# HUNTSWORTH

# THIS DOCUMENT IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION.

If you are in any doubt as to what action you should take, you should consult your stockbroker, bank manager, solicitor, accountant or other independent professional adviser who, if you are taking advice in the United Kingdom, is duly authorised under the Financial Services and Markets Act 2000 or an appropriately authorised independent financial adviser if you are in a territory outside the United Kingdom.

If you have sold or otherwise transferred all of your shares, please pass this document together with the accompanying documents to the purchaser or transferee, or to the person who arranged the sale or transfer so they can pass these documents to the purchaser or transferee.

# **HUNTSWORTH PLC**

**NOTICE OF ANNUAL GENERAL MEETING 2014** 

Registered in England No. 1729478

# Letter from the Chairman of Huntsworth PLC

To all Shareholders and, for information only, Optionholders

23 May 2014

Dear Shareholder.

#### Introduction

This year's Annual General Meeting will be held at 9.30 a.m. on Tuesday 24 June 2014 at 29 Cloth Fair, London, EC1A 7NN. The Notice of Meeting is set out in Part I of this document. The explanatory notes to the business of the Annual General Meeting are set out in Part II of this document.

This year voting on all resolutions at the Meeting will, once again, be by way of a poll rather than a show of hands. This reflects best practice and means that all votes cast, and not just of the shareholders present, are taken into account. If you are unable to attend the Annual General Meeting, the Directors urge you to appoint a proxy or proxies to attend the Meeting and vote on your behalf, or nominate the Chairman of the Meeting to vote on your behalf.

The poll results will be notified to the UK Listing Authority and published on the Company's website as soon as possible after the conclusion of the Meeting.

### **Reappointment of Directors**

As required by the Company's Articles of Association, Lord Myners, Lord Chadlington and Sally Withey are retiring and seeking reappointment as Directors. I will not be standing for reappointment and will step down as Chairman at the conclusion of the Annual General Meeting, when Lord Myners will take over as Chairman.

Joe MacHale will be resigning from the Board at the conclusion of the Annual General Meeting. Joe has been a valuable member of the Board for the last two years. We are grateful to Joe for his contribution and sound advice and wish him well for the future.

#### Final dividend

Shareholders are being asked to approve a final dividend of 2.5 pence per ordinary share for the year ended 31 December 2013. If you approve the recommended final dividend, this will be paid on 7 July 2014 to all ordinary shareholders who were on the register of members at the close of business on 30 May 2014.

#### Action to be taken

You are requested (whether or not you intend to be present at the Meeting) to complete and submit a proxy appointment form in accordance with the notes to the Notice of AGM set out on pages 9 to 11. To be valid, the proxy appointment form must be received at the address for delivery specified in the notes by no later than 9.30 a.m. on 22 June 2014. The return of a completed proxy appointment form will not prevent you from attending the Annual General Meeting and voting in person if you so wish and if you are entitled to do so.

Shareholders who do not already participate in the scrip dividend scheme can find details of the scheme in the enclosed scrip dividend scheme circular or on our website www.huntsworth.com, or alternatively you can write to the Company Secretary at 15-17 Huntsworth Mews, London NW1 6DD for details. If you wish to participate in the scrip dividend scheme in time for the 2013 final dividend, please complete the scrip dividend mandate form in accordance with the instructions printed thereon and return it to Computershare Investor Services PLC, The Pavilions, Bridgwater Road, Bristol BS99 6ZZ as soon as possible and, in any event, no later than 3.00 p.m. on 16 June 2014. The mandate will be subject to the terms and conditions of the scrip dividend scheme.

#### Recommendation

The Board is of the opinion that each resolution set out in the Notice of Meeting is in the best interests of the Company and shareholders as a whole and, accordingly, unanimously recommends shareholders to vote in favour of these resolutions, as the Directors intend to do in respect of their own shareholdings.

Yours faithfully **Richard Sharp** Chairman

# PART I: NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the 2014 Annual General Meeting of Huntsworth PLC (the 'Company') will be held at 29 Cloth Fair, London, EC1A 7NN on 24 June 2014 at 9.30 a.m., for the transaction of the following business.

