

Notice of Annual General Meeting **Friday 6th November 2026**

NOTICE IS HEREBY GIVEN of the sixty-first Annual General Meeting of the Institute to be held as a hybrid meeting (in-person at the Holiday Inn Express Birmingham NEC, Bickenhill Parkway, Birmingham, B40 1QA or online via Teams) on Friday 6th November 2026 at 10.00am to conduct the following business:

1. To receive the 2025 Annual Report and Accounts.
2. To confirm the following Bye-Law No 1/2025. Membership subscription for 2026 shall be for Life Membership at a rate of £375.00 for all members. A 5-Year Affiliate Membership fee of £255.00.
3. To authorise Council to appoint Auditors and fix their remuneration for the ensuing year.

Institute members wishing to participate in the meeting should indicate their intention to do so and inform the administration team as to whether this will be virtual or in-person attendance by emailing: admin@ims-productivity.com by **Friday 23rd October 2026**.

By Order of Council of Management 13th August 2026

Institute of Management Services FORM OF PROXY – **FOR CORPORATE MEMBERS ONLY**

I (full name)
 of (full address)

Membership Grade..... Membership No

Hereby appoint Mr M Cooper, c/o Cygnul, 9-10 Hanley Workshops, Hanley Swan, Worcestershire, WR8 0DX or failing him the Chairman of the meeting to vote for me and on my behalf in accordance with the directions, if any, given hereunder at the sixty-first Annual General Meeting of the Institute to be held as a hybrid meeting on Friday 6th November 2026 at 10.00 am and at every adjournment thereof.

RESOLUTION NO 2 FOR / AGAINST * (Bye-Law No: 1/2025)

RESOLUTION NO 3 FOR / AGAINST * (Appointment of Auditor)

*delete as applicable

as witness my hand the..... day of2026

Signed.....

This proxy form must be delivered to Mr M Cooper, c/o Cygnul, 9-10 Hanley Workshops, Hanley Swan, Worcestershire, WR8 0DX by no later than 10am Friday 3rd October 2025. The name of Mr M Cooper has been inserted (or chairman of the meeting) to ensure that your vote is cast in the way you have indicated. You may, however, insert another proxy holder if you wish who must be a corporate member of the Institute, but your vote will not be recorded if he or she is not present at the meeting.