#### **NOTICE OF ANNUAL GENERAL MEETING**

Notice is hereby given that the Annual General Meeting of InterQuest Group plc (the "Company") will be held at 6-7 St Cross Street, London, EC1N 8UA on 29<sup>th</sup> June 2015 at 9.00am for the following purposes:

#### **ORDINARY BUSINESS**

To consider and, if thought fit, pass the following resolutions each of which will be proposed as an ordinary resolution:-

#### REPORTS AND ACCOUNTS

1. To receive the audited financial statements of the Company for the financial year ended 31 December 2014 and the directors' and auditors' reports thereon.

#### **RE-ELECTION OF DIRECTOR**

2. To re-elect Gary Ashworth as a director.

#### **RE-APPOINTMENT OF AUDITORS**

3. To re-appoint Deloitte LLP as auditors of the Company to hold office with immediate effect until the conclusion of the next general meeting at which accounts are laid before the shareholders and to authorise the directors to fix the auditors' remuneration.

#### APPOINTMENT OF NON-EXECUTIVE DIRECTOR

4. That David Charles Higgins, having consented to act, be appointed as a director of the Company with effect from 7<sup>th</sup> April 2015.

#### **SPECIAL BUSINESS**

To consider and, if thought fit, pass the following resolutions of which resolution 5 will be proposed as an ordinary resolution and resolutions 6 and 7 will be proposed as special resolutions:-

#### **AUTHORITY TO ALLOT RELEVANT SECURITIES**

5. That, in substitution for all existing authorities, the directors be and hereby are generally and unconditionally authorised in accordance with section 551 of the Companies Act 2006 to exercise all powers of the Company to allot shares in the Company and to grant rights to subscribe for or to convert any security into shares in the company up to a maximum aggregate nominal amount of £119,110.88 this authority to expire 15 months after the date of this resolution or at the conclusion of the next annual general meeting of the Company, whichever occurs first (unless previously renewed, varied or revoked by the Company in a general meeting), but the Company may, before such expiry, make an offer or agreement which would or might require relevant securities to be allotted after the expiry of such authority and the directors may allot relevant securities in pursuance of that offer or agreement as if the authority conferred by this resolution had not expired.

## **DIS-APPLICATION OF PRE-EMPTION RIGHTS**

- 6. That, subject to the passing of resolution 5 above, the directors be and hereby are generally empowered pursuant to section 570 of the Companies Act 2006 to allot equity securities (within the meaning of section 560 of the Companies Act 2006) for cash pursuant to the authority conferred by resolution 5 as if sub-section (1) of Section 561 of the Companies Act 2006 did not apply to any such allotment. This power is limited to:-
  - (a) the allotment of equity securities where such securities have been offered (whether by way of a rights issue, open offer or otherwise) to holders of ordinary shares in the capital of the Company made in proportion (as nearly as may be) to their existing holdings of ordinary shares but subject to the directors having a right to make such exclusions or other arrangements in connection with the offering as they deem necessary or expedient:-
    - (i) to deal with equity securities representing fractional entitlements; and

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- (ii) to deal with legal or practical problems under the laws of any territory or the requirements of any regulatory body or stock exchange; and
- (b) the allotment of equity securities for cash otherwise than pursuant to paragraph (a) up to a maximum aggregate nominal amount of £17,866.63.

and will expire 15 months after the date of this resolution or at the conclusion of the next annual general meeting of the Company, whichever occurs first, but the Company may, before such expiry, make an offer or agreement which would or might require equity securities to be allotted after such expiry and the directors may allot equity securities in pursuance of that offer or agreement as if the power conferred by this resolution had not expired.

This power applies in relation to a sale of shares which is an allotment of equity securities by virtue of section 560 of the Companies Act 2006 as if in the first paragraph of this resolution the words "pursuant to the authority conferred by resolution 5" were omitted.