Resolutions 1 to 11 (inclusive) will be proposed as ordinary resolutions and resolutions 12 to 14 (inclusive) will be proposed as special resolutions. Voting on all resolutions will be by way of a poll.

#### **Resolution 1**

To receive the Company's Annual Report and Accounts for the financial year ended 31 December 2013 together with the Reports of the Directors and Auditor.

#### Resolution 2

To approve the Report of the Directors on Remuneration, other than the part containing the Directors' Remuneration Policy, for the financial year ended 31 December 2013.

#### **Resolution 3**

To approve the Directors' Remuneration Policy contained in the Report of the Directors on Remuneration for the financial year ended 31 December 2013.

#### **Resolution 4**

To reappoint Lord Myners as a Director.

#### Resolution 5

To reappoint Lord Chadlington as a Director.

#### Resolution 6

To reappoint Sally Withey as a Director.

#### **Resolution 7**

To reappoint Ernst & Young LLP as auditors of the Company to hold office from the conclusion of this Meeting until the conclusion of the next Annual General Meeting at which financial statements are laid before the Company.

#### **Resolution 8**

To authorise the Directors to determine the remuneration of the auditors.

#### **Resolution 9**

To declare a final dividend of 2.5 pence per ordinary share.

#### **Resolution 10**

THAT in accordance with section 366 of the Companies Act 2006 the Company and all companies that are subsidiaries of the Company at any time during the period from the date of this resolution until the earlier of 23 December 2015 and the conclusion of the Company's next Annual General Meeting are authorised:

- (a) to make donations to political parties or independent election candidates;
- (b) to make donations to political organisations other than political parties; and
- (c) to incur political expenditure,

up to an aggregate total amount of £75,000, with the amount authorised for each of the heads (a) to (c) being limited to the same total. Any such amounts may comprise sums paid or incurred in one or more currencies. Any sum paid or incurred in a currency other than sterling shall be converted into sterling at such rate as the Board may decide is appropriate.

Terms used in this resolution have, where applicable, the meanings that they have in Part 14 of the Companies Act 2006 on 'Control of political donations and expenditure'.

#### **Resolution 11**

THAT the Directors are generally and unconditionally authorised pursuant to section 551 of the Companies Act 2006 to exercise all the powers of the Company to allot shares in the Company and to grant rights to subscribe for or convert any security into shares in the Company:

- (a) up to an aggregate nominal amount of £1,066,089 (such amount to be reduced by the aggregate nominal amount of equity securities that may be allotted under paragraph (b) below in excess of such sum); and
- (b) comprising equity securities (as defined in section 560(1) of the Companies Act 2006) up to an aggregate nominal amount of £2,132,179 (such amount to be reduced by the aggregate nominal amount of shares allotted or rights granted under paragraph (a) above) in connection with an offer by way of a rights issue:
  - (i) to ordinary shareholders in proportion (as nearly as may be practicable) to their existing holdings; and
  - (ii) to holders of other equity securities as required by the rights of those securities or as the Board otherwise considers necessary,

and so that the Board may impose any limits or restrictions and make any arrangements which it considers necessary or appropriate to deal with treasury shares, fractional entitlements, record dates, legal, regulatory or practical problems in, or under the laws of, any territory or any other matter,

provided that (unless previously revoked, varied or renewed) such authorities shall expire on 23 December 2015 or, if earlier, at the conclusion of the Company's next Annual General Meeting but, in each case, so that the Company may make an offer or agreement before these authorities expire which would, or might, require shares to be allotted or rights to be granted after the authorities have expired and the Directors may allot shares and grant rights in pursuance of such an offer or agreement as if the authorities conferred hereby had not expired. All authorities vested in the Directors on the date of the notice of this Meeting to allot shares or to grant rights that remain unexercised at the commencement of this Meeting are revoked.

