CHARTERED INSTITUTE OF EXPORT & INTERNATIONAL TRADE

The Chartered Institute of Export & International Trade

(Royal Charter body no. RC000937, charity no. 1206688)

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the 3rd Annual General Meeting of the Chartered Institute of Export & International Trade (the '**Chartered Institute**') will be held at QEII Centre, Broad Sanctuary, London, England, SW1P 3EE and online via Microsoft Teams on 17th November 2026, at 08:00 a.m. for the following purposes:

AGENDA

1. Meeting opened by Baroness Lucy Neville-Rolfe, Hon President
2. To note the minutes of the 2nd AGM of the Chartered Institute
3. To note the Trustees' Report and the Accounts of the Chartered Institute for the year ended 31st December 2025, together with the report of the Auditors thereon
4. To receive an Overview of the Year from Terry Scuoler CBE MCIEx, Chair, and Jakes Venkateraman MCIEx, Hon Treasurer
5. To receive an update ('Look ahead to 2027') from Marco Forgione MCIEx, Director General
6. To consider, and if thought fit, pass the following resolutions:

6.1 Ratification of appointment of President

THAT the appointment of Baroness Lucy Neville-Rolfe as Honorary President of the Chartered Institute be ratified.

6.2 Election of Trustees

THAT **Sean Ramsden** currently serving as a co-opted Trustee, be elected as Trustee of the Chartered Institute for a three year term with effect from the conclusion of the AGM

THAT **James Norwood** currently serving as a co-opted Trustee, be elected as Trustee of the Chartered Institute for a three year term with effect from the conclusion of the AGM

Head office:
Export House
Minerva Business Park
Peterborough, PE2 6FT

London office:
2nd Floor, 15 Whitehall
London
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THAT **Jayakumar Venkataraman** be elected as Trustee of the Chartered Institute for a second three year term with effect from the conclusion of the AGM

THAT **Filomena Teixeira** be elected as Trustee of the Chartered Institute for a second three year term with effect from the conclusion of the AGM

Background: *Under the terms of the Royal Charter and Bylaws of the Chartered Institute, the Board of Trustees should consist of up to* ***12*** *Trustees, with an additional five places reserved to allow for the Board to co-opt Trustees. The current composition of the Board (as at the date of this Notice) is set out below:*

BOARD MEMBER	***PN***	***OFFICE***
Terry SCUOLER CBE	*MCIEx*	*Chairman*
Marcel LANDAU	*FCIEx (G)*	*Vice Chairman*
Jayakumar VENKATARAMAN	*MCIEx*	*Hon Treasurer*
John ALTY CB	*MCIEx*	
Filomena TEIXEIRA	*MCIEx*	
Jale CAIRNEY	*MCIEx*	
Scott PARKER	*MCIEx*	
Rinat ABDRASILOV	*MCIEx*	
Caroline GUMBLE	*MCIEx*	
Prof Sangeeta KHORANA	*MCIEx*	
Co-Opted - Sean RAMSDEN	*MCIEx*	
Co-Opted - James NORWOOD	*MCIEx*	
Co-Opted - Steve McQUILLAN	*MCIEx*	

Caroline Gumble MCIEx and Professor Sangeeta Khorana MCIEx are due to conclude their terms as elected trustees at the end of the AGM, together with Steve McQuillan MCIEx who will have completed an additional year as a co-opted trustee. The Board would like to express their sincerest gratitude to them all for their tremendous support.

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6.3 **Membership Fees**

THAT the membership subscriptions for 2026, as determined by the Board, shall increase as set out below:

Level	Post Nominal	Subscription	Voting right
Affiliate Member		£95.00	
Student Member		£118.00	
Associate Member	AMCIEx	£148.00	
Full Member by Experience	MCIEx	£180.00	✓
Full Member by Graduation	MCIEx (Grad.)	£180.00	✓
Fellow (Member by Experience)	FCIEx	£250.00	✓
Fellow (Member by Graduation)	FCIEx	£250.00	✓
Retired Member		£40.00	
Business Membership*		£625.00	
Business Plus Membership*		£1,500.00	
Business Premium Membership*		£2,750.00	

Background: *Over recent years, the Chartered Institute has sought to support its members by holding professional membership fees at the same level, while continuing to invest in the services, resources and support available to members.*

To ensure the Chartered Institute can continue to invest in and enhance its professional membership offering, the Board is proposing an increase to professional membership subscription fees for the coming year. The additional income will be reinvested into improving the membership service and developing the benefits, resources and support available to our members.

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**New business member categories shown. Legacy business member categories and rates may continue to apply to a business member until they transition/renew to one of the new categories during the year.*

7. To note the appointment of MacIntyre Hudson LLP as Auditors of the Chartered Institute to hold office until the conclusion of the next annual general meeting

8. Any other business – to be notified in advance

By order of the Board



Terry Scuoler CBE

For and on behalf of:

The Chartered Institute of Export & International Trade

Export House

Minerva Business Park

Peterborough PE2 6FT

Date: 17 October 2026

Notes:

Members of the Chartered Institute may appoint a proxy to exercise all or any of their rights to attend, speak and vote at the Meeting. Any member wishing to appoint a proxy should contact Charlie Laycock, charlotte.laycock@export.org.uk, to make the necessary arrangements.

Voting may be in electronic format and will be treated as a full vote; only one voting slip can be completed by each member.

Members may be invited to register an electronic vote on the Resolutions in advance (to be counted at the AGM) and in this case an email will be sent with the details of how to do this.

There will be an opportunity after the closure of the formal meeting to consider any other appropriate business.

All requests for a proxy and in order that full responses can be given at the AGM, all questions should be submitted in writing by 05 November 2026.

To access the online AGM a link via Microsoft Teams will be issued by email to members the day before the AGM.