## SHORTER NOTICE OF GENERAL MEETINGS

7. That a general meeting other than an annual general meeting may be called on not less than 14 clear days' notice.

By Order of the Board

Secretary

Dated: 4th June 2015

Registered office: 6-7 St Cross Street, London, EC1N 8UA

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#### **NOTES**

- 1. A member entitled to attend and vote at the annual general meeting is also entitled to appoint a proxy or proxies to attend, speak and vote instead of him. A member may appoint more than one proxy in relation to the meeting, provided that each proxy is appointed to exercise the rights attached to a different share or shares held by that member. A proxy need not be a member of the Company. Appointment of a proxy will not preclude a member from attending and voting in person at the meeting.
- 2. Members may appoint a proxy or proxies by completing and delivering the form of proxy enclosed herewith by post or by hand to the Company at the registered office of the Company, being 6-7 St Cross Street, EC1N 8UA
- 3. To be effective the appointment of a proxy, or amendment to the instructions given for a previously appointed proxy, must be delivered to the registered office of the Company not less than 48 hours before the time for holding the meeting. In addition, any power of attorney or other authority under which the proxy is appointed (or a notarially certified copy of such authority) must be deposited at the registered office of the Company not less than 48 hours before the time for holding the meeting.
- 4. A member may mark the appropriate box alongside the resolution on the form of proxy to indicate whether his votes are to be cast "for", or "against", or whether his vote is to be withheld from the resolution. Unless specific instructions are given on how to vote on the resolution, the proxy will be able, at his or her discretion, either to vote "for" or "against" the resolution or to withhold from voting.
- 5. In the case of joint holders of a share the vote of the senior who tenders a vote, whether in person or by proxy, shall be accepted to the exclusion of the votes of the other joint holders. For this purpose seniority is determined by the order in which the names of the holders stand in the register of members in respect of the joint holding.
- 6. Copies of all directors' service contracts and contracts of appointment between the non-executive directors and the Company (or a memorandum of the terms thereof), printed copies of this notice and the documentation sent with it to shareholders including the financial statements for the financial year ended 31 December 2014 will be available for inspection during normal business hours at the registered office of the Company from the date of this notice, and will also be available for inspection at the venue of the annual general meeting for at least 15 minutes prior to the commencement of the meeting until its conclusion.
- 7. Pursuant to Regulation 41 of the Uncertificated Securities Regulations 2001, the time by which a person must be entered on the register of members in order to have the right to attend and vote at the annual general meeting is 9.00am on 29<sup>th</sup> June 2015 (being not more than 48 hours prior to the time fixed for the meeting) or, if the meeting is adjourned, such time being not more than 48 hours prior to the time fixed for the adjourned meeting. Changes to entries on the register of members after that time will be disregarded in determining the right of any person to attend or vote at the meeting.
- 8. A corporation, which is a member, may appoint a person or persons to act as its representative or representatives and to vote in person at the meeting. The appointment must comply with the requirements of section 323 of the Companies Act 2006. The representative or representatives should bring to the meeting evidence of his or her appointment, including any authority under which it is signed, unless previously given to the Company's registrar.
- 9. In order to facilitate voting by corporate representatives at the meeting, arrangements will be put in place at the meeting so that:
  - 9.1 if a corporate member has appointed the chairman of the meeting as its corporate representative with instructions to vote on a poll in accordance with the directions of all of the other corporate representatives for that member at the meeting, then on a poll those corporate representatives will give voting directions to the chairman and the chairman will vote (or withhold a vote) as corporate representative in accordance with those directions; and
  - 9.2 if more than one corporate representative for the same corporate shareholder attends the meeting but the corporate shareholder has not appointed the chairman of the meeting as its corporate representative, a designated corporate representative will be nominated, from those corporate representatives who attend, who will vote on a poll and the other corporate representatives will give voting directions to that designated corporate representative.

Corporate shareholders are referred to the guidance issued by the Institute of Chartered Secretaries and Administrators on proxies and corporate representatives - www.icsa.org.uk - for further details of this procedure. The guidance includes a sample form of representation letter if the chairman is being appointed as described in 9.1 above.