#### **Resolution 12**

THAT the Directors are empowered pursuant to section 570 of the Companies Act 2006 to allot equity securities (as defined in section 560 of the Companies Act 2006) for cash pursuant to the authority conferred on the Directors by resolution 11 (subject to the passing and coming into effect of that resolution) and/or where the allotment is treated as an allotment of equity securities under section 560(2) of the Companies Act 2006, free of the restriction in section 561(1) of the Companies Act 2006, provided that this power shall be limited:

- (a) to the allotment of equity securities in connection with an offer of equity securities (but in the case of the authority granted under paragraph (b) of resolution 11, by way of a rights issue only):
  - (i) to ordinary shareholders in proportion (as nearly as may be practicable) to their existing holdings; and
  - (ii) to holders of other equity securities, as required by the rights of those securities or, as the Board otherwise considers necessary,
  - and so that the Directors may impose any limits or restrictions and make any arrangements which they consider necessary or appropriate to deal with treasury shares, fractional entitlements, record dates, legal, regulatory or practical problems in, or under the laws of, any territory or any other matter; and
- (b) in the case of the authority granted under paragraph (a) of resolution 11 and/or in the case of any transfer of treasury shares which is treated as an allotment of equity securities under section 560(2) of the Companies Act 2006, to the allotment (otherwise than under paragraph (a) above) of equity securities up to an aggregate nominal amount of £162,673,

and this power shall expire on 23 December 2015 or, if earlier, at the conclusion of the next Annual General Meeting of the Company, save that the Company may make an offer or agreement before this authority has expired which would, or might, require equity securities to be allotted after this authority has expired and the Directors may allot equity securities in pursuance of such an offer or agreement as if the power conferred hereby had not expired.

# Resolution 13

THAT the Company is generally and unconditionally authorised for the purposes of Section 701 of the Companies Act 2006 to make market purchases (within the meaning of Section 693(4) of the Companies Act 2006) of ordinary shares of 1p each in its capital upon and subject to the following conditions:

- (a) the maximum aggregate number of ordinary shares hereby authorised to be purchased is 32,305,739;
- (b) the minimum price, exclusive of expenses, which may be paid for an ordinary share is 1 penny;
- (c) the maximum price, exclusive of expenses, at which ordinary shares may be purchased shall be the higher of (i) 5% above the average of the closing middle market quotations for the ordinary shares as derived from the London Stock Exchange Daily Official List for the five dealing days immediately preceding the date of purchase and (ii) the higher of the price of the last independent trade and the highest current independent bid on the London Stock Exchange Official List at the time the purchase is carried out; and
- (d) the authority hereby conferred shall expire on 23 December 2015 or, if earlier, at the conclusion of the next Annual General Meeting of the Company, save that the Company may before such expiry enter into a contract to purchase ordinary shares under which such purchase would or might be executed wholly or partly after the expiration of such authority, and may make a purchase of ordinary shares in pursuance of any such contract.

#### **Resolution 14**

THAT a general meeting other than an Annual General Meeting may be called on not less than 14 clear days' notice.

On behalf of the Board

#### **Martin Morrow**

Company Secretary 23 May 2014

Registered office: 15-17 Huntsworth Mews London NW1 6DD

# PART II: COMMENTARY ON THE BUSINESS OF THE ANNUAL GENERAL MEETING

Additional information is set out below in relation to the resolutions proposed in the Notice of Meeting in Part I of this document.

References to pages of the Annual Report and Accounts are to the relevant pages in the 2013 Annual Report and Accounts. The Notice and this commentary should therefore be read in conjunction with the Annual Report and Accounts.

Resolutions 1 to 11 are proposed as ordinary resolutions. An ordinary resolution will be passed if it is passed by members representing a simple majority of the total voting rights of members who (being entitled to do so) vote on the resolution. Resolutions 12 to 14 are proposed as special resolutions. A special resolution will be passed if it is passed by members representing not less than 75% of the total voting rights of members who (being entitled to do so) vote on the resolution.

#### Resolution 1 - Receipt of Company's Annual Report and Accounts

Under the provisions of the Companies Act 2006, the Directors are required to lay before the shareholders at a general meeting of the Company copies of the report of the Directors, the independent auditor's report and the audited financial statements in respect of each financial year. Should any shareholder be concerned about the contents of the reports or financial statements or about any corporate governance issue, the Directors welcome any comments or questions during this item of the agenda either at the Meeting or in advance (see note 7 on page 10 of this document).

