

National Adult Literacy Agency

(the “Company”)

41st ANNUAL GENERAL MEETING

NOTICE

NOTICE is hereby given that the 41st Annual General Meeting of the Company will be held on Zoom Saturday 30 April 2022 at 11am. It will be held for the following purposes:

Ordinary Resolutions

To consider, and if thought fit, to pass the following resolutions, which will be proposed as ordinary resolutions:

- to consider the minutes of the 2021 Annual General Meeting
- to receive and consider the Directors’ Report and Financial Statements for the year ended 31 December 2021
- to review the Company’s affairs;
- to elect and re-elect the Directors;
- to receive notification of any Co-Opted Directors appointed since the last annual general meeting
- to appoint or re-appoint the statutory auditors;
- to authorise the Directors to approve the remuneration of the statutory auditor.

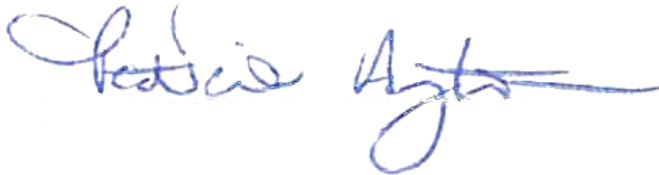
Please note:

- To attend the meeting on Zoom, members must register by 5 pm on 22 April 2022 on [NALA’s website](#). To minimise the risk of unauthorised access to the meeting, access to Zoom will be via a link. We will email you the link after you have registered. The link will not be issued to you until you have registered. NALA has put these requirements and restrictions in place to identify people who attend the meeting. We will record the AGM, and Members will be able to make comments and pose questions through Zoom.

- If you cannot attend via Zoom, you can appoint someone else to attend or vote for you. This is a Proxyⁱ. To attend by Proxy, you must request and return a Proxy Form. The Proxy Form is available on [NALA's website](#). You can also request the form from Margaret Murray, NALA Student and Membership Officer. Margaret's phone number is: 01 412 7928 or you can email Margaret at mmurray@nala.ie. A Proxy Form must be completed and returned to Margaret by email or posted to: The Company Secretary, FREEPOST, NALA, Sandford Lodge, Sandford Close, Ranelagh, Dublin 6, Ireland, D06 YF65, no later than 11am on Thursday 28 April 2022 (48 hours before the AGM).

Dated: 8 April 2022

BY ORDER OF THE BOARD



Patricia Ayton, Secretary

Note: Voting will be done online through google forms, or, if you are unable to attend online, you can vote by proxy vote (where someone else can attend and vote on your behalf).

Registered Office: Sandford Lodge, Sandford Close, Ranelagh, Dublin 6, Ireland, D06 YF65.

Company Registration Number: 342807

Registered Charity Number: 20020965

ⁱ The Companies Act 2014 requires that:

(i) a member entitled to attend and vote is entitled to appoint a proxy using the form set out in section 184 of the Companies Act 2014;

(ii) a proxy need not be a member; and

(iii) To be valid, the form of proxy must be lodged with the company not less than 48 hours before the time appointed for the meeting or any adjournment thereof.