

NOTES ON HOW TO FILL IN THE PROXY

1. A beneficial shareholder entitled to attend and vote at the above meeting is entitled to appoint a proxy to attend and, on a poll, to vote instead of him/her. This year due to COVID precluding a face-to-face AGM, we are requesting that all members respond using the proxy voting form, via the chairman of the meeting. To be valid, the instrument appointing a proxy, and any power of attorney or other authority under which it has been executed, or a duly certified copy of such power or authority, **must be received at the registered office of the company by Thursday 15th October 2020.**
2. You may only appoint one proxy, this year the Chairman.
3. Only those beneficial shareholders whose names appear on the register at 14.00 pm on 16th October 2020 shall be entitled to vote at the meeting.
4. In the case of joint holdings, the vote of the senior beneficial shareholder who tenders a vote shall be accepted to the exclusion of the vote the other beneficial shareholder. For this purpose seniority shall be determined by the order in which names stand in the register of beneficial shareholders.
5. If this form is returned without any indication as to how the Chairman shall vote, he may exercise his discretion as to how he votes, or whether he abstains from voting.
6. The proxy form must be signed and must show a membership number. 'Signed' must mean signed by hand and not signed electronically, bearing in mind that all proxy forms will be checked at the LAA office.

We will accept an emailed legible scan of a properly signed and numbered proxy form. However, it has been noticed that scans emailed at low resolution can be almost illegible when they are received in the LAA office, so the wisest course may be to post the paper form.

David Mole, LAA Company Secretary