

Important notice: Please note that this document has been drafted in Greek and English. In the event of any discrepancy between the English text and the Greek text, the Greek text shall prevail.

BRITISH HELLENIC
Chamber of
COMMERCE



working together
SINCE 1945

Athens, 12 April 2021

CONVOCATION
OF THE MEMBERS OF THE
BRITISH HELLENIC CHAMBER OF COMMERCE
TO ATTEND THE 2021 ANNUAL GENERAL ASSEMBLY

I. According to the decision of the Board of Directors of 30th of March 2021 and the provisions of Articles 7 and 8 of the Articles of Association (Athens First Instance Court registration number 2172/1995), the members of the British Hellenic Chamber of Commerce (BHCC) are invited to the 2021 **Annual General Assembly to be virtually held on** Holy Monday, 26th April 2021 and start time at 13.00. In the event that a quorum is not established on the aforementioned date, and in line with the Articles of Association, **the Annual General Assembly shall be held again**, without an additional invitation,

on Holy Tuesday, 27th April 2021
and start time at 17.00

which will also be held virtually for all its participating members, in accordance with Article 23, par.8, Law 4712/2020, **in order to discuss and decide on the following items on the agenda.** In that case, all members will be notified by email.

AGENDA

- Item 1:** Election of a Chairman and two Secretaries of the General Assembly, after a quorum has been established, by the President of the BoD
- Item 2:** Report of the Board of Directors for the year 2020
- Item 3:** Annual Accounts for the year 2020
- Item 4:** Auditors' Report
- Item 5:** Discharge of both the Board of Directors and the Auditors from any responsibility for the year 2020

Note: The documents that will be submitted to the General Assembly related to the Agenda, will be available in electronic form and will be in time uploaded on BHCC's website.

In the event that a quorum is not achieved on the first date, we suggest (as it is usually the case) members of the British Hellenic Chamber of Commerce who intend to participate in the virtual Annual General Assembly, to kindly consider participating in the second indicated date, namely Holy Tuesday, 27th of April 2021, at 17.00.

II. Procedure and Requirements for Participation in the Annual General Assembly

Only paid-up members that have fulfilled their financial obligations (annual subscription fees up to 2021 included) to BHCC are eligible to participate and vote on matters on the Agenda, at the Annual General Assembly. Please note that in order to participate in the Annual General Assembly, any outstanding subscription fees should be settled **by Monday, 19th April 2021, at 17.00** the latest.

Legal entities may be represented by a duly authorised representative, in writing, who may fully exercise all the rights of the member, using the **Proxy (A)** template (provided).

Any paid-up member of the Chamber shall be entitled to be represented at the General Assembly by another member of the BHCC, as long as the authorisation document is submitted in writing using the **Proxy (B)** template (provided). Both Proxy (A) and Proxy (B) offer the right to vote on all the items on the Agenda.

As far as legal representation is concerned, we would like to note that:

- each member - physical or legal entity - may represent **up to two (2) paid-up absent members**.
- Regarding the legal entity authorisation procedure, please note that the legal representative of the entity must **duly sign and stamp** the proxy document before submitting it to the Chamber.
- **Proxies shall be sent** by email (scanned) to the attention of Mrs Lina Dede L.dede@bhcc.gr and / or Mrs Louiza Stefa, L.stefa@bhcc.gr, or delivered by courier or handed in, in person (after contacting BHCC personnel and notifying them of your arrival at BHCC's premises due to the coronavirus pandemic restrictions), to the British Hellenic Chamber of Commerce, 25, Vassilissis Sophias Avenue, 1st floor, Athens, 10674, tel.: 210 72 10 361, **as soon as possible, prior to the scheduled Annual General Assembly date and no later than Monday, 19th April 2021, at 17.00** (closure date and time for proxy submission). No proxies shall be accepted after expiry of the deadline (19th April 2021).

Kindly confirm safe receipt of the required completed Proxy with Mrs Lina Dede and/or Mrs Louiza Stefa. Please remember that if a Proxy concerns a legal entity, it should be duly stamped and signed by the legal representative of the legal entity.

The required checking of the proxies and the good financial standing of the members participating, will be completed prior to the General Assembly date, in order to ensure appropriate preparation and the timely dispatch of a participation electronic code, along with the required technical instructions for participation in the virtual Assembly.

III. Data Protection consent

Members who wish to participate in the Annual General Assembly of BHCC either in person or through a representative, provide their consent to the use and retention of specific data (name, surname, email address, phone number, potential position as a representative of a legal entity). GDPR provisions of members are described in the appendix of their application documents, sent to BHCC when first enrolled at the Chamber.

IV. Technical instructions for participating in the Annual General Assembly

This year's Annual General Assembly will be hosted virtually, through a teleconference.

All members of the Chamber may digitally participate, without their physical presence, through live streaming on **EVENTORA**, once their eligibility has been checked, based on the necessary certification process.

Fully paid – up members of BHCC who have applied to join the General Assembly, will timely receive a personal link sent to their declared email address, which will enable them to enter EVENTORA platform and vote on all matters on the Agenda. Members who have been given written proxies in order to represent other members of the Chamber, will vote on behalf of them using the same personal link they would have already received.

All the necessary, detailed technical instructions will be dispatched to participants on time, while extra support and clarifications will be provided by the General Assembly Committee during the Annual General Meeting.

For access to the electronic platform a computer, a smartphone or a tablet is required, using a browser and internet connectivity.

A helpdesk will also be available for further information and support, throughout the General Assembly. For any questions, members may contact the Chamber at: 210 72 10 361, Mrs Lina Dede L.dede@bhcc.gr, or Mrs Louiza Stefa L.stefa@bhcc.gr.

V. General Assembly Committee

In order to secure smooth conduct of the Annual General Assembly, we kindly ask our members who would like to participate in the General Assembly Committee, either as the Chairman of the General Assembly Committee or as one of the two Secretaries of the General Assembly, to express their interest in writing and notify the Chamber accordingly, by sending an email to Mrs Lina Dede: L.dede@bhcc.gr or Mrs Louiza Stefa: L.stefa@bhcc.gr, **by Friday, 16th April 2021, closure time 17:00** in order to follow the appropriate technical preparation on EVENTORA platform.

It must be stated that the candidate serving as the Chairman of the General Assembly Committee, should be physically present at the Chamber premises, where all the necessary health measures will be implemented, according to the official guidelines. The two Secretaries of the General Assembly may remotely participate in the procedures, as their presence at the premises is not a prerequisite.

VI. Voting Procedure and Decision – making Process

All members who will participate in the Annual General Assembly will remotely vote, on all items on the Agenda through Eventora platform. Members of the Chamber will be invited to vote on the items of the Agenda by clicking the relevant box displayed on their screen, choosing one of the three answers below:

- (1) Yes / I approve
- (2) No / I do not approve
- (3) Abstain

In regard to the approval of the members of the General Assembly Committee, an open ballot system will be held at the beginning of the General Assembly, during which members of the Chamber will vote on EVENTORA, for the election of the three – member Committee of the General Assembly.

VII. Queries Submission Process

During the General Assembly, members will be able to submit their queries only in writing, using the provided chat space. Their query submission will be accompanied by their name and surname. All queries will be uploaded on the electronic platform used for the teleconference and will be visible to every participant in the General Assembly.

Dear Members,

We warmly thank you and we will be happy to welcome you at the Annual General Assembly of the British Hellenic Chamber of Commerce.

Yours Sincerely,

Anna Kalliani



President

Kyriacos Evangelou



President