

UK Association of Letting Agents Ltd

Annual Report & Accounts 2017



UKALA AGM 2017

To be held on
Tuesday 21st November 2017

in

The Cutting Room

2nd Floor, Skyline House

200 Union St, Southwark, London SE1 0LX

(5 minutes' walk from Southwark Underground Station, or
10 minutes from Waterloo Station) Car-parking is difficult.

3.15pm Registration
3:30pm Annual General Meeting [full agenda appears below]
3.45pm Meeting closes.

To ATTEND the AGM please email bookings@landlords.org.uk or call: **020 7840 8920**.

There is no charge for attendance.

If you have any questions or proposals, please write them clearly on a slip of paper, with your name on it, and pass to the Company Secretary on arrival at the Registration Desk or submit in advance to patrick.jacobs@ukala.org.uk.

VOTE PLEASE!

If you cannot attend, please vote by completing a Proxy Form or vote on line : see back page.

UK Association of Letting Agents Ltd

(Registered in England, Company Number 03401834)

Notice is hereby given of the Annual General Meeting to be held on

Tuesday 21st November 2017 at 3.30pm

at The Cutting Room, 2nd Floor, Skyline House, 200 Union St, London SE1 0LX

AGENDA

- Item 1** To consider and approve the Minutes of last year's AGM
- Item 2** To consider and adopt the Company's Annual Report and Accounts for the period ended 31 March 2017.
- Item 3** To re-appoint Lescott Courts Ltd as reporting accountants of the Company until the next Annual General meeting at a fee to be agreed with the Board of Directors.
- Item 4** To re-elect **Richard John Price** as a Director
- Item 5** To re-elect **Timothy John Clark** as a Director
- Item 6** To elect **Martyn Alan Hulme** as a Director
- Item 7** To elect **Anthony Charles Lock** as a Director
- Item 8** **SPECIAL RESOLUTION** : to adopt revised Memorandum of Association**
- Item 9** Any other Business (please notify the under-signed with any issues you intend to raise by 3.30pm on 20th November 2017)

A Special Resolution requires the support of 75% of those voting in person or by proxy.

** The proposed revised Memorandum of Association & an explanation of why they are being proposed are included within this year's Annual Report.

By order of the Board, dated 1st September 2017.

Patrick Jacobs - Company Secretary. Registered Office: Skyline House -2nd Floor, 200 Union St, London SE1 0LX

UK Association of Letting Agents Annual Report 2017

Chairman's Message:

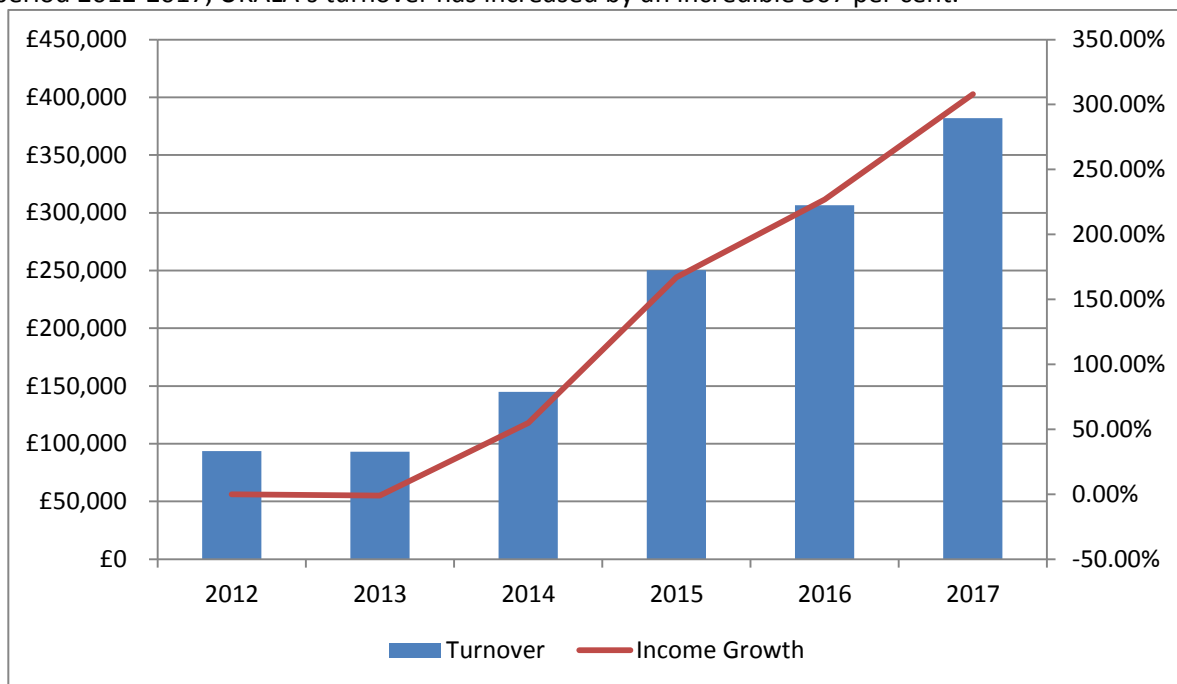
Taking over the reins of an organisation such as UKALA is a somewhat daunting task. Especially when you consider that my immediate predecessor did so much to revive and shape the Association following its relaunch only a few years ago.

