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January 2021

**EGM information to be held  
Via Zoom at 10 am on the 25<sup>th</sup> February 2021**

Dear Member

Please find enclosed Calling Notice, Proxy Form and the Agenda for an EGM on Thursday 25<sup>th</sup> February 2021. To approve the updating of the Articles and Byelaws of the Institute of Materials Finishing, a copy of which can be found on the website in the AGM section.

Your attendance at the EGM Zoom meeting would be welcome. If you are unable to attend the EGM please the complete proxy form overleaf.

If you would like to join the Zoom meeting please forward the email address you would like your joining instructions to be sent to by the Thursday 18<sup>th</sup> February 2021 to [helen@materialsfinishing.org](mailto:helen@materialsfinishing.org)

Yours sincerely

*H Wood*

Helen Wood  
Office Manager  
[helen@materialsfinishing.org](mailto:helen@materialsfinishing.org)

**Proxy form for Voting at the EGM on Thursday 25th February 2021**

I, (we) name

.....

a member of the INSTITUTE OF MATERIALS FINISHING

Hereby appoint: -

.....

and failing him/her

.....

to vote for me (us) and on my (our) behalf at the Extraordinary General Meeting of the Institute to be held on the 25th February 2021 and at any adjournment thereof.

As witness this .....day of ..... 2021

Signature .....

Membership Number .....

Of (address)

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**NOTE:** Only Professional Members, Affiliates and Sustaining Members are entitled to vote. Please forward the above to the Secretary General at Exeter House to be received prior to the day of the meeting.