
NOTES TO THE NOTICE OF THE ANNUAL GENERAL MEETING

Auditor Appointment

1. Members are advised that the Board has commenced a tender process for the appointment of new auditors. As this process is currently in progress, no resolution to appoint auditors will be put to members at this Annual General Meeting.

Once the tender process is complete and a preferred audit firm is identified, the Board will convene an Extraordinary General Meeting to seek member approval of the appointment, in accordance with the Articles of Association.

Procedures for Attendance at the Meeting

2. **Registration:** Members intending to attend in-person or to electronically participate the Meeting must register their intent to do so in advance by 18th February 2026 by notifying Nick Connor FIMI, Chief Executive Officer, c/o Antonella Dimaria in writing at ceooffice@theimi.org.uk stating whether attendance will be in-person or electronically.

Members participating in the Meeting electronically will be by way of video conferencing (to ensure that members can see and hear each other) accessed via Microsoft Teams and will receive a link to the Meeting upon registration as set out above.

3. **Proof of Membership:** Individual members must provide valid proof of membership at the time of registration and on the day of the Meeting. Acceptable forms of identification include a valid membership card, membership number, or any other official correspondence confirming active membership status. If you need help in finding your membership number please contact Antonella Dimaria, in writing at ceooffice@theimi.org.uk and provide your full name, date of birth, home address and e-mail address used for your membership.
4. **Business Members:** A corporation or organisation which is a member can appoint an authorised representative who may exercise on its behalf all its powers as a member. Representatives intending to attend in-person or electronically participate the Meeting, must register their attendance in advance by 18th February 2026, by notifying Nick Connor FIMI, Chief Executive Officer, c/o Antonella Dimaria in writing at ceooffice@theimi.org.uk stating the name of the Centre, the full-name of the representative and whether attendance will be in-person or electronically.

Electronic participation in the Meeting will be by way of video conferencing (to ensure that members can see and hear each other) accessed via Microsoft Teams and a link to the Meeting will be sent upon registration as set out above.

Annual Report and Accounts

5. As members are aware, the Annual Report and Accounts have been available on the Institute's website [here](#) since September 2025 and remain available. Anyone requiring a hard copy should contact ceooffice@theimi.org.uk or at the registered address above.

Communication

6. Except as provided above, members who have general queries about the Meeting should contact Nick Connor FIMI, Chief Executive Officer, c/o Antonella Dimaria at IMI, Fanshaws, Brickendon, Hertford, SG13 8PQ or by email ceooffice@theimi.org.uk (no other methods of communication will be accepted).

You may not use any electronic address provided either:

- in this notice of the Meeting; or
- any related documents

to communicate with the Institute for any purposes other than those expressly stated.