

Shareholder Meeting Checklist



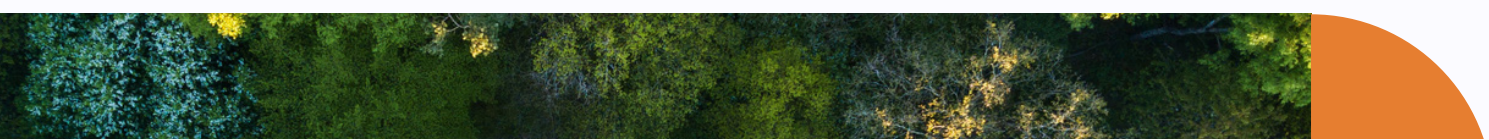
Effective shareholder meetings are essential for maintaining strong relationships with investors and ensuring good corporate governance in SMEs in England and Wales. Boardify's Shareholder Meeting Checklist provides a step-by-step guide for organisations to plan, conduct, and follow up on shareholder meetings. By offering this valuable resource, Boardify helps SMEs promote transparency, accountability, and stakeholder engagement, contributing to their long-term success and growth.

Pre-meeting

- Schedule the shareholder meeting well in advance
- Prepare and distribute the notice of the meeting and proxy materials
- Ensure compliance with applicable laws and regulations for shareholder meetings
- Arrange a suitable venue and time
- Confirm attendance of board members, management, and necessary advisors

Meeting

- Call the meeting to order
- Confirm quorum is present
- Approve previous shareholder meeting minutes
- Present management and financial reports
- Address any shareholder proposals or resolutions
- Conduct voting on agenda items, such as director elections and auditor appointments
- Address shareholder questions and concerns
- Discuss any other business



Post-meeting

- Prepare and circulate minutes of the meeting
- File required regulatory disclosures and documents
- Communicate meeting outcomes to relevant stakeholders
- Follow up on action items and decisions