It is fitting therefore that I pay tribute to the impressive foundations laid by David Salusbury during his time as chairman of the board. Without his tireless attention to detail and will to develop UKALA as an organisation of benefit to the entire private rented sector we would not be in the position we are today. This strength is evident in the continued growth experienced both numerically by UKALA's membership, and in stature as a credible advocate for letting agencies throughout the UK.

Onwards and Upwards

At year end I am delighted to say that not only have our ranks swelled by a steady eight per cent net growth, UKALA's income has increased by almost 25 per cent compared to 2015/16.

If this were not impressive enough, it brings to a close a five year period of outstanding sales growth. During the period 2012-2017, UKALA's turnover has increased by an incredible 307 per cent.



*Income growth: base = year ending April 2012

Away from the headline figures, it has been a year of consolidation and building for the future. Crucially, we have been able to refresh and secure key strategic partnerships in order to maximise our effectiveness and the benefit available to our agent members.

Strategic Relationships

January 2017 saw the completion of the Association's switch of redress providers, ensuring that members continue to be able to access first rate dispute resolution as part of their UKALA membership.

In addition to agreeing a new partnership with the Property Redress Scheme, I am happy to confirm that UKALA also agreed new and improved terms with the National Landlords Association to secure the day-to-day smooth running of the organisation.

These partnerships are likely to prove essential as the future environment facing letting agents has never been less certain.

The announcement that the Government intends to require all letting agents in England to have client money protection insurance is likely to be the first in an unpredictable series of interventions into our market place. Changes are inevitable, but we are committed to helping agents seize all the opportunities which may arise. UKALA members remain well placed to cope with whatever changes may be instore.

As we enter a new financial year, I'd like to take this opportunity to thank all UKALA members for their support and commitment to the organisation. I look forward to working with you in the year ahead and many more beyond.

Timothy Clark – Chairman

**UK Association of Letting Agents Ltd
(Registered in England, number 3401834)**

Minutes of the Annual General Meeting

held at The Cutting Room, 2nd Floor, Skyline House, 200 Union St, London SE1 0LX
On Tuesday **13th December 2016** at 3.15pm

Directors present : Tim Clark, Richard Price & David Salusbury.

There being more than 10 members personally present or represented by proxies, the meeting was confirmed as quorate.

The Notice calling the meeting –which was circulated to Members during November 2016 –was taken as read.

The Chairman welcomed everybody and confirmed that he intended to bring the proxy votes in to play so that the views of as many members as possible could be considered.

