

**ITOPF Limited**

*(A Company Limited by Guarantee)*

**Annual General Meeting**

The Annual General Meeting of ITOPF Limited will be held at The Boardroom, Chartered Accountants Hall, 1 Moorgate Place, London, EC2R 6EA on 30<sup>th</sup> November 2021 at 10:00am for the following purposes:

- To receive the Accounts of the Company for the financial year ended 20<sup>th</sup> February 2021, and Reports of the Directors and of the Auditors.
- To appoint Directors.
- To reappoint the Auditors and authorise the Directors to fix the Auditor's remuneration.

By Order of the Board  
G D Cooper  
Secretary  
25<sup>th</sup> October 2021

Registered Office:  
1 Oliver's Yard  
55 City Road  
London EC1Y 1DT  
Registered in England No. 944863

**Notes:**

- A corporation which is a Member of the Company may by resolution of its Directors or other governing body authorise such person as it thinks fit to act as the representative of such corporation at the Meeting.
- Given the current restrictions concerning Covid-19, members are actively encouraged to consider whether attendance at the meeting is necessary. A Member entitled to attend and vote at the Meeting is entitled to appoint a proxy to attend and, on a poll, vote instead of him. A proxy must be a duly authorised representative of a Member.
- This updated Notice of Annual General Meeting supersedes and replaces the Notice of Annual General Meeting dated 16<sup>th</sup> June 2021 previously circulated to members.