#### Resolution 2 – Approve the Report of the Directors on Remuneration

The Directors are required to prepare an annual report detailing the remuneration of the Directors and a statement by the Chairman of the Remuneration Committee (together the 'Report of the Directors on Remuneration'). The Company is required to seek shareholders' approval in respect of the contents of this report on an annual basis (excluding the part containing the Directors' Remuneration Policy, which is dealt with in Resolution 3). The vote is an advisory one.

You can find the Report of the Directors on Remuneration on pages 39 to 64 of the Annual Report and Accounts.

#### Resolution 3 - Approve the Remuneration Policy

The Company is separately required to seek shareholders' approval of its policy on remuneration of Directors (the 'Directors' Remuneration Policy') set out in the Report of the Directors on Remuneration. The vote is a binding one.

The Directors' Remuneration Policy, if approved, will take effect from the date of approval by shareholders and will apply until replaced by a new or amended policy. Once the policy is effective, the Company will not be able to make remuneration payments to a Director, or loss of office payments to a current or past Director, unless the payment is consistent with the approved policy or has been otherwise approved by shareholders.

If the Directors' Remuneration Policy is not approved by the shareholders for any reason, the Company will, if and to the extent permitted to do so under the Companies Act 2006, continue to make payments to Directors in accordance with its existing contractual arrangements and will seek shareholder approval for a revised policy as soon as practicable.

You can find the Directors' Remuneration Policy on pages 41 to 55 of the Annual Report and Accounts.

## Resolutions 4 to 6 - Details of Directors seeking reappointment

The Company's articles of association require any Director who has been appointed by the Board since the last Annual General Meeting shall retire at the next Annual General Meeting following his or her appointment. Such Director is eligible to stand for reappointment at that meeting. Lord Myners will retire at the Annual General Meeting, having joined the Board on 29 April 2014, and will stand for reappointment.

The Company's articles of association also require any Director who held office at the time of the two preceding annual general meetings and who did not retire at either of them to retire from office. Such Director may also offer himself for reappointment. This year, Lord Chadlington and Sally Withey, who were last reappointed by the members in 2011, will retire at the Annual General Meeting and will seek reappointment by the members.

Biographical details for Lord Chadlington and Sally Withey are on page 24 of the Annual Report and Accounts.

Biographical details for Lord Myners are set out in Part III of this document.

The Chairman confirms that each of the Directors seeking reappointment continues to be effective and demonstrates commitment to the role.

#### Resolutions 7 and 8 - Reappointment and remuneration of the auditors

At each meeting at which accounts are laid before the members, the Company is required to appoint auditors to serve until the next such meeting. Ernst & Young LLP have expressed their willingness to continue as auditors to the Company. Resolution 8 gives the Directors the discretion to determine the auditors' remuneration, which will then be disclosed in the next accounts of the Company.

#### Resolution 9 - Dividend

This resolution proposes the declaration of the final dividend recommended by the Directors. The Directors are proposing a final dividend of 2.5 pence per ordinary share. If approved, the dividend will be paid on 7 July 2014 to shareholders on the register at the close of business on 30 May 2014.

#### Resolution 10 - Political donations and expenditure

This resolution renews a similar authority given at last year's Annual General Meeting which is due to lapse at this year's Meeting. The resolution seeks approval from shareholders to enable the Company to make donations or incur expenditure which it would otherwise be prohibited from making or incurring under the relevant provisions of the Companies Act 2006 (the '2006 Act'). The Company's policy is not to make donations to political parties and there is no intention to change that policy. However, the 2006 Act defines political expenditure, political donations and political organisations very broadly such that normal business activities which might not be thought to be political expenditure or a political donation to a political organisation in the usual sense may be included. For example, sponsorship of industry forums, funding of seminars and other functions to which politicians are invited, matching employees' donations to certain charities, expenditure on organisations concerned with matters of public policy, law reform and representation of the business community and communicating with the Government and political parties at local, national and European level may fall under the terms of the 2006 Act.

