



Registration Number: No. 115646346
British Chamber of Commerce Myanmar
Suite No #06-04, Level - 6
Junction City Tower
Pabedan Township
Yangon, Myanmar

25th September 2020

Dear Member,

Notice of Annual General Meeting 2020

Notice is given of the Annual General Meeting 2020 of the British Chamber of Commerce Myanmar ("Chamber") to be held at the Pan Pacific Hotel, Yangon at **6:00 pm on Thursday 26th November 2020**

If Government regulations in force at the time preclude physical meetings, then the AGM shall be held online.

The Annual General Meeting will receive a report of the Chamber's activities, in which the Chamber's progress and achievements during the past year will be reviewed and initiatives for the rest of 2020 and 2021 will be presented. The accounts for the UK financial year ended] 31st March 2020 will be presented at the Annual General Meeting, for members' approval.

The accounts will be posted on the Chamber website by Friday 20th November 2020.

Eligibility to attend and vote

You are entitled to attend the Annual General Meeting if you are:

- i. the person your company has nominated as its primary member of the Chamber ("Nominee"), entitled to represent your company for purposes of voting at general meetings of the Chamber and for members nominated to serve on the Board of Directors ; or
- ii. one of the persons your company has nominated as an additional member ("Additional Member"), entitled to attend but not vote at general meetings of the Chamber, in each case as your company (as a current corporate member) has notified to the Chamber in writing [in accordance with the terms of your membership].

If you are your company's Nominee, you are entitled to vote during the Annual General Meeting. If you are unable to attend, kindly nominate a representative or submit your vote by proxy, by completing the Proxy Form, which is available on the Chamber website.



Nominations for Board of Directors

Nominations for the Board of Directors ("Board") are requested. The current Board has resolved that the incoming Board should consist of eleven (11) members, in accordance with the Chamber's constitution.

Any Nominee or Additional Member is eligible for election to the Board, provided that: (i) the nomination for election is signed in support on behalf of two other current corporate members; and (ii) each member of the Board must represent a different member of the Chamber.

New incoming members of the Board will hold office from the close of the Annual General Meeting November 2020, the Board will thereafter be elected biannually.

Nominations must be submitted in writing to the Secretary of the Chamber, using the nomination form available on the Chamber website link [here](#) no later than **6:00pm** on **23rd October 2020** Under the Chamber's current Articles of Association, if more than five nominations for election are received, a secret ballot will be held.

Nominations shall be submitted to Britchamsecretary@gmail.com

Forms and Documents

The following forms and documents will be available for download from the Chamber [website](#) on 28th September 2020 www.britishchambermyanmar.com/resources/online-resources.html

- **Notice of AGM 2020 and Agenda**
- **AGM 2020 Registration Form**
- **Proxy Form**
- **Board of Directors Nomination Form (also attached to this document)**
- **Board of Directors Responsibility Statement**

Please do not hesitate to contact us if you have any queries – info@britishchambermyanmar.com

On behalf of and by order of the Secretary of the **Board of Directors, Mr Richard Emerson.**

Peter Crowhurst

Chief Executive Officer

British Chamber of Commerce Myanmar