



Company No. 03258939

The United Kingdom Council for Psychotherapy (the “Company”)

Form of Proxy (only complete if you will NOT be attending the meeting)

I *[insert member name]*.....

[insert UKCP membership number].....

being a member of the Company entitled to attend and vote at any general meeting of the Company, appoint the Chair of the meeting or

[insert the full name of the person you wish to appoint as your proxy if not the chair]

.....,

to act as my proxy and to vote in my name and on my behalf at the general meeting of the Company to be held on Friday 20 September 2019 and at any adjournment thereof.

I direct my proxy to vote as indicated with an “X” in the relevant box below: *(for further details of the special resolutions see the document available at [\[add link\]](#))*

Special Resolution – Amendment of Articles This resolution deals with all of the changes together. If this resolution is not passed, then the individual special resolutions 1- 7 below will be voted on, dealing with each set of changes separately. If you vote in favour of this resolution and leave 1-7 below blank this will be regarded as a vote in favour of each of these resolutions. (Do not forget the Ordinary resolution on page 2).	For	Against	Vote withheld	Discretionary
Special Resolution 1 – Formatting	For	Against	Vote withheld	Discretionary
Special Resolution 2 – Deletion of old transition clause	For	Against	Vote withheld	Discretionary
Special Resolution 3 – Change of Trustee Term of Office Increase in time-out rule	For	Against	Vote withheld	Discretionary
Special Resolution 4 – RPMC Amendment	For	Against	Vote withheld	Discretionary
Special Resolution 5 – Members’ Forum Correction	For	Against	Vote withheld	Discretionary
Special Resolution 6 – UKCP Magazine amendment	For	Against	Vote withheld	Discretionary
Special Resolution 7 – Standing Orders Correction	For	Against	Vote withheld	Discretionary

Ordinary Resolution – Amendment of Byelaws and Standing Orders	For	Against	Vote withheld	Discretionary
<p><i>THAT the regulations contained in the printed documents [marked 'B' and 'C'] submitted to this meeting and, for the purpose of identification signed by the secretary, hereof be approved and adopted as the Byelaws and Standing Orders of the company in substitution for and to the exclusion of all the existing Byelaws and Standing Orders thereof.</i></p>				

Signature:

Dated: 2019

Instructions:

1. The Chair of the meeting shall act as a proxy unless another proxy is desired, in which case insert the full name of your proxy in the space provided above. A proxy need not be a member of the Company, but must attend the meeting in person. Where you appoint as your proxy someone other than the Chair, you are responsible for ensuring that such person attends the meeting and is aware of your voting intentions. If you wish your proxy to speak on your behalf at the meeting you will need to appoint as your proxy someone other than the Chair and instruct that person accordingly.

2. Please indicate with a cross in the appropriate box how you wish the proxy to vote. If you mark the box “vote withheld”, it will mean that your proxy will abstain from voting and, accordingly, your vote will not be counted either for or against the relevant resolution. If you select “discretionary” or fail to select any of the given options, the proxy can vote as he or she chooses or can decide not to vote at all. The proxy will act in his or her discretion in relation to any business other than that specified above arising at the meeting (including any resolution to amend a resolution or to adjourn the meeting).

3. When you have completed this form, you can
 - I) sign it and return it by post to the UKCP Governance Manager, UK Council for Psychotherapy, 2nd Floor America House, 2 America Square, London EC3N 2LU; or
 - II) scan and attach a signed copy to an email and send it to governance@ukcp.org.uk entering “Proxy Vote” in the email subject box; or
 - III) Complete the form electronically and attach it to an email and send it to governance@ukcp.org.uk entering “Proxy Vote” in the email subject box. In this instance the form will be accepted without a signature provided that the email is sent from an email address for the member that is registered with UKCP.

Any alteration or deletion must be signed and initialled. In the case of a corporation, this form of proxy must be executed under its common seal or signed on its behalf by an attorney or officer of the corporation.

4. To be valid, this form and the power of attorney or other authority (if any) under which it is signed, or a notarially certified copy of such power or authority, must be deposited with the UKCP Governance Manager not less than **48 hours** before the time of the meeting or any adjournment of the meeting. Alternatively you can have this form and the power of attorney or other authority (if any) under which it is signed, or a notarially certified copy of such power or authority, delivered to the UKCP Governance Manager (who will be at the meeting) or his appointed alternate immediately before the start of the meeting.
5. Appointment of a proxy does not preclude you from attending the meeting and voting in person. If you have appointed a proxy and attend the meeting in person, your proxy appointment can be terminated to allow you to vote at the meeting.

In order to revoke a proxy instruction you will need to inform the UKCP Governance Manager not less than 48 hours before the time of the meeting or any adjournment of the meeting by sending a signed hard copy notice clearly stating your intention to revoke your proxy appointment to the UKCP Governance Officer, UK Council for Psychotherapy, 2nd Floor, America House, 2 America Square, London EC3n 2LU, or by scanning and attaching a copy of such a signed notice to an email and sending it to governance@ukcp.org.uk entering "Proxy appointment Revocation – UKCP September 2019 General Meeting" in the email subject box. Alternatively, you can revoke a proxy instruction by having a signed hard copy notice clearly stating your intention to revoke your proxy appointment delivered to the UKCP Governance Manager (who will be at the meeting) or his appointed alternate immediately before the start of the meeting. In the case of a corporation, the revocation notice must be executed under its common seal or signed on its behalf by an officer of the company or an attorney for the company. 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. If you submit more than one valid proxy appointment but the instructions in such appointments are not compatible with each other, the appointment received last before the latest time for the receipt of proxies will take precedence.