Accordingly, the Company, in common with many other companies, proposes to seek authority to incur a level of political donations to political parties, independent election candidates and political organisations as well as political expenditure, to cover these kinds of activities on a precautionary basis, in order to avoid possible inadvertent contravention of the 2006 Act. The authority does not purport to authorise any particular donation or expenditure but is expressed in general terms, as required by the 2006 Act. Furthermore, as permitted under the 2006 Act, the authority has been extended to cover any political donations made or political expenditure incurred by any subsidiaries of the Company. Therefore, as a precautionary measure, you will be asked to give the Company and each of its subsidiaries authority to make political donations to political parties or independent election candidates, to make political donations to political organisations (other than political parties) and to incur political expenditure. These authorities are limited to a maximum aggregate amount of £75,000.

If given, this authority will expire at the conclusion of the Company's next annual general meeting or on 23 December 2015 (whichever is earlier). It is the Directors' intention to renew this authority each year.

#### Resolution 11 - Authority to Allot Shares

This resolution renews the Directors' authority to allot share capital. Paragraph (a) of this resolution would give the Directors the authority to allot ordinary shares up to an aggregate nominal value of £1,066,089 (representing 106,608,937 ordinary shares of 1 penny each). This amount represents approximately one-third of the issued ordinary share capital (excluding treasury shares) of the Company as at 20 May 2014, the latest practicable date prior to the publication of the Notice of Meeting.

In line with guidance issued by the Association of British Insurers, paragraph (b) of this resolution would give the Directors authority to allot ordinary shares in connection with a rights issue in favour of ordinary shareholders up to an aggregate nominal amount equal to £2,132,179 (representing 213,217,874 ordinary shares of 1 penny each), as reduced by the nominal amount of any shares issued under paragraph (a) of this resolution. This amount (before any reduction) represents approximately two-thirds of the issued ordinary share capital (excluding treasury shares) of the Company as at 20 May 2014, the latest practicable date prior to publication of the Notice of Meeting.

The authorities sought under paragraphs (a) and (b) of this resolution will expire at the earlier of 23 December 2015 and the conclusion of the Annual General Meeting of the Company held in 2015. Other than to satisfy existing contractual obligations regarding earnouts, the Directors have no present intention to exercise either of the authorities sought under this resolution. However, if they do exercise the authorities, the Directors intend to follow ABI recommendations concerning their use.

As at 20 May 2014, 2,289,054 ordinary shares of 1 penny each are held by the Company in treasury. This amount represents approximately 0.7% of the issued ordinary share capital (excluding treasury shares) of the Company as at 20 May 2014, the latest practicable date prior to the publication of the Notice of Meeting.

#### Resolution 12 - Disapplication of pre-emption rights

Under the Companies Act 2006 shareholders have 'rights of pre-emption' in relation to the issue of new shares: that is to say, the shares must be offered first to the existing shareholders in proportion to their holdings. Under Section 571 of that Act the Directors require the authority of the shareholders if they wish to disapply these rights.

This special resolution renews the Directors' authority to issue new ordinary shares for cash, without following the statutory preemption procedures. Otherwise than in connection with a rights issue, open offer or other pre-emptive offer, or pursuant to a scrip dividend alternative (where difficulties arise in offering shares to certain overseas shareholders and in relation to fractional entitlements), the authority contained in this resolution will be limited to 16,267,322 new ordinary shares having an aggregate nominal amount of £162,673, which at 20 May 2014 was approximately 5% of the Company's issued ordinary share capital.

The Company will have regard to the Pre-emption Group's Statement of Principles in relation to any exercise of this authority. These guidelines require prior consultation with the Investment Committees of the Association of British Insurers and National Association of Pension Funds before making any issue under this authority which exceeds 7.5% of the Company's issued share capital in any rolling three year period.

Renewal of this authority is sought at the Annual General Meeting each year and this authority will expire at the earlier of 23 December 2015 and the Annual General Meeting of the Company held in 2015.

#### Resolution 13 - Purchase of own shares by the Company

This special resolution renews the Company's ability to purchase its own shares. This authority is sought as the Directors believe there may be times when it would be desirable to reduce the issued share capital of the Company by making purchases in the market.

