30th of November 2023

Dear Member,

Please be advised that on 30th of November 2023, the British Chamber of Commerce Azerbaijan will hold its Annual General Meeting.

Please find attached:

1. the Agenda;
2. nomination forms for candidates for the BCCA Board of Directors. There are seven places to be filled at the AGM. Please send me fully completed and signed nomination forms to [ysalayev@bdo.az](mailto:ysalayev@bdo.az) by 12:30 on the 17th of November, so that the ballot papers may be prepared in time for the AGM;
3. proxy form. If you cannot attend the AGM, please appoint a proxy to attend and vote in your place. This will ensure we have a quorum at the AGM. A person can be appointed proxy for more than one member.

The originals of all completed nominations must be received by the Secretary, Yunis Salayev at BDO Offices, 8 November Ave. 15, Baku AZ1025, Azure Business Centre by 12:30 on the 17th of November 2023. Unless the original nomination form has been received by this time, the relevant nomination will not be considered valid. Please note that a BCCA Voting member shall nominate a representative of another Voting member to the Board. A BCCA Member can make only one nomination for the Board of Directors. Nomination of own employee shall not be permitted.

Please either send your proxy form to Yunis Salayev by 12:30 on the 17th of November 2023, or give it to your proxy to bring to the AGM.

The AGM will be held in person.

Following on from the AGM, our normal Monthly Meeting will take place.

Please make sure you properly register to attend the AGM in accordance with the instruction that will be shared by the Chamber personnel in dure course.

Yours sincerely

Yunis Salayev

Director, Secretary

British Chamber of Commerce Azerbaijan