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# InterQuest Group plc

# **Annual General Meeting 29th June 2015**

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	g a holder/holders of ordinary shares in InterQuest Group pla or failing him/her	c (the " <b>Co</b> i			
my/o on 29 direc	ur proxy and vote for me/us on my/our behalf at the annual general June 2015 (notice of which was communicated to the members tors' and auditors' reports thereon for the financial year endedurnment thereof.	al meeting of with the fin	of the Compa ancial stater	any to be held nents and the	
on a	We direct my/our proxy to vote as indicated by an X in the appropriate column. If no indication is given, and on any other resolutions proposed at the meeting, my/our proxy will vote or abstain from voting as he/she thinks fit.				
Resolutions to be proposed		For	Against	Withheld	
OR	DINARY BUSINESS				
1.	<b>ORDINARY RESOLUTION</b> To receive the audited financial statements of the Company for the financial year ended 31st December 2014 and the directors' and auditors' reports thereon.				
2.	<b>ORDINARY RESOLUTION</b> To re-elect Gary Ashworth as a director.				
3.	<b>ORDINARY RESOLUTION</b> To re-appoint Deloitte LLP as auditors of the Company to hold office with immediate effect until the conclusion of the next general meeting at which accounts are laid before the shareholders and to authorise the directors to fix the auditors' remuneration.				
4.	<b>ORDINARY RESOLUTION</b> That David Charles Higgins, having consented to act, be appointed as a non-executive director of the Company with effect from 7 <sup>th</sup> April 2015.				
SPE	ECIAL BUSINESS				
5.	<b>ORDINARY RESOLUTION</b> To authorise the directors to exercise all powers of the Company to allot relevant securities up to a maximum aggregate nominal amount of £119,110.88 this authority to expire 15 months after the date of this resolution or at the conclusion of the next annual general meeting of the Company, whichever occurs first.				
6.	SPECIAL RESOLUTION Subject to the passing of resolution 5 above, to authorise the directors to allot equity securities for cash as if sub-section (1) of Section 561 of the Companies Act 2006 did not apply to any such allotment up to a maximum aggregate nominal amount of £17,866.63 this authority to expire 15 months after the date of this resolution or at the conclusion of the next annual general meeting of the Company, whichever occurs first.				
7.	<b>SPECIAL RESOLUTION</b> That a general meeting other than an annual general meeting may be called on not less than 14 clear days' notice				

# **NOTES**

- 1. A member of the Company entitled to attend and vote at the annual general meeting is also entitled to appoint a proxy or proxies to attend, speak and vote instead of him. A member may appoint more than one proxy in relation to the meeting, provided that each proxy is appointed to exercise the rights attached to a different share or shares held by that member. A proxy need not be a member of the Company. Appointment of a proxy will not preclude a member from attending and voting in person at the meeting.
- 2. A member wishing to appoint a person other than the chairman of the meeting as proxy should insert the name and address of such person in the space provided.
- 3. The vote withheld option is provided to enable you to abstain on any particular resolution. It should be noted that a vote withheld is not a vote in law and will not be counted as a vote for or against a resolution.
- 4. This form must be signed and dated by the member or his/her attorney duly authorised in writing. Any alterations made to this form of proxy must be initialled.
- 5. Where this form of proxy is executed by a corporation it must either be under its common seal or signed on its behalf by a duly authorised officer or an attorney.
- 6. In the case of joint holders of a share the signature of any one holder will be sufficient but the names of all the joint holders should be stated. The vote of the senior who tenders a vote whether in person or by proxy will be accepted to the exclusion of the votes of the other joint holders. For this purpose seniority is determined by the order in which the names of the holders stand in the register of members in respect of the joint holding.
- 7. To appoint more than one proxy please photocopy this form indicating on each copy the name of the proxy you wish to appoint and the number of shares in respect of which the proxy is appointed. All forms must be signed and should be returned in the same envelope.
- 8. If this form of proxy is signed and returned without any intention as to how the proxy should vote, the proxy will exercise his discretion as to whether and how he is to vote.
- 9. To be effective, this form of proxy, or amendment to the instructions given for a previously appointed proxy, must be delivered to the registered office of the Company not less than 48 hours before the time for holding the meeting. In addition, any power of attorney or other authority under which the proxy is appointed (or a notarially certified copy of such authority) must be deposited at the registered office of the Company, being 6-7 St Cross Street, London, EC1N 8UA, not less than 48 hours before the time for holding the meeting.
- 10. If you submit more than one valid proxy appointment in respect of the same shares for which a proxy is appointed, the appointment received last before the latest time for receipt of proxies will take precedence in respect of such shares.

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#### **EXPLANATORY NOTES**

## InterQuest Group plc

## Annual General Meeting 29th June 2015

## Resolution 1 The Report and Accounts.

The directors are required to present to the meeting the audited financial statements and the reports of the directors and the auditors thereon for the financial year ended 31 December 2014.

## Resolution 2 Re-appointment of Director

Article 89 of the Company's Articles of Association provides that one third of the directors, or if the number of directors is not three or a multiple of three, the number nearest to but not exceeding one third shall retire from office. The directors to retire by rotation shall those who have been longest in office since their appointment or last reappointment.