AGENDA

- Item 1 The Minutes of the 2015 AGM were approved.
- Item 2 The Company's Annual Report and Accounts for the period ended 31 March 2016 were considered and adopted.
- Item 3 Lescott Courts Ltd was re-appointed as reporting accountants of the Company until the next Annual General meeting at a fee to be agreed with the Board of Directors.
- Item 4 The Special Resolution to adopt revised Articles of Association was passed as more than 75% of the votes cast were in favour.
- Item 5 Any other Business : there had been none notified, nor was any raised.

David Salusbury, Chairman, reviewed the company's performance over the last year and aspirations for the future. He paid tribute to the hard-working team. After questions, the meeting closed at 3.40pm.

Retirement presentations were made to Paul Tozer and to David Salusbury : both of whom having served as directors since 2011. Richard Price proposed a vote of thanks to Patrick Jacobs (Company Secretary) and Richard Lambert (NLA CEO) for their assistance during the year.

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Timothy J Clark
Chairman

Patrick Jacobs
Company Secretary

Dated... 28 February 2017

Registered Office: Skyline House-2nd Floor, 200 Union St, London SE1 0LX

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**UK ASSOCIATION OF LETTING AGENTS LIMITED - COMPANY INFORMATION
FOR THE YEAR ENDED 31 MARCH 2017**

DIRECTORS: T J Clark R J Price
D J Salusbury (resigned 13/12/2016) P J Tozer (resigned 30/11/2016)

SECRETARY: P A Jacobs
REGISTERED OFFICE: Skyline House -2nd Floor, 200 Union St, London SE1 0LX
REGISTERED NUMBER: 03401834 (England and Wales)

ACCOUNTANT: Lescott Courts Limited Chartered Certified Accountants
49 High Street, Burnham on Crouch, Essex CM0 8AG,

BANKERS: Co-op Bank PLC, Southway, Skelmersdale WN8 6WT

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2017

The directors present their report with the financial statements of the company for the year ended 31 March 2017.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of the provision of services to UK letting agents who are members of the association.

DIRECTORS

The directors shown below have held office during the whole of the period from 1 April 2016 to the date of this report.

T J Clark R J Price D J Salusbury (resigned 13/12/2016) P J Tozer (resigned 30/11/2016)

ON BEHALF OF THE BOARD:

T J Clark - Director
25 August 2017

UK ASSOCIATION OF LETTING AGENTS LIMITED (by guarantee)

INCOME STATEMENT

FOR THE YEAR ENDED 31 MARCH 2017

	Notes	2017 £	2016 £
TURNOVER		381,903	306,611
Other income		19,508	17,145
Cost of raw materials and consumables		(149,313)	(145,972)
Staff costs		(103,365)	(69,207)
Other charges		(103,774)	(61,199)
Taxation		(1)	(3)
		-----	-----
SURPLUS		44,958	47,375
		=====	=====

UK ASSOCIATION OF LETTING AGENTS LIMITED (by guarantee)

BALANCE SHEET 31 MARCH 2017

	2017 £	2016 £
CURRENT ASSETS	189,062	131,178
CREDITORS		
Amounts falling due within one year	(113,720)	(100,794)
	-----	-----
NET CURRENT ASSETS	75,342	30,384
TOTAL ASSETS LESS CURRENT LIABILITIES		
	75,342	30,384
CREDITORS		
Amounts falling due after more than one Year	307,485	307,485
	-----	-----
NET LIABILITIES	(232,143)	(277,101)
	=====	=====

NOTE TO THE FINANCIAL STATEMENTS

1. DIRECTORS' ADVANCES, CREDITS AND GUARANTEES

D J Salusbury (resigned as a director of NLA on 22/11/2016), R J Price and P A Jacobs are directors of The National Landlords Association Ltd (NLA). At the balance sheet date there was an unsecured loan of £307,485 owed to the NLA, this loan is due to be paid within 5 years.

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2017 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the micro-entity provisions.

The financial statements were approved by the Board of Directors on 25 July 2017 and were signed on its behalf by:

T J Clark – Director

There were **691** member offices at the 31st March 2017 (641 at 31.3.16).