Purchases of the Company's own shares will only be made if to do so would result in an increase in earnings per share and be in the best interests of the shareholders generally. The Directors will also carefully consider the extent of the Company's borrowings and its general financial position. The Company may either retain shares purchased under this authority as treasury shares with a possible view to reissue such shares at a future date, or cancel them.

This proposed authority is limited to the purchase of a maximum of 32,305,739 shares, representing 10% of the Company's issued share capital (excluding treasury shares) as at 20 May 2014, being the latest practicable date prior to the publication of this Notice of Meeting). The minimum price which may be paid for an ordinary share under this authority is 1 penny and the maximum price is no more than the higher of (i) 5% above the average of the middle market quotations (as derived from the London Stock Exchange Daily Official List) for the five business days preceding the day on which the shares are to be purchased and (ii) the higher of the price of the last independent trade and the highest current bid on the London Stock Exchange Official List at the time the purchase is carried out. Both the minimum and maximum price are exclusive of any relevant tax and expenses payable by the Company. This authority will expire at the conclusion of the next Annual General Meeting of the Company or, if earlier, on 23 December 2015. It is the present intention of the Directors to seek a similar authority annually. The Directors have no present intention of exercising the authority to make market purchases, however the authority provides the flexibility to allow them to do so in the future.

The total number of options to subscribe for equity shares that are outstanding as at 20 May 2014, being the latest practicable date prior to the publication of the Notice of Meeting, is 17,566,802. This represents 5.43% of the issued share capital (excluding treasury shares) at 20 May 2014 and 6.04% if the full authority to buy back shares is used. As at 20 May 2014 a total of 7,629,278 shares were held in the Company's Employee Benefit Trust which may be used to satisfy employee share options.

#### Resolution 14 - Notice of General Meetings

This special resolution renews an authority given at last year's Annual General Meeting and is required by section 307A of the Companies Act 2006.

The Company currently has power under its Articles of Association to call general meetings (other than an Annual General Meeting) on 14 clear days' notice and would like to preserve this ability. In order to do so, shareholders must first approve the calling of meetings on 14 days' notice. Resolution 14 seeks such approval. The approval will be effective until the Company's next Annual General Meeting, when it is intended that a similar resolution will be proposed. The shorter notice period would not be used as a matter of routine for such meetings, but only where the flexibility is merited by the business of the meeting and is thought to be to the advantage of shareholders as a whole.

#### Issued share capital

All references to the Company's 'issued share capital' in the Explanatory Notes above are to the Company's issued share capital as at 20 May 2014, which was 325,346,439 ordinary shares of 1 penny each, of which 2,289,054 ordinary shares of 1 penny each were held as treasury shares. As at 20 May 2014, the total number of voting rights in the Company was 323,057,385.

# Part III: ADDITIONAL INFORMATION

Additional information is set out below in relation to Item 4 of Part II (Commentary on the business of the Annual General Meeting).

# **Lord Myners**

Non-Executive Director

Lord Myners is a former Chairman of Marks & Spencer and Land Securities. His current directorships include MegaFon and RIT Capital Partners. Previous roles include service as a Treasury minister in the last British Government, membership of the Court of the Bank of England and the Investment Board of Singapore's sovereign wealth fund.

# Notes to the Notice of Meeting

#### 1. Uncertificated securities

Pursuant to Regulation 41 of the Uncertificated Securities Regulations 2001 (as amended), the Company specifies that only shareholders registered in the Company's register of members at 6.00 p.m. on 20 June 2014 shall be entitled to attend and vote at the Meeting in respect of the number of shares registered in their name at that time. Changes to the shareholder register after that time shall be disregarded in determining the rights of any person to attend and vote at the Meeting. If the Meeting is adjourned, the Company specifies that only shareholders entered on the Company's register of members not later than 48 hours (taking no account of any part of a day which is not a working day) before the time fixed for the adjourned meeting shall be entitled to attend and vote at that meeting.

#### 2. Joint shareholders

In the case of joint shareholders the vote of the senior who tenders a vote, whether in person or by proxy, will be accepted to the exclusion of the votes of the other joint holders and for this purpose seniority shall be determined by the order in which the names stand in the register of members (the first named being the most senior).

