

EEF Limited

1 July 2022

Annual General Meeting 2022

Dear member

AGM – 12 September 2022

I have the pleasure of confirming that the Annual General Meeting of EEF Limited (trading as Make UK) will be held at 14:00 on 12 September at our venue, Broadway House, Tothill Street, London SW1H 9NQ.

The resolutions to be put to the meeting are an important part of the governance arrangements for your company, and I would therefore urge all members to vote.

Members that are corporate bodies should appoint a proxy to vote on their behalf; details of how to do so are set out in the Notice of Annual General Meeting and Proxy Form attached to this email; please note that only one form is required per Member Company.

E-Voting

For the first time this year we are offering online voting and encourage you to [submit your vote online](#). Alternatively, you can complete and return the attached voting forms via the company secretary email address at companysecretary@makeuk.org.

Directors' appointments

Under the Company's articles of association, all Directors serve an initial three-year term of office and automatically retire at the end of that term at an AGM. Subject to recommendation by the Board, all Directors may stand for re-election for a further three-year term, up to a maximum total term of six years, following which any further exceptional recommendation for directors initially appointed prior to 28 November 2018 would be on an annual basis, up to a maximum total term of nine years.

The Board currently has a co-opted director, Lord John Hutton, as permitted by the articles of association, and – being eligible and having been invited by the Board – he wishes to stand for election as an independent director, for a term of three years. The Board recommends members vote in favour of this appointment.

One of the member representative directors, Brian Holliday, having completed two three-year terms and a one-year term, seven years in total, and having joined prior to 2018, is invited to be appointed for a further one-year term (eight years in total). Brian Holliday intends to stand for re-election. The Board recommends members vote in favour of this appointment.

In addition, the Board currently has two independent directors who have completed one three-year term, as permitted by the articles of association, and both of these directors – Edward Jones and Robin Fletcher –

being eligible and having been invited by the Board - wish to stand for election for a term of three years. The Board recommends members vote in favour of these appointments.

Other Ordinary Resolutions

The ordinary resolutions proposed to be put to the Annual General Meeting are:

- accepting the report and accounts for the year to 31st December 2021;
- the re-appointment of the auditors, Haysmacintyre; and
- the Board of directors be authorised to agree the remuneration of the auditors.

Directors who stepped down during the year

The Directors would like to thank Dame Judith Hackitt for her valued and loyal service on the Board as she has stepped down both as an independent director and as our chair.

Electronic communications

As well as being enclosed with this letter, you can access the *Notice of Annual General Meeting and Proxy Form*, our most recent report and accounts and all related documents on our website at <https://www.makeuk.org/agm2022>.

If you wish to receive hard copies of those communications, please let us know by writing to the Company Secretary at the address given below or emailing companysecretary@makeuk.org

Kind regards,



The Rt Hon Lord Hutton of Furness
Chair, EEF Limited

The address for communications in relation to any matter referred to in this letter is:

By post to:

The Company Secretary, Make UK, Broadway House, Tothill Street, London SW1H 9NQ

By email to:

companysecretary@makeuk.org