of the 2024 AGM of the Company, be approved.	X	
7	THAT the re-appointment of Caroline Mansley, as a director of the Company, who will hold office until the conclusion of the 2024 AGM of the Company, be approved.	X	
8	THAT the appointment of Alistair Gray, as a director of the Company, who will hold office until the conclusion of the 2025 AGM of the Company, be approved.	X	
9	THAT the appointment of Vic Skelton, as a director of the Company, who will hold office until the conclusion of the 2025 AGM of the Company, be approved.	X	
10	THAT the appointment of Paul Lawrie, as a director of the Company, who will hold office until the conclusion of the 2025 AGM of the Company, be approved.	X	
11	THAT the appointment of Catriona Matthew, as a director of the Company, who will hold office until the conclusion of the 2025 AGM of the Company, be approved.	X	
12	THAT the appointment of Elizabeth Munro as President of the Company, who will hold office until the conclusion of the next AGM of the Company, be approved.	X	
13	THAT the appointment of Paul Gibson as Senior Vice President of the Company, who will hold office until the conclusion of the next AGM of the Company, be approved.	X	
14	THAT the appointment of Derek Paton as Junior Vice President of the Company, who will hold office until the conclusion of the next AGM of the Company, be approved.		
15	THAT the affiliation fee, based on membership numbers at 30 September 2022 and invoiced for payment by 31 March 2023, 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	09/02/2022

SUMMARY – In the event that "B Friend" fails to attend the meeting but another associate from "any region association" does – as no alternative is indicated in this proxy form the above vote **would not be included in the proceedings**.