

## Annual General Meeting

The Annual General Meeting of ITOPF Limited will be held at Grand Connaught Rooms, London on 13th November 2024 at 10.30am for the following purposes:

- 1 To receive the Financial Report & Accounts of the Company for the financial year ended 20th February 2024 and the Reports of the Directors and of the Auditors.
- 2 To oversee the retirement of Directors by rotation and any re-appointments.
- 3 To reappoint the Auditors and to authorise the Directors to fix their remuneration.

By order of the Board

**Jenny Edwards**

Secretary

2nd October 2024

Registered Office:

Dashwood House

69 Old Broad Street

London EC2M 1QS

Registered in England No. 944863

### NOTES

- 1 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 a representative of such corporation at the Meeting.
- 2 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.
- 3 If you intend to attend the Annual General Meeting in person, please can you confirm this by email to [companysec@itopf.org](mailto:companysec@itopf.org).