Being that there are five directors, one director is required to retire by rotation. Gary Ashworth was re-appointed on 26<sup>th</sup> June 2012 and with Paul Frew has been in office the longest since his appointment or re-appointment. Biographical details of Gary Ashworth are set out on the company's website; <a href="https://www.interquestgroup.com">www.interquestgroup.com</a>.

# Resolution 3 Re-appointment of Auditors.

The Company is required to appoint auditors at each general meeting at which accounts are laid before the Company, to hold office until the end of the next such meeting.

This resolution proposes that Deloitte LLP be re-appointed as auditors for the current year and, in accordance with standard practice, gives authority to the directors to determine the remuneration to be paid to the auditors.

# Resolution 4 Appointment of Non-Executive Director

Mr David Charles Higgins (age 56) was appointed as a non-executive director of the Company effective with effect from 7th April 2015. Mr Higgins has extensive experience in the recruitment market having been a founder and Chief Executive of Harvey Nash plc. During his tenure, Mr Higgins developed Harvey Nash from a UK centric business into a global organisation with revenues of over £300 million by expanding its operations into Europe, the US and Asia.

# Resolution 5 Authority to Allot Shares.

Under section 551 of the Companies Act 2006, the directors of a company cannot allot unissued shares and other "relevant securities" unless they are authorised to do so by the Company in general meeting.

This resolution, if passed, will continue to give the directors flexibility to act in the best interests of the shareholders, when opportunities arise, by issuing new shares pursuant to section 551 of the Companies Act 2006, amounting to a maximum aggregate nominal amount of £119,110.88, being one third of the total issued ordinary share capital as at 4<sup>th</sup> June 2015. The directors have no current intention of exercising this authority.

This authority will expire 15 months after the date of this resolution or at the conclusion of the next annual general meeting of the Company, whichever occurs first, unless previously renewed, varied or revoked by the Company in general meeting.

This authority renews the authority given to the directors in this regard at the last annual general meeting of the Company held on 24th June 2014

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#### Resolution 6 **Dis-application of Pre-emption Rights.**

Under section 561(1) of the Companies Act 2006, before the directors of a company can allot equity securities for cash, those equity securities are required to be offered first to existing shareholders in proportion to their existing shareholding and otherwise in compliance with the technical requirements of the Companies Act 2006. These are the statutory pre-emption rights of shareholders. These pre-emption provisions also apply to the sale of treasury shares by the Company.

In certain circumstances, however, it may be in the interests of the Company for the directors to allot shares and/or sell treasury shares for cash without first offering them to existing shareholders in proportion to their existing holdings or otherwise than strictly in compliance with the requirements of the Companies Act 2006.

This resolution, which will be proposed as a special resolution, if passed, will allow the directors, pursuant to section 570 of the Companies Act 1985, to allot shares and/or sell treasury shares for cash without first offering them to shareholders in compliance with the requirements of the Companies Act 2006. This authority is limited to the allotments of equity securities and/or sale of treasury shares for cash up to a maximum aggregate nominal amount of £17,866.63, which is equivalent to 5 per cent of the total issued ordinary share capital of the Company as at 4<sup>th</sup> June 2015, and allotments of equity securities and/or sale of treasury shares for cash in connection with a rights issue or other offer to shareholders, subject to the directors ability to make arrangements to deal with certain legal or practical problems arising in connection with such offer.

This authority will expire 15 months after the date of this resolution or at the conclusion of the next annual general meeting of the Company, whichever occurs first, unless previously renewed, varied or revoked by the Company in general meeting.

This authority renews the authority given to the directors in this regard at the last annual general meeting of the Company held on 24<sup>th</sup> June 2014.

# Resolution 7 Shorter Notice of General Meetings.

Under the Companies Act 2006 all listed company general meetings must be held on at least 21 days' notice, but companies may reduce this period to 14 days (other than for annual general meetings) if shareholders agree to a shorter notice period and the Company has met certain requirements for electronic voting. Resolution [ ] is therefore being proposed as a special resolution to permit the Company to call general meetings, other than AGMs, on 14 clear days' notice. If the resolution is passed, the authority conferred would be effective until he Company's next annual general meeting, when it is intended that the approval be renewed.

The directors confirm that the shorter notice period would not be used as a matter of routine. The directors will consider on a case-by-case basis whether the use of the flexibility offered by the shorter notice period is merited taking into account all the circumstances, including whether the business of the meeting is time sensitive. An electronic voting facility will be made available to all shareholders for any meeting held on 14 clear days' notice.

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