THE UK ASSOCIATION OF LETTING AGENTS LIMITED

DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2017

	2017		2016	
	£	£	£	£
Sales		381,903		306,611
Cost of sales				
Membership benefits		149,313		145,972
		-----		-----
GROSS SURPLUS		232,590		160,639
Other income				
Recharges to NLA	19,501		17,130	
Deposit account interest	7		15	
	-----		-----	
		19,508		17,145
		-----		-----
		252,098		177,784
Expenditure				
Directors' fees	20,113		4,450	
Wages	76,578		60,893	
Social security	6,587		3,864	
Pensions	87		-	
Insurance	1,981		1,575	
Contractors	20,949		21,508	
Management fees	33,300		9,248	
Telephone	1,556		1,480	
I.T. and website	19,350		537	
PR and marketing	10,821		21,077	
Travelling and subsistence	1,614		618	
Postage	1,603		1,586	
Sundry expenses	725		425	
Accountancy	1,932		1,750	

Professional Fees	495	218	
Entertainment	598	250	
	-----	-----	
	198,289		129,479
	-----		-----
	53,809		48,305
Finance costs			
Bank charges	1,163	927	
Loan	7,687	-	
	-----	-----	
	8,850		927
	-----		-----
NET SURPLUS	44,959		47,378
	=====		=====

This page does not form part of the statutory financial statements

Company Secretary's Notes to the Accounts

- 1 The Full Accounts together with Accountants' Notes can be accessed from the Members' area of our website www.ukala.org.uk or upon request by sending a large (C4) SAE -£1.30 stamp affixed – to Company Secretary, UKALA, Skyline House -2nd Floor, 200 Union St, LONDON SE1 0LX .
- 2 Membership concluded the year at **691** (2016 = 641; 2015 = 569; 2014 = 477; 2013=271). To some extent the increase in recent years reflects our ability to provide Client Money Protection Insurance – unavailable before c2013.
- 3 It is pleasing to note that Income, mainly from membership subscriptions, is 25% higher than in the previous year. Membership has again strengthened since year-end.
- 4 Expenditure was 50% higher than in the previous year – mainly due to expenditure on IT & additional staff costs. We again recorded a surplus for the year of £44,959, (just below the £47,378 achieved last year) – which increased Reserves to (232,143).
- 5 One Director again deferred fees for 2017.
- 6 UKALA is reliant on continued administrative & financial support from National Landlords Association and expresses its' thanks therefore.

All directors serve for a maximum of 3 years and are then required to stand for re-election.

Item 4	To re-elect RICHARD PRICE as a Director
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Richard Price is Executive Director of UKALA and a director of NLA.

He has over twenty years' experience as a landlord with a mixed portfolio of property across Dorset, Hampshire and Lancashire. He also has sixteen years' experience working on behalf of landlords at a local, national and international level, and eight years' experience as a letting agent for just a select few properties.

Richard is a Vice President of the UIPI (International Union of Property Owners based in Brussels) and a Vice Chair of the National HMO Network (Houses in Multiple Occupation). He represents NLA & UKALA interests to various British Standards Committees, and works with organizations such as the Health & Safety Executive and the Chief Fire Officers Association.

He is also a member of the Institute of Directors.

Item 5	To re-elect TIMOTHY CLARK as a Director
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Timothy Clark started a letting business in Norfolk about 12 years ago and is now the proprietor of a thriving small business. He has been a member of the UKALA since the early days of this business. He is a landlord, Managing Director of his letting agency and director of a company holding apartment freeholds. In the 10 years prior to this he had worked in property development and had been a director of a holiday rentals business. Before moving into the property world he worked world-wide for Philips Electronics including

being commercial business manager of a £50M technology transfer project. He is a passionate supporter of UKALA and has been chairman of the board for the last 10 months.

Item 6	To elect MARTYN ALAN HULME as a Director
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Martyn is a qualified accountant and retired from full time employment in 2015 after a varied career with 25 years spent with the Co-op. During this time he was a member of the Co-op's Executive Board with responsibility for the Estates division and successfully led a number of major strategic change programmes. He oversaw the property management of over 5000 trading units and a residential letting portfolio of c3000 properties within this role.