#### 3. Proxies

- 3.1 A member of the Company is entitled to appoint one or more proxies to attend the Meeting, and to speak and vote on his behalf, provided that each proxy is appointed to exercise the rights attached to a different share or shares held by that member. A proxy need not be a member of the Company.
- 3.2 To appoint a proxy you may:
  - (a) use the Proxy Form enclosed with this Notice of Meeting (for the attention of members only) which should be returned by hand or by post direct to:

Computershare Investor Services PLC The Pavilions Bridgwater Road Bristol BS99 6ZY

so as to be received no later than 9.30 a.m. on 22 June 2014; or

- (b) as an alternative to completing the hard copy Proxy Form, register the appointment of your proxy vote electronically using the internet by going to www.eproxyappointment.com and following the instructions provided. The proxy appointment must be received by the Company's registrars, Computershare Investor Services PLC, at the address referred to on the website by 9.30 a.m. on 22 June 2014. Please note that any electronic communication sent to our registrars in respect of the appointment of a proxy that is found to contain a computer virus will not be accepted. The Company will try to inform the shareholder in question of a rejected communication and will try to ensure that its outgoing electronic communications are, as far as reasonably practicable, virus free; or
- (c) if you hold your shares in uncertificated form, you should utilise the CREST electronic proxy appointment service by using the procedures described in the CREST Manual. CREST Personal Members or other CREST sponsored members, and those CREST members who have appointed service provider(s), should refer to their CREST sponsor or voting service provider(s), who will be able to take the appropriate action on their behalf.
- 3.3 In order for a proxy appointment or instruction made using the CREST service to be valid, the appropriate CREST message (a "CREST Proxy Instruction") must be properly authenticated in accordance with Euroclear UK & Ireland Limited's specifications, and must contain the information required for such instruction, as described in the CREST Manual. The message, regardless of whether it constitutes the appointment of a proxy or is an amendment to the instruction given to a previously appointed proxy must, in order to be valid, be transmitted so as to be received by the issuer's agent (ID 3RA50) by 9.30 a.m. on 22 June 2014. For this purpose, the time of receipt will be taken to be the time (as determined by the timestamp applied to the message by the CREST Application Host) from which the issuer's agent is able to retrieve the message by enquiry to CREST in the manner prescribed by CREST. After this time any change of instructions to proxies appointed through CREST should be communicated to the appointee through other means.

- 3.4 CREST members and, where applicable, their CREST sponsors, or voting service providers should note that Euroclear UK & Ireland Limited does not make available special procedures in CREST for any particular message. Normal system timings and limitations will, therefore, apply in relation to the input of CREST Proxy Instructions. It is the responsibility of the CREST member concerned to take (or, if the CREST member is a CREST personal member, or sponsored member, or has appointed a voting service provider, to procure that his CREST sponsor or voting service provider(s) take(s)) such action as shall be necessary to ensure that a message is transmitted by means of the CREST system by any particular time. In this connection, CREST members and, where applicable, their CREST sponsors or voting system providers are referred, in particular, to those sections of the CREST Manual concerning practical limitations of the CREST system and timings.
- 3.5 The Company may treat as invalid a CREST Proxy Instruction in the circumstances set out in Regulation 35(5)(a) of the Uncertificated Securities Regulations 2001.
- 3.6 If you do not have a Proxy Form and believe that you should have one, or if you require additional Proxy Forms, please contact Computershare Investor Services PLC on 0870 707 1048 if calling from within the UK or on +44 (0)870 707 1048 if calling from outside the UK.
- 3.7 In the case of a member which is a company, the Proxy Form must be executed under its common seal or signed on its behalf by an officer, representative or attorney, whose capacity should be stated. A power of attorney or any other authority under which the Proxy Form is signed (or a copy of such authority certified notarilly) must be included with the Proxy Form.
- 3.8 The return of a completed Proxy Form, other instruction, instrument or any CREST Proxy Instruction will not prevent a member attending the Meeting and voting in person if he/she wishes to do so.
- 3.9 If you submit more than one valid proxy appointment in relation to the same share or shares, the appointment received last before the latest time for the receipt of proxies shall take precedence.

