

# THE CHARTERED INSTITUTE OF PLUMBING AND HEATING ENGINEERING

Annual General Meeting – Wednesday 8<sup>th</sup> July 2025 – 3.00pm

## Proxy Form

Name of Voting Member: \_\_\_\_\_

Address \_\_\_\_\_

*Before completing this form, please read the explanatory notes below.*

I being a Voting member of the Institute appoint the Chairman of the meeting or (see note 3)

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as my proxy to attend, speak and vote on my behalf at the Annual General Meeting of the Institute to be held on Wednesday 8th July 2025 at 3:00pm and at any adjournment of 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 their discretion and I authorise my proxy to vote (or abstain from voting) as they think fit in relation to any other matter which is properly put before the meeting.

RESOLUTIONS	For	Against
<b>Ordinary resolution</b> 2. To approve the minutes of 2025 AGM		
<b>Ordinary resolution</b> 3. To receive and adopt the Report of the Board of Trustees for the period ending 31st December 2025		
<b>Ordinary resolution</b> 5. To receive and adopt the Accounts for the period ending 31st December 2025 and the Auditor's Report		
<b>Ordinary resolution</b> 6. To appoint the Auditors and to authorise the Board of Trustees to fix their remuneration		

<b>Signature:</b> _____	<b>Date:</b> _____
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## Notes to the proxy form:

1. As a Voting member (Fellows, Members and Associates) of the Institute you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at a general meeting of the Institute. You can only appoint a proxy using the procedures set out in these notes.
2. 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.
3. A proxy must be a Voting member of the Company and must attend the meeting to represent you. To appoint as your proxy a person other than the Chairman of the meeting, insert their full name in the box above. If you sign and return this proxy form with no name inserted in the box, the Chairman of the meeting will be deemed to be your proxy. Where you appoint as your proxy someone other than the Chairman, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions.
4. 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 they think fit in relation to any other matter which is put before the meeting.
5. To appoint a proxy using this form, the form must be:
  - completed and signed;
  - sent or delivered to the Institute for the attention of The Hon Company Secretary, CIPHE, 3 Capricorn Centre, Cranes Farm Road, Basildon, Essex SS14 3JA, or
  - emailed to [elizabethl@ciphe.org.uk](mailto:elizabethl@ciphe.org.uk)
  - so as to be received no later than 3:00pm on Monday 6<sup>th</sup> July 2026.
6. Any power of attorney or any other authority under which this proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.
7. 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.