Martyn lives in Macclesfield where he owns a small residential letting portfolio and he is also a Board member of a local charity. He is married with two grown up sons.

Item 7	To elect ANTHONY CHARLES LOCK as a Director
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Anthony started as a landlord twenty seven years ago and has run a lettings portfolio in West London for the last twenty three years.

He became a member of the National Landlords Association (then known as the Small Landlords Association) in 2000 and later joined the committee to help with business development.

He was involved with the successful transition of the SLA to the NLA and was on the board of the National Landlords Association for 13 years with specific responsibility for marketing and business development for the first six years. Over this period membership grew five-fold.

Anthony has also been a director of four freehold property management companies; is a non-executive director of Tenancy Deposit Solutions Limited, since its foundation, and is a non-executive director of the British Acupuncture Council. He was a member of the Institute of Directors for 15 years. In addition he holds a degree in business and has over sixteen years' experience in corporate marketing in both the UK and abroad, as well as having run businesses in residential property development and lettings management.

Item 8	SPECIAL RESOLUTION : to adopt revised Memorandum of Association
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1. There is one **Special Resolution** requiring 75% of votes cast to pass. It is therefore especially important that you use your vote, please. This is Item 8, to adopt revised Memorandum of Association. The 'Memorandum of Association' is a legal document governing the running of a company.
2. The Memorandum is reproduced in full below, with proposed amendments highlighted, complements the Articles adopted in 2016 by reflecting changes in the way that the Association conducts, or may wish to conduct, business. These currently proposed amendments, highlighted in yellow below, are
 - [1] Page 2 : **Clause G** : removing the word 'charitable' so as to widen the scope of co-operation, should it become desirable.
 - [2] Page 3 : **Clause N** : to enable the Association to trade (for example, but not limited to, the running of courses or selling of items) on a *continuing* basis.
 - [3] Page 4: **Clause 4** delete as shown so that the Memorandum is consistent with Article 19, which enables directors to be remunerated for work on behalf of the Association.

Note : Further to the revised Articles adopted on 13 December 2016 under The Companies Act 2006 (available at <https://www.ukala.org.uk/sites/default/files/%20Articles%20of%20Association.pdf>), only clauses 3 & 4 below survive in the Memorandum (clauses 1, 2 & 5 are now dealt with in the Articles).

THE COMPANIES ACT 1985 TO 1989

**Company Limited by Guarantee
and not having a share capital**

MEMORANDUM OF ASSOCIATION of

THE UK ASSOCIATION OF LETTING AGENTS LIMITED

1. The name of the Company (hereinafter called "the Association") is THE UK ASSOCIATION OF LETTING AGENTS LIMITED.
2. The Registered office of the Association is to be situated in England and Wales.
3. The object of the Association is to promote unity, understanding and education among letting agents and property managing agents and to protect the general public against fraud, misrepresentation and malpractice and (without prejudice to the generality of the foregoing) to that end:
 - a) to make such rules and regulations as the Association shall think fit to govern the conduct of its members and to provide for sanctions in the event of their infringement;
 - b) to set up such disciplinary procedure as the Association shall think fit for the investigation of alleged breaches of such rules and regulations, for the imposition of sanctions, where appropriate.
 - c) if the Association shall think fit, to make provision for the establishment of a bonding scheme or a deposit guarantee scheme to which those members of the Association to whom the Scheme is intended to apply shall be obliged to belong and contribute financially.
 - d) to safeguard its membership and the public against restrictive practices within the profession.
 - e) to encourage and promote high ethical standards of practices.
 - f) to provide an organisation for the protection of the collective interests of letting agents and property managing agents.
 - g) to raise the status of letting agents and property managing agents, and particularly the status of members of the Association.
 - h) to provide facilities (either free or at a charge) for the holding of seminars, conferences, exhibitions, lectures, classes, discussions, examinations and other events (either under the jurisdiction of the Association or that of any institution appointed by the Association) and for the issuing of certificates, diplomas, scholarships, medals, and similar awards relative to members' practices and their interests.
 - i) to promote and provide opportunities for professional and social intercourse amongst members of the Association.
 - j) to prepare and issue a newsletter, journal or magazine for distribution amongst the members of the Association.
 - k) to publish, print, issue, circulate and sell such papers, periodicals, books, statistics, lectures, circulars and other literary works as may seem conducive to the attainment of the objects of the Association and, if the Association shall think fit, to acquire and manage a library of such works and to buy, sell, lend or exchange such works.

