

18 August 2024

EEF Limited

Annual General Meeting 2024

Dear member

AGM – 18 September 2024

I have the pleasure of confirming that the Annual General Meeting of EEF Limited (trading as Make UK) will be held at 12:00 on 18 September at our venue: Broadway House, Tothill Street, London SW1H 9NQ.

The resolutions to be put to the meeting are an important part of the governance arrangements for your company, and I would therefore urge all members to vote.

Members that are corporate bodies should appoint a proxy to vote on their behalf; details of how to do so are set out in the Notice of Annual General Meeting and Proxy Form attached to this email; please note that only one form is required per Member Company.

E-Voting

We are again offering online voting and encourage you to [submit your vote online](#).

All these documents can also be found on our website at <https://www.makeuk.org/agm2024>

Alternatively, you can complete and return the attached voting forms via the company secretary email address at companysecretary@makeuk.org

Directors' appointments

Under the Company's articles of association, all Directors serve an initial three-year term of office and automatically retire at the end of that term at an AGM. Subject to recommendation by the Board, all Directors may stand for re-election for a further three-year term, up to a maximum total term of six years, following which any further exceptional recommendation for directors initially appointed prior to 28 November 2018 would be on an annual basis, up to a maximum total term of nine years.

The Board currently has no co-opted directors.

Two of the directors, Fiona Morris and James Greenham, having completed one three-year term (three years in total), and having joined after 2018, are invited to be appointed for a further three-year term (six years in total). They intend to stand for re-election. The Board recommends members vote in favour of these appointments.

Other Ordinary Resolutions

The ordinary resolutions proposed to be put to the Annual General Meeting are:

- accepting the report and accounts for the year to 31st December 2023;

- the re-appointment of the auditors, Haysmacintyre; and
- the Board of directors be authorised to agree the remuneration of the auditors.

Directors who stepped down during the year

Brian Holliday is the last of our directors serving under the pre-2018 rules, and he has unfortunately reached the end of his tenure as a Director on our Board.

Electronic communications

As well as being enclosed with this letter, you can access the *Notice of Annual General Meeting and Proxy Form*, our most recent report and accounts and all related documents on our website at <https://www.makeuk.org/agm2024>.

If you wish to receive hard copies of those communications, please let us know by writing to the Company Secretary at the address given below or emailing companysecretary@makeuk.org

Kind regards,



The Rt Hon Lord Hutton of Furness
Chair, EEF Limited

The address for communications in relation to any matter referred to in this letter is:

By post to:

The Company Secretary, Make UK, Broadway House, Tothill Street, London SW1H 9NQ

By email to:

companysecretary@makeuk.org