

NOTES TO THE NOTICE OF GENERAL MEETING

Appointment of proxies

1. As a member of the Company, you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at the general meeting (the 'Meeting'). You can only appoint a proxy using the procedures set out in these notes. A proxy does not need to be a member of the Company but must attend the Meeting to represent you. Details of how to appoint the Chair of the Meeting or another person as your proxy using the [proxy form](#) are set out in the notes to the [proxy form](#). If you wish your proxy to speak on your behalf at the Meeting, you will need to appoint your own choice of proxy (i.e. not the Chair) and give your instructions directly to them.
2. If you do not give your proxy an indication of how to vote on any resolution, your proxy will vote or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the Meeting.

Electronic appointment of proxies

3. You can appoint a proxy electronically by providing all details required on the proxy form in an email, or scanning in and returning a copy of the [proxy form](#) to ukka@ukkidney.org. For an electronic proxy appointment to be valid, your appointment must be received by the Company no later than close of business on Wednesday 19 October 2022.

Appointment of proxy using hard copy form

4. The notes to the [proxy form](#) explain how to direct your proxy how to vote on each resolution or withhold their vote. To appoint a proxy using the proxy form, the form must be:
 - 4.1 completed and signed
 - 4.2 sent or delivered to the Company at The UK Kidney Association, Secretariat, Brandon House Building, 20A1 Southmead Road, Filton, Bristol, BS34 7RR and
 - 4.3 received by the Company no later than close of business on Wednesday 19 October 2022.
 - 4.4 Any power of attorney or any other authority under which the [proxy form](#) is signed (or a duly certified copy of such power or authority) must be included with the proxy form.

Changing proxy instructions

5. To change your proxy instructions simply submit a new proxy appointment using the methods set out above. Note that the cut-off time for receipt of proxy appointments (see above) also apply in relation to amended instructions; any amended proxy appointment received after the relevant cut-off time will be disregarded. Where you have appointed a

proxy using the hard copy proxy form and would like to change the instructions using another hard copy proxy form, please contact ukka@renal.org. If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of proxies will take precedence.

Termination of proxy appointments

6. In order to revoke a proxy instruction, you will need to inform the Company using one of the following methods:

6.1 by sending a signed hard copy notice clearly stating your intention to revoke your proxy appointment to The UK Kidney Association, Brandon House Building, 20A1 Southmead Road, Filton, Bristol, BS34 7RR. Any power of attorney or any other authority under which the revocation notice is signed (or a duly certified copy of such power or authority) must be included with the revocation notice.

6.2 by sending an email to ukka@renal.org.

In either case, the revocation notice must be received by the Company no later than 9 a.m. on Wednesday 26 October 2022. Appointment of a proxy does not preclude you from attending the Meeting and voting electronically. If you have appointed a proxy and attend the Meeting, your appointment will automatically be terminated.