AND in furtherance of the said objects but not further or otherwise to do all or any of the following things:

- a) To purchase, lease or otherwise acquire buildings or land or any estate or interest therein.

- b) Subject to such consents as are required by law to sell, let on lease or tenancy, exchange, mortgage or otherwise dispose of buildings or land or any estate or interest therein.
- c) To repair, renovate, restore, rebuild, convert, alter and extend any building or land.
- d) To buy or otherwise acquire furniture and other articles and equipment for use in connection with any buildings or land, and to sell, lease or otherwise dispose of any such furniture articles or equipment.
- e) If the Association shall think fit, to make such arrangement as are necessary to give the public entry to some events organised by the association (whether free or at a charge).
- f) By publishing books, pamphlets or leaflets or in any other appropriate manner to make known to the public (whether free or at a charge).the existence of the Association.
- g) To co-operate with other charitable organisations having similar objects and to establish, promote or assist such charitable organisations.
- h) To purchase, acquire or undertake all or any of the property, liabilities and engagements of such charitable organisation and institutions with which the Association may co-operate or federate.
- i) To co-operate with any local or public authority or other body concerned to achieve the objective of the Association.
- j) To establish public libraries and information retrieval system and the publication, issue and dissemination by all means of communication of literary and artistic material of an educational nature.
- k) To present, promote, organise, provide, manage and produce such seminars, conferences, exhibitions, lectures, classes, discussions, examinations and other events.
- l) Subject to Clause 4 hereof to enter into and carry out contracts and in particular to enter into agreements and engagements with administrators, researchers, lecturers, authors, producers, artists, artists, and composers and other persons and retain advisers and to reimburse such persons and advisers by salaries or fees.
- m) To co-operate with manufacturers, dealers, traders, the press and other sources of publicity for the purpose of promoting the objects of the Association.
- n) To raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscription, fees, donation and otherwise provided that the Association shall not undertake any permanent trading activity in raising funds for its primary objects.
- o) To take and accept any gifts of property of any description whether subject to any special conditions or not, for the purposes of the Association.
- p) Subject to such consents as may be required by law from time to time and subject as hereinafter provided, to borrow or raise money and to execute and issue security as the Association shall think fit including mortgage, charges or securities over the whole or any part of its assets, present or future.
- q) To draw, accept, endorse, issue or execute cheques, promissory notes, bills of lading, warrants and other negotiable, transferable or mercantile instruments, for the purpose of or in connection with the objects of the Association.
- r) To invest and deal with the moneys of the Association not immediately required in such manner as the Association may from time to time determine subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law and subject also as hereinafter provided.

- s) Subject to Clause 4 hereof to employ and remunerate staff; to employ and remunerate agents; and to pay or provide pensions and similar benefits to the staff of the Association and their dependants.
- t) Subject to Clause 4 hereof to purchase and maintain insurance for or for the benefit of any person who are or were member of the Management Committee of the Association, officers, employees or agents of the Association against any liability incurred by such person in respect of any act or omission in the actual or purported execution and or discharge of their duties and or in the exercise of their powers and otherwise in relation to their duties, powers or offices in relation to the Association, and to such extent as may be permitted by law or otherwise to indemnify or to exempt any such person against or from any such liability.
- u) To pay out of funds of the Association the costs of forming and registering the Association.
- v) To do all such other lawful things as shall further the attainment of the objects of the Association.

