

Tennis Scotland (company number SC216962) (the “Company”) Notice of Annual General Meeting

Notice is hereby given that the Annual General Meeting (the “**Meeting**”) of the Company will be held via Zoom on Thursday, 22 April 2021 at 7pm to transact the following business:

1. Apologies;
2. Welcome – Graham Watson, Chair of Tennis Scotland;
3. To receive the Minutes of the Annual General Meeting held on Thursday 23 April 2020 (Appendix 2);
4. To receive the Chair’s Report;
5. To receive the 2020 Tennis Scotland Annual Report (to follow);
6. To receive the Accounts of Tennis Scotland for the financial period ended December 31st 2020;
7. To fix the rate of Fees and Subscription Rates for 2021/22:
 - a. The Board propose the subscription rate at £120 per court.
8. Announcements:
 - a. Chair – Graham Watson
 - b. Vice President – John Wilson
 - c. Non-executive Director (extension) – Derek Lauder
 - d. Rick Gardner (retiring)
 - e. John Frame (retiring)
9. Ordinary Resolutions:
 - a. The election of Honorary President – Mr D Carmichael, OBE;
 - b. The election of Honorary Vice-Presidents (Appendix 5);
(Rick Gardner) / (John Frame)
 - c. The reappointment of Auditors – RSM;
10. Vote of Thanks.

By order of the Board

Barbara Southern
Company Secretary

Tennis Scotland,
Airthrey Castle Hermitage Road,
Stirling, FK9 4LA

Notes to the Notice of Annual General Meeting

1 Appointment of proxies

- 1.1 As a member of the Company, you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at the Meeting and you should have received a proxy form with this notice of meeting. You can only appoint a proxy using the procedures set out in these notes and the notes to the proxy form.
- 1.2 A proxy does not need to be a member of the Company but must attend the Meeting to represent you. Details of how to appoint the Chair of the Meeting or another person as your proxy using the proxy form are set out in the notes to the proxy form.
- 1.3 If you do not give your proxy an indication of how to vote on any resolution, your proxy will vote or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the Meeting.

2 Appointment of proxy using hard copy proxy form

- 2.1 The notes to the proxy form explain how to direct your proxy how to vote on each resolution or withhold their vote.
- 2.2 To appoint a proxy using the proxy form, the form must be completed online or sent to the Company at Airthrey Castle, Hermitage Road, Stirling, FK9 4LA. The completed proxy form should be received by the Company no later than 7pm on 20 April 2021.

3 Changing proxy instructions

- 3.1 To change your proxy instructions simply submit a new proxy appointment using the methods set out above. Note that the cut-off time for receipt of proxy appointments (see above) also apply in relation to amended instructions; any amended proxy appointment received after the relevant cut-off time will be disregarded.
- 3.2 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.

4 Termination of proxy appointments

- 4.1 In order to revoke a proxy instruction you will need to inform the Company by sending a signed hard copy notice clearly stating your intention to revoke your proxy appointment to the Company at Airthrey Castle, Hermitage Road, Stirling, FK9 4LA.
- 4.2 The revocation notice must be received by the Company no later than 7pm on 20 April 2021.
- 4.3 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.