#### 4. Multiple proxies

A member may appoint more than one proxy in relation to the Meeting provided that each proxy is appointed to exercise the rights attached to a different share or shares held by that member. To do this, that member must complete a separate Proxy Form for each proxy. Members can copy the original Proxy Form, or additional Proxy Forms can be obtained from Computershare Investor Services PLC on 0870 707 1048 if calling from within the UK or on +44 (0)870 707 1048 if calling from outside the UK. A member appointing more than one proxy must indicate the number of shares for which each proxy is being authorised to act on his behalf.

#### 5. Nominated Persons

Any person to whom this notice is sent who is a person nominated under section 146 of the 2006 Act to enjoy information rights (a "Nominated Person") may, under an agreement between him/her and the member by whom he/she was nominated, have a right to be appointed (or to have someone else appointed) as a proxy for the Meeting. If a Nominated Person has no such proxy appointment right or does not wish to exercise it, he/she may, under any such agreement, have a right to give instructions to the member as to the exercise of voting rights.

The statement of the rights of members in relation to the appointment of proxies in Notes 3 and 4, above, do not apply to Nominated Persons. The rights described in these paragraphs can only be exercised by members of the Company.

#### 6. Voting

- 6.1 Voting on all resolutions at the Meeting will be by way of a poll.
- 6.2 A vote withheld is not a vote in law, which means that the vote will not be counted in the proportion of votes "for" and "against" the resolution. Where a proxy has been appointed by a member, if such member does not give any instructions in relation to a resolution that member should note that their proxy will have authority to vote on that resolution as he/she thinks fit. A proxy will also have the authority to vote or to withhold a vote on any other business (including amendments to resolutions) which properly comes before the Meeting as he/she thinks fit.

#### 7. Questions

Any member attending the Meeting has the right to ask questions or may, alternatively, submit their question in advance by letter addressed to the Company Secretary at the registered office. The Company must cause to be answered any such question relating to the business being dealt with at the Meeting but no such answer need be given if (a) to do so would interfere unduly with the preparation for the Meeting or involve the disclosure of confidential information, (b) the answer has already been given on a website in the form of an answer to a question, or (c) it is undesirable in the interests of the company or the good order of the Meeting that the question be answered.

#### 8. Audit Concerns

Under section 527 of the Companies Act 2006 members meeting the threshold requirements set out in that section have the right to require the company to publish on a website a statement setting out any matter relating to: (i) the audit of the Company's accounts (including the auditor's report and the conduct of the audit) that are to be laid before the Annual General Meeting; or (ii) any circumstance connected with an auditor of the Company ceasing to hold office since the previous meeting at which annual accounts and reports were laid in accordance with section 437 of the Companies Act 2006. The Company may not require the shareholders requesting any such website publication to pay its expenses in complying with sections 527 or 528 of the Companies Act 2006. Where the Company is required to place a statement on a website under section 527 of the Companies Act 2006, it must forward the statement to the Company's auditor not later than the time when it makes the statement available on the website. The business which may be dealt with at the Annual General Meeting includes any such statement.

#### 9. Documents for inspection

A copy of this notice, and other information required by section 311A of the Companies Act 2006, can be found at www.huntsworth. com. A shareholder may not use any electronic address provided by the Company in this document or with any proxy appointment form or in any website for communicating with the Company for any purpose in relation to the Meeting other than expressly stated in it.

The following documents will be available for inspection at the registered office of the Company, 15-17 Huntsworth Mews, London NW1 6DD, during normal business hours (Saturdays, Sundays and Bank Holidays excepted) from the date of this notice until the date of the Annual General Meeting, and on that day will be available for inspection at the place of the meeting from 8.30 a.m. to the conclusion of the Meeting:

- (a) a copy of the Articles of Association; and
- (b) copies of the contracts of service of the Executive Directors of the Company and of the letters of appointment of the Non-Executive Directors of the Company.

#### 10. Corporate Representatives

Any corporation which is a member can appoint one or more corporate representatives who may exercise on its behalf all of its powers as a member provided that they do not do so in relation to the same shares.