PROVIDED THAT:

- I. In case the Association shall take or hold any property which may be subject to any encumbrances the Association shall only deal with or invest the same in such manner as allowed by law, having regard to such Companies.
 - II. The objects of the Association shall not extend to the regulation of relations between workers and employers and organisations of workers and organisations of employers.
 - III. In case the Association shall take or hold any property subject to the jurisdiction of the Charity Commissioner for England and Wales or the Secretary of State for Education and Science, the Association shall not sell mortgage charge or lease the same without such authority, approval or consent as may be required by law, and as regards any such property, the members of the Management Committee of the Association shall be chargeable for any such property that may come into its hands and shall be answerable and accountable for their own acts receipts neglects and defaults, and for the due administration of such property in the same manner and to the same extent as they would have been if no incorporation had been effected and the incorporation of the Association shall not diminish or impair any control or authority exercisable by the Chancery Division the Charity Commissioner or the Secretary of State for Education and Science over such Management Committee but they shall, as regards any such property, be subject jointly and severally to such control or authority as if the Association were not incorporated.
4. The income and property of the Association whencesoever derived shall be applied solely towards the promotion of the objects of the Association as set forth in this Memorandum of Associations, and no portion thereof shall be paid or transferred directly, by way of dividend bonus or otherwise howsoever by way of profit, to the members of the Association.

PROVIDED that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any officer, agent or servant of the Association or to any member of the Association in return for any services actually rendered to the Association, nor prevent the payment of proper rent for premises demised or let by any member of the Association.

~~No member of the Management Committee shall be appointed to any salaried office of the Association and no remuneration or other benefit in money or money's worth shall be given by the Association to any member of the Management Committee for duties associated with being a member of the Management Committee, except repayment of reasonable and proper out of pocket expenses.~~

- 5. The liability of the members is limited.

The Directors consider that all the resolutions are in the best interests of the company and our members. The Board unanimously recommends you to vote in favour of them.



Proxy Form

[This form of Proxy may be (copied and) used by any Member of UK Association of Letting Agents Ltd.

It should be returned to the

ADMIN Office (below) **by 3.30 pm on 20th November 2017]**

Alternatively, you may complete an electronic version by visiting www.ukala.org.uk or clicking the link contained in a personalised email which we will send to you by late October.

UKALA

Skyline House -2nd Floor, 200 Union St, London SE1 0LX

I/we.....(full name)

of

..... (address)

being a member of the above named company, HEREBY APPOINT *the Chairman of the meeting /

*..... (insert name of proxy (who must be a member of the Company) if you do NOT wish to so appoint the chairman of the meeting) of

.....

as my proxy to vote in my name and on my behalf at the Annual General Meeting to be held on 21st November 2017

and at any adjournment thereof. This form is to be used in respect of the resolutions mentioned below as follows:

Resolution [1] to adopt the company's 2016 AGM Minutes *For /*Against

Resolution [2] to adopt the Company's Annual Report and Accounts for the period ended 31 March 2017. *For /*Against

Resolution [3] to re-appoint Lescott Courts Ltd as reporting accountants of the Company until the next Annual General meeting at a fee to be agreed with the Board of Directors. *For /*Against

Resolution [4] To re-elect Richard John Price as a Director *For /*Against

Resolution [5] To re-elect Timothy John Clark as a Director *For /*Against

Resolution [6] To elect Martyn Alan Hulme as a Director *For /*Against

Resolution [7] To elect Anthony Charles Lock as a Director *For /*Against

Resolution [8] SPECIAL RESOLUTION : to adopt revised Memorandum of Association *For /*Against

*(*strike out whichever is not desired)*

[Unless otherwise instructed, the proxy may vote as he or she thinks fit or abstain from voting]

Signed:

Member Number:.....

Dated:2017

Please scan & email as an attachment to info@ukala.org.uk or return in a stamped envelope and post to

**UKALA
Skyline House -2nd Floor,
200 Union St,
LONDON
SE1 0LX**