P. A. Lucas & Co.
Chartered Accountants

PROXY

How to Complete a Form 532

1. Insert full name and address of creditor or member entitled to attend the meeting. This will be a given name and surname if you are entitled to attend in your personal capacity or the name of the company if the creditor or member entitled to attend is a corporate entity. If you wish you can include a telephone number to make it easy for us to contact you if necessary.

2. In Section B, insert the name of the person you appoint as your proxy (you may insert "the Chairperson of the meeting" if you wish) and then insert the name of the company the proxy holder represents or works for (not required if you have nominated the Chairperson as your proxy).

3. You may appoint an alternate proxy where it states "..or in his/her absence" who may act if your first appointed proxy cannot attend the meeting. You may insert "the Chairperson of the meeting" if you wish.

4. If the proxy is a general proxy, tick the Option 1 box. This means the proxy votes as they see fit at the meeting.

5. If you wish to appoint a special proxy, this means they must act in accordance with your exact instructions. In many cases, we will include the resolutions to be put before meetings and you are able to tick the way in which you want your proxy to vote. If you wish to appoint a special proxy, you need to tick the Option 2 box and then tick the relevant box for each resolution to be put before the meeting.

6. Sign and date the proxy form in Section D using one of the various forms of execution:

   a. Sole Trader: Sign the proxy form yourself
   b. Partnership: e.g. Bloggs Partners
      Per Joe Bloggs
      Partner
   c. Company   By a director or secretary
      or
      By a person duly authorised to sign on behalf of the company, either as the company's solicitor or Authorised Representative.

7. "Certificate of Witness" is only to be used where the Proxy is being completed on behalf of a person who is blind or incapable of writing. In all other cases a witness to the signature of the person appointing the Proxy is not required and you may ignore this section.