

Dated 29th April 2026

Notes in respect of the Meeting:

- (i) All members may attend the AGM, but only paid-up Voting Members (Fellows, Members and Associates) are entitled to vote either in person or by proxy.**
- (ii) Proxy voting forms for the general business of the AGM (excluding the elections, – Agenda items 7 – 12) can be obtained from the Chartered Institute of Plumbing and Heating Engineering, 3 Capricorn Centre, Cranes Farm Road, Basildon, Essex SS14 3JA and must be completed and deposited at this address not less than 48 hours prior to the meeting.**
- (iii) Voting forms (electronic or postal) to be used for the election of the Independent Chair, the Independent Trustee, the Honorary Treasurer and the Voting Member to serve on the Board of Trustees and of the Vice President (Agenda items 7 –11) are enclosed with this Notice and to be valid must be completed in full and deposited with the Independent Scrutineer, Civica Election Services Ltd, The Elections Centre, 33 Clarendon Road, London N8 0NW not less than 48 hours prior to the meeting.**
- (iv) No votes are required for Agenda item 12 as it has been unopposed.**