

TITLE FIRST NAME SURNAME

ADDRESS 1

ADDRESS 2

POSTCODE

INSERT SHARE NUMBER

18th August 2025

RE: Invitation to the Annual General Meeting

Dear Share Member,

You are warmly invited to attend the Annual General Meeting (AGM) of Tai Calon Community Housing.

Date: Monday 14th September 2026

Venue: Solis One, Rising Sun Industrial Estate, Blaina, NP13 3JW

Refreshments: From 3.30pm

AGM: 4.00pm to 4.45pm

As a valued shareholding member of Tai Calon, your participation is important. At the AGM, members will be asked to vote on the following matters:

1. **Appointment of Board Members**
2. **Appointment of External Auditors**

Unable to Attend?

If you are unable to attend the AGM in person, you may still exercise your voting rights by completing and returning the enclosed **Proxy Voting Form**.

Completed forms should be returned to:

Joanne Paton

Governance Manager

Tai Calon Community Housing



Proxy forms must be received no later than **Thursday 10th September 2026**.

Unfortunately, forms received after this date cannot be accepted.

Transport Assistance

Transport can be arranged for members who require assistance attending the AGM. To make arrangements, please contact Joanne Paton at: **joanne.paton@taicalon.org**

AGM Documents

The AGM Notice, Agenda, Minutes of the previous AGM and Draft Financial Statements are available to view on our website:

 **www.taicalon.org/annual-general-meeting-agm**

If you require any of these documents in an alternative format, please let us know.

We look forward to welcoming you and thank you for your continued support of Tai Calon Community Housing.

Yours sincerely,



Martyn Price
Company Secretary

Enclosures:

- Attendance Confirmation Form
- Proxy Voting Form
- Notice of Annual General Meeting
- AGM Agenda



Share Member Number: INSERT SHARE NUMBER

**Confirmation of Attendance Form – YES I WILL ATTEND the
Annual General Meeting to be held on Monday 14th September 2026**

I will attend the AGM at Solis One, Rising Sun Industrial Estate, Blaina, NP13 3JW

If you have any questions that you would like to raise, please ask them here and we will arrange for them to be answered before the meeting.

(Please write overleaf if you need more space).

Name: _____

Signature: _____

Date:

Please return by Thursday 10th September 2026 to:

Joanne Paton, Governance Manager, Tai Calon Community Housing,
Solis One, Rising Sun Industrial Estate, Blaina, NP13 3JW.

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Share Member Number: INSERT SHARE NUMBER

**Form of Proxy – NO I WILL NOT ATTEND the
Annual General Meeting to be held on Monday 14th September 2026**

I cannot attend the AGM but would like to cast my vote (please mark as appropriate):

A. I hereby appoint the Chair to act as my proxy to attend and vote on my behalf

☐

OR

B. I appoint the following person to act as my proxy to attend and vote on my behalf:

Name of proxy: _____

Email address of proxy: _____

Please use a black pen. Mark with an **X** inside the box as shown in the example ☒

If no specific direction is given the proxy will vote or abstain at their discretion.

Agenda Item	Do you support the following proposals?	Yes	No
	Example line	X	
4.	Appointment of Board Members		
6.	Re-appointment of Auditors		

Signature: _____

Date: _____

Please return by Thursday 10th September 2026 to:

Joanne Paton, Governance Manager, Tai Calon Community Housing,
Solis One, Rising Sun Industrial Estate, Blaina, NP13 3JW.

If you have any questions that you would like to raise, please ask them here and we will arrange for them to be answered before the meeting. (Please continue overleaf if you need more space).