

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting (Meeting) of EEF Limited (the Company) will be held at 14:00 on 12 September 2022 at Broadway House, Tothill Street, London SW1H 9NQ.

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 form via the company secretary email address at companysecretary@makeuk.org.

Ordinary Resolutions

1. To receive the report and accounts for the year ending 31 December 2021

THAT the audited accounts of the Company for the year ended 31 December 2021 and the Directors Report and the Auditors Report thereon now laid before the meeting be and are hereby received

2. Election of an Independent Director

THAT Lord John Hutton, currently a co-opted director, be and is here by elected as an independent director of the Company for a period of three years

3. Re-election of a Member Representative Director

THAT Mr Brian Holliday retiring pursuant to article 24 under the previous articles be and is hereby re-elected as a member representative director of the Company for a period of one year

4. Re-election of an Independent Director

THAT Edward Jones, having completed a term of three years and retiring pursuant to article 23, be and is hereby re-elected as an independent director of the Company for a further period of three years

5. Re-election of an Independent Director

THAT Robin Fletcher, having completed a term of three years and retiring pursuant to article 23, be and is hereby re-elected as an independent director of the Company for a further period of three years

6. Re-appointment of Auditors

THAT Haysmacintyre be re-appointed Auditors of the Company

7. Authority to agree Auditors' remuneration

THAT the board of directors be and is hereby authorised to agree the remuneration of the Auditors.

By order of the EEF Limited Corporate Board

Richard Greenway

Finance Director and Company Secretary
Make UK, Broadway House, Tothill Street, London SW1H 9NQ
Dated 11 July 2022

Attendance and Proxy Form

E-voting

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

Indicative Attendance Form

	Yes	No
I currently intend to attend the AGM on 12 September 2022		

Proxy and Voting Form

Before completing this form, please read the explanatory notes below

Please note that only one form is required per Member Company

I/We being a member of the Company appoint: the Chair of the meeting or (see *note 1*)

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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 at 14:00 on 12 September 2022 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 properly put before the meeting.

	For	Against	Abstain
ORDINARY RESOLUTIONS			
1. To receive the report and accounts			
2. To elect Lord John Hutton as an independent director of the Company			
3. To re-elect Brian Holliday as a member representative director of the Company			
4. To re-elect Edward Jones as an independent director of the Company			
5. To re-elect Robin Fletcher as an independent director of the Company			
6. To re-appoint Haysmacintyre as auditor of the Company			
7. To authorise the Board to agree the auditor's remuneration			

Signature	Date
Name (Print)	Position (Print)
Organisation	

NOTES TO THE NOTICE OF ANNUAL GENERAL MEETING AND PROXY FORM

1 Appointment of proxies

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. **Corporate members should only appoint a proxy to represent them at the meeting if the person due to attend is not the representative named in the Company's register of members. The representative should bring ID with them to meeting.**

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 Chair of the Meeting or another person as your proxy using the proxy form are set out below. 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 Chair) and give your instructions directly to them.

To appoint as your proxy as a person other than the Chair of the meeting, insert their full name in the box provided. If you sign and return this proxy form with no name inserted in the box, the Chair of the meeting will be deemed to be your proxy. Where you appoint as your proxy someone other than the Chair, 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 Chair and give them the relevant instructions directly.

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.

2 Appointment of proxy using hard copy proxy form

To appoint a proxy using the proxy form, the form must be:

- completed and signed;
- sent or delivered to the Company Secretary at Make UK, Broadway House, Tothill Street, London SW1H 9NQ; and
- received by the Company no later than **14:00 on 8 September 2022 (2 working days before the AGM)**.

In the case of a member which is a company, the proxy form must be signed on its behalf by an officer of the company.

3 Electronic appointment of proxies

- As an alternative to completing the hard-copy proxy form, you can appoint a proxy electronically by sending the form to CompanySecretary@makeuk.org from an address previously notified to the Company by the member (other than by electronic means) for the purpose of sending and receiving documents and information. For an electronic proxy appointment to be valid, your appointment must be received by the Company no later than **14:00 on 8 September 2022**.

4 Changing proxy instructions

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 the Company Secretary.

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.

5 Termination of proxy appointments

In order to revoke a proxy instruction, you will need to inform the Company Secretary using one of the following methods:

- By sending a signed hard copy notice clearly stating your intention to revoke your proxy appointment to the Company Secretary, Make UK, Broadway House, Tothill Street, London SW1H 9NQ or
- By sending the form by email to the Company Secretary (CompanySecretary@makeuk.org) from an address previously notified to the Company by the Member (other than by electronic means) for the purpose of sending and receiving documents and information.
- In either case, the revocation notice must be received by the Company no later than **14:00 on 8 September 2022**.

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.

6 Communication

Except as provided above, members who have general queries about the Meeting should contact the Company Secretary at Make UK, Broadway House, Tothill Street, London SW1H 9NQ or by email to the Company Secretary at CompanySecretary@makeuk.org (no other methods of communication will be accepted). You may not use any electronic address provided in this notice of annual general meeting to communicate with the Company for any purposes other than those expressly stated.