The British Chamber
of Commerce in Latvia

2024 Annual General Meeting (AGM)

on Wednesday 27 March 2024
at the Residence of the British Ambassador, Alunana iela 5, Rīga
commencing at 9:00

AGM Documents for the Members of the British Chamber of Commerce in

NOTICE

NOTICE IS HEREBY GIVEN that the Annual General Meeting (hereinafter "AGM") of the Members of The British Chamber of Commerce in Latvia (hereinafter "BritCham") will be held on Wednesday 27 March 2024 at Residence of the British Ambassador, Alunana iela 5, Rīga, commencing at 9.00 a.m. for the purposes of passing the following resolutions:

1. To appoint a chairman and secretary of the AGM;
2. To appoint two (2) Adjudicators to verify both the quorum of and the voting result at the AGM;
3. Reports for the year 2023;
4. To adopt the Finance Report for the year ended 31 December 2023:
5. To elect a new Board of BritCham for the year 2024-26 having regard to the following matters:
   - (i) Announcement of Board Members stepping down;
   - (ii) Announcement of Board Members standing for election to the Board for 2024-26;
   - (iii) Election of four Board Members following presentations by all candidates;
   - (iv) Vote count;
   - (v) Announcement of the result of the election;
6. Appointment of the person confirming the truthfulness of the minutes of the AGM;
7. Appointment and authorisation of a person or persons who will lodge the notices of Board changes and other necessary documentation emanating from the AGM with the Register of Associations and Foundations;
8. Any other business.

By Order of the Board

Kristīne Zvirbule
Executive Director

19 March 2024

NOTES TO ATTENDEES
AT THE 2024 ANNUAL GENERAL MEETING ("AGM")

These notes relate to the following matters:

(1) Eligibility to attend the AGM and how to appoint someone to represent an eligible person;
(2) Names of those presently on the board of The British Chamber of Commerce in Latvia ("BritCham") and details of those retiring;
(3) Candidates for election to the Board.

(1) Eligibility to attend the AGM and how to appoint someone to represent an eligible person

(a) All members of BritCham are eligible to take part in the AGM. Members may participate either in person or by representation. Representation must be submitted in writing and sent to the BritCham's office (see below) before 5.00 p.m. Latvian time on 25 March 2024;
(b) Only those members, who have **fully** paid all their membership subscriptions may attend or vote at the AGM. In the absence of a Board ruling to the contrary, failure to have paid membership subscriptions will bar attendance at the AGM and may result in loss of membership.
(c) As regards the appointment of a representative, this may be done provided that the member completes the attached "Combined Proxy and Voting Form" and **submits it to BritCham's office before 5.00 p.m. on 25 March 2024**.

(2) Names of those presently on the board of The British Chamber of Commerce in Latvia ("BritCham") and details of those retiring

The Board of BritCham following the AGM on 31 March 2023 was made up of the following elected members:

Ms Ilze Berga
Mr Simon Digby Boddy
Mr Gordon Latimir
Mr Robin Dallas Poynder
Ms Irina Senņikova
Mr Kalbinder Singh Srai
Ms Justīne Ignatavičute
Ms Trudy Žagare

Members' attention is drawn to the current contents of Article 8.9 of BritCham's Articles of Association which provides:

"Board Members shall be elected for the term of 2 (two) years and may be re-elected for two more consecutive terms. The Board shall be elected by the Annual General Meeting."

Mr Simon Boddy and Ms Sennikova have completed their second term in office and are now required to retire. Ms Žagare and Ms Berga are eligible, by virtue of Article 8.9 to stand for re-election if they wish to do so. Mr Boddy and Ms Sennikova are not permitted to seek re-election.

The four remaining elected members of the Board, who are not required to retire and who will continue in office after the conclusion of the AGM are:

Mr Gordon Latimir
Mr Kalbinder Singh
Ms Justīne Ignatavičute
Mr Robin Dallas Poynder

(3) Candidates for election to the Board

The following candidates are offering themselves for election to the Board:

Seeking re-election after completion of 1 (one) two-year term:
Ms Trudy Žagare

Seeking election:

Ms Ieva Broka
Ms Gaļina Zilgalve
Mr Paul Nicholas Barratt

Detailed applications can be found HERE

Members participating in the election of Board Members should note that all candidates have been invited to speak at the AGM to promote their candidacy.

Candidates will speak in alphabetical order by surname. Their speeches will not be permitted to exceed 5 (five) minutes and candidates will be expected to address the following issues during their speeches:

1. A commitment as to their ability to attend all Board Meetings and both to attend BritCham events in the future and actively to endeavour to procure the attendance of others, *i.e.*, both members and non-members;
2. How they will seek to increase the membership of BritCham;
3. How they believe that their being a BritCham Board member will be of assistance to BritCham;
4. Any other points which they feel will assist members to support their candidacy.
5. Board member candidates standing for re-election are requested to outline their achievements during their previous term(s) of office and their plans for the next 2 (two) years if they are re-elected.

Members are expected to reflect on whether the candidates have satisfactorily addressed these points when determining how they will cast their **four** votes.

Election Result

The votes will be counted by 2 (two) independent scrutineers who are neither Board Members nor candidates for Board Membership.
The result of the election will be announced by the chairman of the meeting at the conclusion of the AGM.

COMBINED PROXY AND VOTING FORM

Note to Members:

This form is for completion by any member who cannot attend the AGM and wishes either:

(1) *to appoint a proxy and to authorise such proxy to vote on his/her/its behalf on all items on the agenda for the AGM; or*

(2) *to appoint a proxy but who wishes to cast his/her/its votes for the election of board members and who also authorises the proxy to vote on his/her/its behalf on all other matters on the agenda for the AGM.*

N.B.: *Please remember to sign this form in the space provided on the next page since only properly completed and signed forms will be accepted.*

Appointment of Proxy

Our company / I will be unable to attend the AGM of the British Chamber of Commerce in Latvia ("BritCham") on 27 March 2024 and hereby authorise either Simon Digby Boddy or, in his absence, the Executive Director of BritCham, Kristīne Zvirbule to vote on our/my behalf:

X	*Please indicate which option you elect by placing an 'X' in the left-hand box*	
	A.1.	on all matters raised on the agenda of the AGM; OR
	A.2.	on all matters raised at the AGM with the exception of the election of Board Members for which we/I vote as shown hereunder:

Election of Board Members – (*only for those selecting A.2. above*):

Please select no more than **four** candidates by placing an 'X' in the box next to the candidate's name.

Any form with more than four candidates marked will automatically be invalid.

NAME	**X**	***NAME***	**X**
Trudy Žagare		Ieva Broka	
Paul Nicholas Barratt		Gaļina Zilgalve	

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Part 3: Your details

Name of member company / individual:

_____

(Please write the name in BLOCK CAPITALS)

Signature: _____

Name of signatory: _____
(Please write your name in BLOCK CAPITALS)

Date: _____
(Day - Month - Year)

Please either scan and e-mail the completed form to info@britcham.lv or deliver it to the BritCham office (located in the British Embassy Building, J. Alunāna iela 5, Riga, LV-1010) before 17:00 Latvian time on 25 March 2024.