

ENGLISH TABLE TENNIS ASSOCIATION Limited
(Trading as Table Tennis England) ("Company")
Company number 04268058



Ref: 7769/0721/JKB
Date 18th June 2021

To: Company Members

The President, Honorary Past President, Vice-Presidents and
Honorary Life Members
The Secretaries of Affiliated Organisations
The Auditors

Bradwell Road
Loughton Lodge
Milton Keynes
MK8 9LA
Tel: 01908 208860

Letter from the Chair - Annual General Meeting 2021 and COVID-19 contingencies

Enclosed you will find the formal notice of the Company's 2021 Annual General Meeting (**AGM**) (to be held on 17 July 2021), further details of the AGM's format and how to exercise your rights at the AGM. Our preference had been to welcome members in person to our 2021 AGM, to the extent members wished to attend physically. However, at the time of sending out this notice and planning the AGM, COVID-19 related legislative restrictions remain in place and the public health situation remains unclear.

As such, to the extent that restrictions on indoor gatherings remain in place at the time of the AGM, members will not be able to attend the physical location for the Annual General Meeting in person and instead can join the meeting by electronic means (we will be using Zoom for this purpose).

Regardless of whether restrictions are in place at the date of the AGM, the Board strongly recommends and urges members to attend the meeting electronically, by Zoom. If you are unable to do so, or do not want to, you can instead appoint a proxy to attend the meeting on your behalf (such as by appointing the chair of the meeting as your proxy) and instruct them how to vote on motions put to the meeting. The proxy will then have to vote as you have instructed. This is so that we can manage the safety and administration of the meeting in this constantly evolving public health context.

You will note that the notice of the meeting states that it will be held at the Milton Keynes registered office address. The Chairman, Deputy Chairman and a small group of other staff and/or board members will host the AGM from Milton Keynes with the rest of the membership attending either remotely or by proxy. We are holding the meeting in this way because we have been advised that this will ensure that the meeting is held validly in the current context (by holding a small physical meeting and inviting members to join electronically).

You will be able to exercise all of your rights by attending electronically and anyone who chooses to attend physically at the Milton Keynes venue would only be able to access the meeting on the same basis as someone attending electronically - i.e. by using a laptop to join the zoom meeting and exercising any voting rights, etc., through the Zoom and MiVoice platforms. In order to protect public health and to comply with current law and guidance, anyone attending the meeting physically will also be required to present a negative lateral flow test, observe social distancing, wear a mask when moving around, bring a laptop and bring their own refreshments as we will not be providing these at the venue. Please do attend the meeting remotely or by proxy, accordingly.



Last year, the government introduced temporary legislation which allowed companies to hold AGMs and other general meetings much more flexibly, including fully virtually. That legislation has now expired and we have been advised that there is as yet no clarity as to whether a fully virtual meeting is valid, which is why the meeting will be held as a 'hybrid' meeting in this way.

Details as to how to register for, and to join, the Zoom meeting will follow in due course.

Many thanks for your understanding.

Sandra Deaton

Chair

The registered office of the Company is Bradwell Road, Loughton Lodge, Milton Keynes, MK8 9LA

Encls.